

Board of Education Regular Meeting
Monday, June 12, 2017 8:00 PM

Board Room
1301 Centennial Avenue
Utica, NE 68456-0187

Agenda

1. MEETING CALL TO ORDER
 1. Reading of Public Meeting Notice
 1. Open Meetings Act
 2. Roll Call
 3. Consent Agenda
 1. Additions/Deletions and Agenda Approval
 2. Consider Minutes of Previous Meeting(s) and Their Approval
 3. Consider Current Bills and Their Approval
 4. Consider Activity Accounts and Treasurer's Report
 4. Introduction of Guests; Invite Comments
2. OLD BUSINESS
3. NEW BUSINESS
 1. TRANSPORTATION NEEDS
 2. CONSIDER APPROVAL OF THE 2017-18 ATHLETIC BUDGET
 3. CONSIDER APPROVAL OF TEACHER HANDBOOKS
 4. CONSIDER APPROVAL OF 2017-18 STUDENT HANDBOOKS
 5. CONSIDER APPROVAL OF 2017-18 TITLE I FUNDS
 6. CONSIDER RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$5,900,000, FOR THE PURPOSE OF REFINANCING THE DISTRICT'S OUTSTANDING SERIES 2013 BONDS, AND RELATED MATTERS
 7. CONSIDER APPROVAL OF TECHNOLOGY REQUESTS
 8. CONSIDER COURSE APPROVAL FOR HORIZONTAL MOVEMENT
 9. CONSIDER APPROVAL OF WELLNESS POLICY
 10. CONSIDER OPTION ENROLLMENT CLASS SIZES FOR THE 2018-19 SCHOOL YEAR
 11. REVIEW AND IMPLEMENT EVALUATION PROCEDURES FOR THE BOARD, SUPERINTENDENT AND STAFF
 12. DISCUSS THE 5000 POLICY SECTION
 13. BUDGET REVIEW
 14. 50TH ANNIVERSARY PLANNING COMMITTEE
 15. STUDENT AND STAFF RECOGNITION
 16. BOARD MEMBER REPORTS
 17. ADMINISTRATOR REPORTS
 18. CONSIDER NEGOTIATIONS PROPOSAL AND SALARY/FRINGE BENEFIT PACKAGES FOR NON-CERTIFIED EMPLOYEES, ADMINISTRATION AND MISCELLANEOUS RATES
4. ADJOURN

CENTENNIAL PUBLIC SCHOOL

1301 Centennial Avenue
P.O. Box 187
Utica, NE 68456-0187
402-534-2321
FAX 402-534-2291

Tim DeWaard
Superintendent
402-534-2291

Colin Bargaen
Secondary Principal

Dean Davis
Activities Director

Marni Parrack
Elementary Principal

Bob Fish
Counselor

John McClarnen
Special Services

CENTENNIAL BOARD OF EDUCATION REGULAR MEETING May 8, 2017

Notice of meeting was published in York News Times on April 29, 2017.

Meeting was called to order at 8:02 p.m. with all board members present. Administrators present were Mr. DeWaard, Mr. Bargaen, Mrs. Parrack, and Mr. McClarnen. Guests were Abby Smith, Ashlee Sladky, Garrett Richters, Preston Stuhr, Craig Barjenbruch, Jacque Paxson, Paul Grieger and William Wilton.

In lieu of dissent, the consent agenda was accepted as presented.

Motion made by Paxson, seconded by Heine, to approve the request to participate in the FCCLA National Leadership Conference. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Heine, seconded by Avery, to approve the request to participate in the FBLA National Leadership Conference. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Paul Grieger presented discussion on refinancing 2013 Bonds.

Motion made by Tonniges, seconded by Richters, to approve Karla Wullenwaber as a Board of Director for the Centennial School Foundation. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Tonniges, seconded by Cast, to approve the request to purchase items costing \$500 or more. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Cast, seconded by Heine, to approve an increase of 5 cents in lunch prices for the 2017-2018 school year. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Heine, seconded by Tonniges, to keep the rates the same for staff lodging, meals, and mileage or actual and reasonable expenses as determined by administration. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Richters, seconded by Cast, to approve the new teacher evaluation instrument. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Discussion was held on extra duty assignments.

Motion made by Tonniges, seconded by Avery, to approve the courses for horizontal movement for Mrs. McBride. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Paxson, seconded by Heine, to approve the technology requests. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Richters, seconded by Avery, to approve the bid from Clouse Construction for the wood frame bid for the new concession stand. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Motion made by Cast, seconded by Heine, to approve allowing Colette Stelling to continue the Colt's Corral. Members polled: Avery, for; Cast, for; Heine, for; Paxson, for; Richters, for; Tonniges, for. Motion carried 6-0.

Heard update on 58th Anniversary planning

Heard discussion on legislative issues

Heard board member reports

Heard Administrator reports

Meeting adjourned at 10:38p.m.

Douglas Tonniges, Secretary
Centennial Board of Education

DT:mr

Board Report for Newspaper

JUNE 2017

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
AAPC PUBLISHING	SUPPLIES	36.95
AMAZON.COM	TEXTBOOKS	235.61
BARTH, BARBARA	TeamMates	151.42
BAYLOR TEST PREP	SERVICES	9,500.00
BEAVER HARDWARE	PARTS	68.63
BLACK HILLS ENERGY	FUEL	3,317.08
BLICK ART MATERIALS	SUPPLIES	733.28
BLUE RIVER POWER AND RENTAL	PARTS	54.90
BRONCO SPUR	SUPPLIES	68.98
BSN SPORTS INC	SUPPLIES	109.46
CAPITOL ONE COMMERCIAL	SUPPLIES	217.57
CDW GOVERNMENT, INC	SUPPLIES	28,867.54
CENTENNIAL ACTIVITY FUND	DISTRICT REIMBURSEMENT	3,989.75
CENTENNIAL ELEMENTARY	REIMBURSEMENT	81.50
CENTRAL NEBRASKA REHABILITATION SERVICES	PHYSICAL THERAPY	11,950.20
CENTRAL VALLEY AG	FUEL	3,984.16
CORNHUSKER CLEANING SYSTEMS, INC	TIRES/PARTS	63.95
CORNHUSKER INT. TRUCKS INC	EQUIP/MAIN	2,923.46
CULLIGAN OF CRETE	SUPPLIES	200.00
DAS STATE ACCOUNTING	TELEPHONE	238.96
DAVID CITY PUBLIC SCHOOLS	PSYCH SERVICES	4,618.71
DECKER EQUIPMENT	EQUIPMENT	225.23
DELL MARKETING L.P.	COMPUTER HARDWARE	6,312.00
DIETZE MUSIC HOUSE	SHEET MUSIC/EQUIP	21.60
EAKES OFFICE SOLUTIONS	SUPPLIES	3.09
EASY TIME CLOCK, INC	FEES	27.75
EDUCATIONAL SERVICE UNIT 9	STAFF DEV	438.00
EGAN SUPPLY CO	SUPPLIES	1,053.12
ELECTRICAL ENGINEERING & EQUIPMENT	SUPPLIES	169.70
FEHLHAFFER'S INC	PARTS/MAINTENANCE	422.56
FILTER CARE OF NEBRASKA	SUPPLIES	38.75
FISHER SCIENTIFIC	SUPPLIES	213.88
HENRY, SHANNON	CONTRACTED SERVICES	5,816.64
HUNDERTMARK CLEANING SYSTEMS, INC	PARTS	66.79
INSIGHT PUBLIC SECTOR, INC	COMPUTER HARDWARE	899.27
JOURNEY EDUCATION	SOFTWARE	3,950.00
KING'S GLASS	GLASS	289.00
KONICA MINOLTA BUSINESS SOLUTIONS	EQUIP MAIN	1,409.92
KRATOCHVIL, RANAY	REIMBURSEMENT	7.50
KSB SCHOOL LAW .	LEGAL SERVICE	1,157.66
LIBRARY STORE, INC, THE	SUPPLIES	235.28
MATHESON TRI-GAS INC	SUPPLIES	207.38
MCCLARNEN, JOHN	REIMBURSEMENT	243.48
MCCORMICK'S HEATING & AIR CONDITIONING	MAINTENCE	659.75
MEAD LUMBER - YORK	SUPPLIES	89.55

Centennial Public Schools

Board Report for Newspaper

JUNE 2017

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
MEMORIAL HEALTH CARE SYSTEMS	PHYSICALS	247.00
MIDWEST TECHNOLOGY PRODUCTS	SUPPLIES	192.01
MOORE MEDICAL LLC	SUPPLIES	22.61
MORENZONI, ELIZABETH	REIMBURSEMENT	55.57
NANTKES, JENNIFER	CONTRACTED SERVICES	1,082.97
NASB	FEES	155.00
NASCD	REGISTRATSION FEE	495.00
NASSP/NHS	DUES	480.00
NE COUNCIL OF SCHOOL ADMIN	FEES	1,940.00
NORRIS PUBLIC POWER DISTRICT	ELECTRICTY	8,744.56
OMAHA WORLD HERALD	ADV/PRINTING	1,220.00
PAC N SAVE	FOOD/SUPPLIES	173.32
PAYFLEX	FEES	118.80
PITSCO	SUPPLIES	199.00
PRECISION DIESEL, INC	PARTS	65.88
PRESTO-X CO	EXT FEE	101.44
PROVIDENCE WORKING CANINES	SERVICES	302.16
PURDHAM, ELIZABETH	ACCOMPANIST	720.00
PYRAMID SCHOOL PRODUCTS	SUPPLIES	1,415.95
RECYCLING ENTERPRISES OF NE, INC	RECYCLING	40.00
S & S WORLDWIDE	SUPPLIES	147.77
SCHOLASTIC INC	SUPPLIES/TEXTBOOKS	40.00
SCHOOL HEALTH CORPORATION	MEDICAL	8.74
SCHOOL SPECIALTY, INC	SUPPLIES	144.02
SCHOODOLOGY	TRAINING	3,500.00
SEWARD COUNTY INDEPENDENT	PERIODICALS/ADV/PRINTING	40.00
SIEMENS INDUSTRY, INC	REPAIRS	3,102.00
SLACK AUTO SUPPLY	PARTS	23.88
SLADKY, ASHLEE	REIMBURSEMENT	46.18
STAPLES ADVANTAGE	SUPPLIES	1,180.86
SUDRLA, PATTY	CONTRACTED SERVICES	2,245.00
SUTTON PUBLIC SCHOOLS	LODGING	600.60
SWANSON, SANDRA	ACCOMPANIST	1,000.00
TROXELL COMMUNICATIONS, INC	EQUIPMENT	375.84
TRUCK CENTER COMPANIES	PARTS	2,514.18
UNITE PRIVATE NETWORKS, LLC	LEASE	561.48
UTICA PARTS & SERVICE	REPAIRS	1,334.29
VALUE PRINT	REFILL CARTRIDGES	325.85
VERIZON WIRELESS	CELL PHONE	173.40
VILLAGE OF UTICA	WATER/SEWER	1,365.88
VIRCO INC	SUPPLIES	150.56
WEVIDEO, INC	SUBSCRIPTION	199.00
WINDSTREAM	TELEPHONE	485.17
WITTSTRUCK, MOLLY	REIMBURSEMENT	27.18
WORKS COMPUTING, INC	SOFTWARE	5,466.97
YORK GENERAL HOSPITAL	SERVICES	321.02
YORK NEWS TIMES	ADV/PRINTING	74.72

Board Report for Newspaper

JUNE 2017

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>	
YORK PRINTING COMPANY	SUPPLIES/PRINTING	56.46	
YORK PUBLIC SCHOOLS	TUITION	10,309.15	
			Fund Total: 148,961.48
			Checking Account Total: 148,961.48

BUILDING FUND

Karr TuckPointing	\$71,542.00
Midwest Door	4,674.00
Sherwin-Williams Co	<u>566.24</u>
Total	\$76,782.24

CENTENNIAL ELEMENTARY ACTIVITY ACCOUNT

May-17

ACCOUNT	Apr-17 BALANCE	RECEIPTS	DISBURSEMENTS	May-17 BALANCE
BOOKS	\$194.60	\$7.00	\$7.00	\$194.60
BOXTOPS	\$3,633.69			\$3,633.69
PICTURES	\$1,461.67			\$1,461.67
GENERAL	\$4,827.96	\$985.98	\$946.49	\$4,867.45
BACKPACK	\$10,985.66		\$17.94	\$10,967.72
READING CLASSIC				
TOTAL	\$21,103.58	\$992.98	\$971.43	\$21,125.13

Elementary Activity Bank Balance: \$21,230.59

Outstanding Checks: \$105.46

Balance: \$21,125.13

Elementary Activity Savings Account \$2,964.66

Interest on Activity Savings Account \$1.45

Other

Total in Savings: \$2,966.11

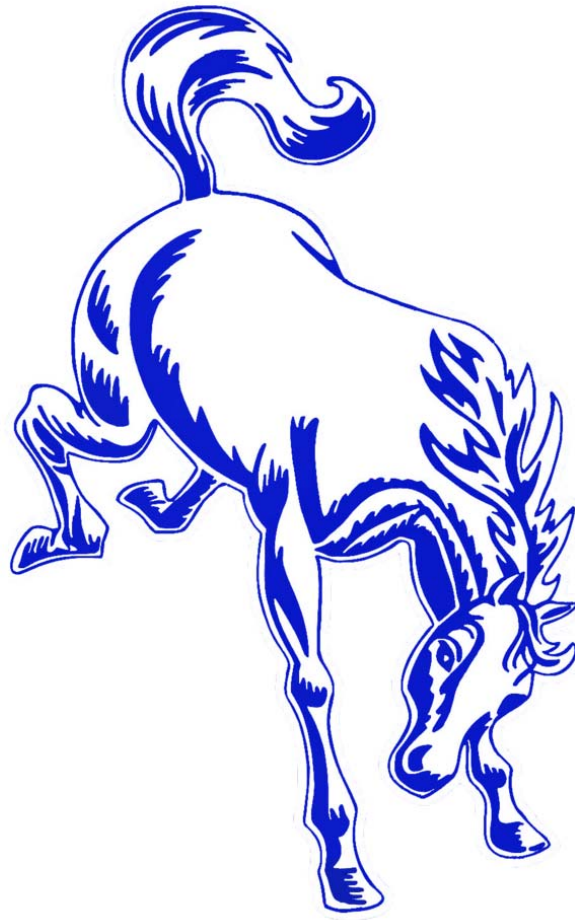
June 2017
May Bank Statement

CENTENNIAL PUBLIC SCHOOL INVESTMENTS

FUND	BANK	TYPE OF INVESTMENT	INT. RATE AMOUNT	INT.REC
Lunch Fund	First Bank of Utica	Checking 180000	\$16,667.03	
		Total	\$16,667.03	
Depreciation Fund	Farmers & Merchants	MMA 436 949	\$147,720.20	\$20.03
		Total	\$147,720.20	
Unemployment Ins.	Cornerstone Bank	Certificate 66245	\$53,836.29	
	Cornerstone Bank	MMA 81190	\$10,807.68	\$1.24
		Total	\$64,643.97	
Building Fund	First Bank of Utica	Checking 18 064 6	\$547,901.90	\$212.31
		Qualified Cap Bond 180554	\$205,631.70	\$79.87
		Total	\$753,533.60	
General Fund	Farmers & Merchants	MMA 436 436	\$92,920.07	\$12.60
	Farmers & Merchants	CD 71455 24mo	\$124,714.88	\$0.00
	Farmers & Merchants	19 mo 2-2016	\$121,518.16	
	First Bank of Utica	CD16282	\$123,497.35	\$195.43
	Cornerstone Bank	MMA 300079871	\$56,365.67	\$6.49
	Cornerstone Bank	CD 613277 36mo 02/17/2020	\$132,354.07	\$0.00
	Cornerstone Bank	CD 71241 16 mo 12/05/2017	\$131,824.05	
	York State, Gresham	MMA 1027291	\$55,672.18	\$6.38
	York State, Gresham	CD 5204	\$192,661.79	\$0.00
	York State, Gresham	CD 5215	\$130,058.41	\$0.00
	First Bank of Utica	PayFlex Acct	\$12,519.42	
		Total	\$1,174,106.05	\$220.90
	First Bank of Utica	Checking 180505	\$1,184,598.15	\$168.47
		Total Invested All Accounts Combined	\$1,184,598.15	
		Total Invested	\$3,341,269.00	

Total amount invested at Farmers & Merchants \$486,873.31
 Total amount invested at First Bank of Utica \$2,090,815.55
 Total amount invested at Cornerstone Bank, Waco \$385,187.76
 Total amount invested at York State, Gresham \$378,392.38
 Total Invested \$3,341,269.00

2017 - 2018



CENTENNIAL
JR/SR HIGH SCHOOL
Student/Parent Handbook

STUDENT - PARENT HANDBOOK CENTENNIAL PUBLIC SCHOOL 2017-2018

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August 1, 2017

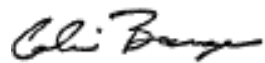
Centennial students and parents:

Welcome back to the 2017-2018 school year. I trust that you have had an enjoyable summer vacation and are looking forward to rejoining your friends for another school year. It is the desire of the Centennial family of teachers, staff members, and administrators to make this a rewarding and profitable year for our students.

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Centennial Junior/Senior High School. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use this handbook as a resource and to assist their child in following the rules contained in this handbook.

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all-encompassing so as to cover every situation and circumstance that may arise during any school day or school year. This handbook does not create a "contract." The administration reserves the right to make decisions and rule revisions at any time to ensure a productive, orderly, and safe learning environment. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

Sincerely,



Colin Borgen
Secondary Principal
Centennial Public School

MEMBERS OF THE BOARD OF EDUCATION

Name	Position
Larry Paxson	President
Mark Avery	Vice-President
Doug Tonniges	Secretary
Jason Richters	Treasurer
Doug Cast	Member
Wayne Heine	Member

ADMINISTRATIVE STAFF

Name	Position
Tim DeWaard	Superintendent
Colin Bargaen	Secondary Principal
Marni Parrack	Elementary Principal
Dean Davis	Athletic Director

TEACHING STAFF

Name	Position
Anderson, Arne	Agriculture
Bargaen, Jennifer	Mathematics
Barjenbruch, Craig	Business, Mathematics
Breitkruetz, Jessica	Art / Media
Davis, Dean	Mathematics /AD
Eitzmann, Barry	Mathematics
Fish, Bob	Guidance Counselor
Harley, Anne	Instructional Coach / Assessment Director
Heser, Kelly	PE / Art
Hottovy, Amy	English
Johansen, Rob	Industrial Technology / Video Editing
Klanecky, Evan	PE / Physical Conditioning
Klanecky, Nikki	Special Education
Miller, Audrey	English, Reading
Ortmeier, Mark	Science / PE / Reading
Pankoke, Leah	Business / Technology
Payne, Phil	Social Studies
Petersen, Emily	Spanish
Purdham, Elizabeth	Instrumental Music
Rickert, Ashlee	English / Journalism
Rickert, Ben	Vocal Music
Sams, Brian	Science
Scholl, Cameron	Special Education
Smith, Abigail	Family Consumer Science
Tesar, Dan	Technology Coordinator
Vossler, Rebecca	Science
Warren, Josh	Social Studies

SUPPORT STAFF

Name	Position
Marge Rhodes	Bookkeeper
Virgil Heine	Custodian Supervisor
Tim Tieken	Custodian
Pat Kirkpatrick	Custodian
Diana Kirkpatrick	Custodian
Nancy Mogee	Custodian
Kathy Heine	Custodian/Transportation
Lori Eichman	Food Service Supervisor
Dianne Bush	Food Service
Barb Ballard	Food Service
Vada Schleusener	Food Service
Hazel Keil	Food Service
Dana Yamber	Media/Paraeducator
Susan Arnold	Nurse
Angela Butzke	Paraeducator
Beth Johnson	Paraeducator
Chantal Zimmer	Paraeducator
Jo Steckly	Paraeducator
	Paraeducator
Kim Sheehan	Paraeducator
Nancy Richters	Paraeducator/Transportation
Patty Welch	Paraeducator
RaNay Kratochvil	Paraeducator/Transportation
Shelby Beerman	Paraeducator
Sheri Hafer	Paraeducator
Tonia Vavra	Paraeducator
Vickie Prochaska	Paraeducator
Wendy Stuhr	Paraeducator
Teri Fickel	Secretary
PJ Jackson	Secretary
Susan Dickey	Secretary
Kara Fehlhafer	Secretary
Pam Vandelloo	Study Hall Supervisor
Mike Wright	Transportation Supervisor
Ron Erks	Transportation
Mary Eikenhorst	Transportation
Cindy Redfield	Transportation
Brenda Gierhan	Transportation
Roy Richters, Jr.	Transportation
Barb Erks	Transportation

CENTENNIAL SCHOOL CALENDAR

AUGUST 2017 - JULY 2018

Aug 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sep 2017						
S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Oct 2017						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Nov 2017						
S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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Dec 2017						
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Jan 2018						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- August**
- 14 *TEACHER INSERVICE*
 - 15 *TEACHER INSERVICE*
 - 16 *FIRST DAY OF SCHOOL*

- September**
- 4 *LABOR DAY - NO SCHOOL*
 - 20 *P-T CONF. 4:00 - 8:30 P.M.; DISMISS AT 1:30*
 - 27 *P-T CONF. 4:00 - 8:30 P.M.; DISMISS AT 1:30*

- October**
- 19 *END OF 1ST QTR - 46 DAYS*
 - 20 *NO SCHOOL*
 - 23 *NO SCHOOL - TEACHER INSERVICE*
 - 24 *START 2ND QUARTER*

- November**
- 17 *2 HOUR LATE START - TEACHER INSERVICE*
 - 22 *EARLY DISMISSAL - 1:30*
 - 23 *THANKSGIVING DAY - NO SCHOOL*
 - 24 *NO SCHOOL*

- December**
- 22 *END 2ND QTR - 42 DAYS; 1ST SEMESTER 88 DAYS; EARLY DISMISSAL 1:30*
 - 25 *CHRISTMAS*

- January**
- 1 *NEW YEAR'S DAY*
 - 2 *NO SCHOOL*
 - 3 *NO SCHOOL - TEACHER INSERVICE*
 - 4 *START 3RD QUARTER*

- February**
- 7 *P-T CONF. 4:00 - 8:30 P.M.; DISMISS AT 1:30*
 - 8 *P-T CONF. 4:00 - 8:30 P.M.; DISMISS AT 1:30*
 - 9 *NO SCHOOL*
 - 23 *2 HOUR LATE START - TEACHER INSERVICE*

- March**
- 7 *END 3RD QTR - 44 DAYS*
 - 8 *NO SCHOOL*
 - 9 *NO SCHOOL*
 - 12 *NO SCHOOL - TEACHER INSERVICE*
 - 13 *START 4TH QUARTER*
 - 30 *GOOD FRIDAY - NO SCHOOL*

- April**
- 1 *EASTER*
 - 2 *NO SCHOOL*
 - 27 *2 HOUR LATE START - TEACHER INSERVICE*

- May**
- 12 *GRADUATION*
 - 17 *LAST DAY OF SCHOOL - 46 DAYS; 2ND SEMESTER 90 DAYS; DISMISS AT NOON*

Feb 2018						
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Mar 2018						
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Apr 2018						
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29	30					

May 2018						
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27	28	29	30	31		

Jun 2018						
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Jul 2018						
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29	30	31				

ARTICLE 1 – MISSION & GOALS

MISSION STATEMENT

The people of this district are committed to educational excellence in a positive, creative and caring environment, preparing each student to be a responsible, productive citizen in our ever-changing global community.

GOVERNING VALUES

We believe...

- every student can learn.
- in the dignity of each student.
- in the individual growth of each student.
- every student can be an adaptable life-long learner.
- every student can be a responsible, productive citizen.
- the development of self-esteem leads to greater learning.
- in providing curriculum and strategies to meet the needs of all students.
- in the shared responsibility and commitment of the family and school-community to educational excellence.

MUTUAL RESPECT

The Centennial Public School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

COMPLAINT PROCEDURES

The proper procedures for a parent or student to make complaints or raise concerns about school staff, school programs, or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, and to challenge disciplinary actions. Such other procedures should be used to address those types of concerns.

1. Complaint procedure:
 - Step 1. Have a scheduled conference with the staff person involved in the complaint matter.
 - Step 2. Appeal to the principal if the matter is not resolved at Step 1.
 - Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.
 - Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3.
2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible.

ARTICLE 2 – SCHOOL DAY

DAILY SCHEDULE

Enter School Building.....	8:05
Class Warning Tone	8:11
Period 1.....	8:16 - - - 9:04
Period 2.....	9:07 - - - 9:55
Period 3.....	9:58 - - - 10:46
Period 4.....	10:49 - - - 11:37
Junior High Lunch.....	11:37 - - - 12:07
Period 5 (Junior High).....	12:10 - - - 12:57
Period 5 (High School).....	11:40 - - - 12:27
Senior High Lunch	12:29 - - - 12:57
Period 6	1:00 - - - 1:48
Period 7.....	1:51 - - - 2:39
Period 8.....	2:42 - - - 3:30

1:30 DISMISSAL SCHEDULE

Enter School Building.....	8:05
Class Warning Tone	8:11
Period 1.....	8:16 - - - 8:47
Period 2.....	8:50 - - - 9:21
Period 3.....	9:24 - - - 9:55
Period 4.....	9:58 - - - 10:29
Period 7	10:32 - - - 11:03
Period 8.....	11:06 - - - 11:37
Junior High Lunch.....	11:37 - - - 12:07
Period 5 (Junior High).....	12:10 - - - 12:50
Period 5 (High School).....	11:40 - - - 12:20
Senior High Lunch	12:20 - - - 12:50
Period 6.....	12:53 - - - 1:30

2 HOUR LATE START SCHEDULE

Enter School Building.....	10:05
Class Warning Tone	10:11
Period 1.....	10:16 - - - 10:55
Period 2.....	10:58 - - - 11:37
Junior High Lunch.....	11:37 - - - 12:07
Period 5 (Junior High).....	12:10 - - - 12:45
Period 5 (High School).....	11:40 - - - 12:15
Senior High Lunch	12:15 - - - 12:45
Period 3.....	12:48 - - - 1:18
Period 6.....	1:21 - - - 1:51
Period 4	1:54 - - - 2:24
Period 7.....	2:27 - - - 2:57
Period 8.....	3:00 - - - 3:30

SEVERE WEATHER AND SCHOOL CANCELLATIONS

SCHOOL CLOSINGS

Advance notice of school closings will be announced by the following radio and TV stations:

KZKX in Lincoln – 96.9 FM

KLKN TV in Lincoln

KAWL in York – 104.9 FM, 1370 AM

KFAB in Omaha – 1110 AM

KOLN TV in Lincoln

KZEN in Central City – 100.3

After School Starts: Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and **parents should have a plan in place to accommodate these circumstances.**

What Not To Do: Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions: Centennial Public School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Tornado Drills: Students are to move quietly and promptly to the location noted by the teacher. Follow all directions that are given.

Fire Drills: Sec. 81-52 of Nebraska School Law requires fire drills to be held once a month. When the alarm sounds, all people (employees included) will file out in a quiet and orderly fashion through the prescribed exit to a predetermined location.

ABSOLUTELY NO RUNNING. The proper exit location from all rooms will be shared by each teacher. When the “return to building” announcement is given, students are requested to return quietly to their respective rooms.

ENTERING & LEAVING THE BUILDING

Beginning of School

Students should not be on school grounds earlier than necessary. **Prior to 8:00 a.m., the school is not responsible for supervision of the students.** The first bell will ring at 8:05 a.m. Students are to stay in the lobby and are not to go to any other part of the building without permission until the first bell.

During the School Day

Students are to remain on campus unless excused in accordance with school policies.

End of School

Our regular school day ends at 3:30 p.m. It is important that students who are involved in after school activities report to the designated area on time. All other students must clear the building as soon

as possible. **The school is not responsible for supervision of students once the students are to have left school grounds.**

ARTICLE 3 – USE OF BUILDING & GROUNDS

VISITORS

Upon entering the main entrance, all visitors must report to the superintendent's office to sign in, in order to receive a visitor's pass. Parents are welcome at all times. Please check in at the secondary office upon entering the junior/high school wing. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators.

SMOKE-FREE BUILDING

Centennial declares all of our school buildings to be smoke-free. We would appreciate your help in meeting the goal of smoke and tobacco-free buildings for our children.

When you attend school events, including athletic events, please remember that our buildings are smoke and tobacco-free, and abide by our District's policy.

CARE OF SCHOOL PROPERTY

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

1. **Broken covers** – replacement cost of the textbook
2. **Obscenities (words or pictures) written** – replacement cost of the textbook
3. **Torn pages** – tape if possible; if not possible, \$2.00 per page to cost of the textbook
4. **Torn or damaged cover** - \$5.00
5. **Ink marks (if not erasable)** - \$2.00 per page to cost of the textbook
6. **Water damage** - \$5.00 for minor damage; replacement cost of the textbook for major damage
7. **Defacing cover, edges, etc.** - \$10.00
8. **Lost** – replacement cost of the textbook
9. **Broken binding** - \$10.00
10. **Missing pages** – replacement cost of the textbook

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

LOCKERS

Each student will be assigned a locker. Each locker will be provided with a built-in lock for security. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker is locked and remains locked at all times. Students are expected to keep all books, etc., in their assigned locker. **Students are not allowed to take their book bags into classrooms; thus, having a well-organized locker will be essential to getting to class on time with all required materials.** Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

SEARCHES OF LOCKERS & OTHER TYPES OF SEARCHES

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. Additionally, the board of education has authorized the use of sniffer dogs to assist in the process of keeping school grounds free of illegal items such as illegal drugs, over the counter drugs, alcohol, guns, ammunition, etc. The protocol for the use of sniffer dogs is addressed more specifically in the Centennial School Board Policy Manual.

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

AUDIO & VIDEO RECORDING & SURVEILLANCE

The Board of Education has authorized the use of video cameras on School District property and in vehicles owned by the district to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

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

Recordings Made by The District: The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district's then-current recording capacity. The district administrators estimate that this is approximately 30 days but may change at any time.

Classroom Recordings by Staff: Staff members may make audio and video recordings of classroom

instruction and school activities upon authorization of the superintendent or supervising administrator.

Prohibited Recordings by Students: Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district's appropriate use and student discipline policies.

Permitted Classroom Recordings by Students: Students may make audio or video recordings of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

Permitted Non-classroom Recordings: Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

USE OF TELEPHONE

Incoming Calls: The office will attempt to cooperate with parents or guardians in order to deliver messages to students during school hours. Messages will be written and delivered to students. Only in cases of extreme urgency will students be called out of class. Calls for students during school hours are disturbing to normal school routine and should be held to a minimum and for emergency purposes only.

Out-Going Calls: The school telephone is primarily for school business and shall not be used for personal calls. Students finding it necessary to make calls are to come to the office to gain permission to either use the school's phone or gain permission to use their cell phone while in the office. In an emergency, an office phone may be used with permission from office personnel.

BICYCLES

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

STUDENT VALUABLES

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the

school office for temporary safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

LOST & FOUND

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel.

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal/Athletic Director.

LABORATORY SAFETY GLASSES

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

INSURANCE

Under Nebraska law, the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent, or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

BULLETINS & ANNOUNCEMENTS

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within a week after the event.

COPYRIGHT & FAIR USE POLICY

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole,

- and
- the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

ARTICLE 4 – ATTENDANCE

ATTENDANCE POLICY

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

ATTENDANCE & ABSENCES

Absences From School - Definitions

An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. **Excused Absences.** Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
 - (A) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
 - (B) Illness which causes a student to be absent from school **(if a doctor's note is brought with the student upon his/her return to school OR if the school nurse sent the student home)**,
 - (C) Doctor or dental appointment which require student to be absent from school, **(with note from doctor or dentist to verify excuse)**
 - (D) Court appearances that are required by a court order and the **student is not responsible for needing to be in court.**
 - (E) School sponsored activities which require students to be absent from school,
 - (F) Family trips in which student accompanies parent(s)/legal guardian(s),
 - (G) Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

2. **Unexcused Absences:** An absence which is not excused is unexcused. If a student's absence is unexcused, the student may receive zeros for any class work missed during the absence and may be required to make-up work and the time missed.

A student who engages in unexcused absences may be considered truant as per state law, **Neb.Rev.Stat. § 79-201.** Truancy is a violation of school rules. The consequence of such action

may include suspension from classes, and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

3. Mandatory Ages of Attendance. A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

Exceptions for Younger Students. Attendance is not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

Exceptions for Older Students. Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

Early Withdrawal for Students Enrolled in Accredited or Approved Schools. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Centennial Public School or resides in Centennial Public School District and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which

may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

Early Withdrawal for Students Enrolled in an Exempt School (Home Schools). A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

ABSENCE PROCEDURES

A student will not be allowed to enter class after an absence until an admit slip, based upon a written parental excuse, is issued by the Principal's office. Work must be made up within the time allowed on the admit slip. Students missing classes for school activities must present a completed activities dismissal slip to the sponsor before being allowed to leave for the activity.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. If requested, assignment sheets will be

prepared for students who are ill. If parents and/or students request assignment sheets, the school should be contacted by no later than 9:30 a.m.

For unexcused absences, the student will receive a failing mark for or in each class period missed.

MAKE-UP WORK

Written make-up work may be assigned for each day missed, regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by mutual agreement between the student and teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences such as chicken pox, hospitalization, or other prolonged illnesses. No assignment sheets will be sent out until after at least three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher.

ATTENDANCE IS REQUIRED TO PARTICIPATE IN OR ATTEND ACTIVITIES

Students must attend school all day the day of any scheduled school activity in order to participate in or attend the activity. This includes sports contests, practices, and dances. Failure to attend on that day will result in a student being withheld from participation in or attendance at the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

TRUANCY

Reporting and Responding to Truant Behavior

Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child age 6 to 18 to attend school regularly without lawful reason shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" policy.

Excessive Absenteeism

Students who accumulate five (5) absences in a quarter and/or twenty (20) absences in a school year shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis or a per class basis for secondary students. When a student has excessive absences, the following procedures may be implemented:

1. Referral to the Seward County Truancy Prevention Office.
2. One or more meetings may be held between a school attendance officer, school social worker, the school principal or a member of the school administrative staff as designated by the school administration, the parent/guardian, and the student to develop a collaborative plan to improve regular attendance. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
3. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.

4. Referral to the Student Assistance Team and/or an educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the excessive absenteeism problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
5. Investigation of the excessive absenteeism problem by the Seward County Truancy Prevention Office to identify conditions which may be contributing to the excessive absenteeism problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the excessive absenteeism problem.

Reporting Excessive Absenteeism to the County Attorney

- A. **Twenty Excused Absences:** If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.
- B. **Twenty Unexcused Absences:** If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.
- C. **Other:** A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

Reporting Excessive Absenteeism to the Commissioner

- A. The Superintendent or designee shall report on a quarterly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

Advisory Procedures.

- A. Advisory letters will be sent to parents or guardians when their child has accrued four (4) and seven (7) absences per class during the semester.
- B. After seven (7) absences, the parent/guardian/student will be notified of potential loss of credits or retention by the principal.

Student's Rights to Due Process

The following procedure will be followed to ensure due process.

A. THE FACULTY COMMITTEE ON ABSENTEEISM

1. Parents/Guardians/Students who wish to appeal the potential loss of credit or retention must make this request within seven (7) days of notification. Requests for appeal must be made in writing on forms supplied by the principal.
2. The Faculty Committee on Absenteeism shall review all absences/tardies and exceptions to the limitation on absences. Chronic and/or extended illness and/or other unusual circumstances will be considered.
3. A determination will be made individually on each case.
4. The Faculty Committee on Absenteeism shall not exercise the right to take credits from a student.
5. The Faculty Committee on Absenteeism shall make its recommendation in writing to the principal.

B. THE PRINCIPAL, PARENT/GUARDIAN, AND STUDENT

1. The principal will render a decision within three (3) days after receiving the committee's recommendation and notify the student/parent/guardian.
2. The request for a hearing may be filed by the student or the student's parents/guardians and presented within seven (7) days following the notification of pending loss of credit.

C. THE SUPERINTENDENT

1. Upon rendering a decision, the principal will forward the decision to the superintendent. If the student is to be denied credit, the superintendent will either support the denial or grant an extension of absences. If the superintendent supports the principal's decision, he/she will notify the student/parent/guardian. The affected party may then request a hearing before the Board of Education. This request must be made within seven (7) days after receiving notification.

D. THE BOARD OF EDUCATION

1. The Board of Education shall serve as the appeal body and may grant or deny an extension of absences after hearing the case.
2. The administration and Board of Education reserve the right to ask for a medical opinion in cases of prolonged or chronic illness.

Attendance Hearings

All attendance hearings will be scheduled for the last week of the semester.

TARDINESS

Tardy to School: Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

Tardy to Class: Students will be considered tardy to class if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time.

Excessive Tardiness: Students are allowed 3 tardies per academic quarter without consequence. Upon the 4th tardy and each additional tardy, the student will be issued a detention. See **Detention Policy in Article 8** for additional information regarding detentions.

LEAVING SCHOOL

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to check in at the office. Students who leave without permission will be considered truant.

Check-Out Procedures

The procedure for checking out at the end of the school year is as follows:

1. Obtain a check-out form from first period instructor.
2. Return all school books, library books, school-owned material, and pay all bills and fines.
3. Teachers, coaches, sponsors, counselor, and librarian must sign each check-out form for clearance.
4. Check-out forms will be checked and collected before year-end dismissal.

Withdrawal Procedures

The procedure for withdrawal is as follows:

1. Authorization for withdrawal must be made in writing or in person by the parent or guardian.
2. Obtain appropriate forms from the principal's office.
3. Return all books and school owned equipment, and pay all fines and bills.
4. Take completed forms to the principal's office for final clearance.

ARTICLE 5 – SCHOLASTIC ACHIEVEMENT

GRADING SYSTEM

Centennial will use the letter grading system as follows:

A	93 - 100	Excellent
B	86 - 92	Above Average
C	78 - 85	Average
D	70 - 77	Below Average
F	Below 70	Failing
I		Incomplete, failure unless removed

Each teacher should define for students the grading procedures to be used in their classes.

GRADUATION REQUIREMENTS

The Centennial Board of Education believes the many benefits of a high school education cannot be fully realized in less than four years. Further, it views the entire senior year as an important period during which the student should be able to enjoy many experiences providing academic growth and enrichment, exploration of new areas, and social growth and maturity.

All students (grades 9-12) are required to register for and complete a minimum of 60 hours of credit each year. Exception: (Students enrolled in vocal music may register for 56 hours of credit.) All seniors are required to successfully complete a minimum of 45 hours of credit in their fourth year of high school.

<u>Required Credit Hours</u>		<u>Credits</u>
ENGLISH - 40 CREDIT HOURS		
Grade 9	English 9	10
Grade 10	English 10	10
Grade 11	English 11, Advanced English	10
Grade 12	<u>Choices</u> : English 12, Advanced English, Applied English 12	10
MATHEMATICS - 30 CREDIT HOURS		
Grade 9	Algebra A, Algebra I, Algebra II	10
Grade 10	Algebra B, Algebra I, Algebra II, Geometry, Applied Math	10
Grade 11-12	<u>Choices</u> : Algebra II, Geometry, Applied Math, Consumer Math, Trig/Pre-Calculus, College Prep Math, College Algebra, Calculus	10
SCIENCE - 30 CREDIT HOURS		
Grade 9	Physical Science	10
Grade 10	General Biology	10
Grade 11	Chemistry I/II, Standards Science	10
Grade 12	<u>Choices</u> : Physics, Anatomy, Chemistry I/II, Advanced Biology	10
SOCIAL STUDIES - 30 CREDIT HOURS		
Grade 9	World History	10
Grade 10	American History	10
Grade 11- 12	Government	10
BUSINESS - 10 CREDIT HOURS		
Grade 11 - 12	Economics	10
PHYSICAL EDUCATION - 10 CREDIT HOURS		
Grade 9	P.E/Health	10
COMPUTER TECHNOLOGY - 10 CREDIT HOURS		
Grade 9	Information Technology I	10
SPEECH - 5 CREDIT HOURS		
Grade 10, 11, or 12	Speech	5

ALL OF THE ABOVE CLASSES MERIT FIVE (5) CREDIT HOURS PER SEMESTER

TOTAL REQUIRED CREDIT HOURS -	165
TOTAL ELECTIVE CREDIT HOURS -	<u>75</u>
TOTAL CREDIT HOURS FOR GRADUATION -	240

COMMUNITY SERVICE REQUIREMENT - 60 HOURS (15 hours/school year)

Community Service Hours **MUST BE PRE-APPROVED** by the principal or guidance counselor.

In an effort to help students keep pace over their 4 years of high school, students will not be able to participate in the Homecoming dance, Prom, or Class Competition Day Out of School if they have not met the following:

- Freshman (must have 5 hours completed & turned in by Prom/Day Out of School)
- Sophomores (must have 15 hours completed & turned in by Homecoming and 20 hours completed & turned in by Prom/Day Out of School)
- Juniors (must have 30 hours completed & turned in by Homecoming and 35 hours completed & turned in by Prom/Day Out of School)
- Seniors (must have 45 hours completed & turned in by Homecoming and 50 hours completed & turned in by Prom/Day Out of School)

DRIVER EDUCATION

Students successfully completing driver education at Centennial will receive three (3) credit hours. Driver education grades do not count toward student grade point averages.

CLASS COMPETITION

Centennial High School classes will be involved in some friendly competition throughout the 2017-2018 school year. Grades 9-12 will be judged on the following:

1. Highest quarterly grade point average
2. Quarterly attendance
3. Quarterly tardies
4. Semester citizenship
5. Parent/guardian attendance at parent/teacher conference
6. Bronco Week Activities
7. Other activities deemed necessary by principal.

Scoring

- 1st place . . . 20 points
- 2nd place . . . 15 points
- 3rd place . . . 10 points
- 4th place . . . 5 points

As a reward for winning the class competition, the winning class will be excused from school for one day. **In the situation that there is a tie between two classes, Bronco PRIDE Stomps will be used to break the tie.**

SCHEDULE CHANGES

Students needing schedule changes should notify the Principal and/or counselor. Schedule changes must be initiated by the teachers involved, the Principal or counselor, and the student's parent. Final approval of all schedule changes will be made by the Principal only.

COMMENCEMENT

No student shall receive a diploma for graduation unless he/she has previously met the requirements for graduation prior to the graduation ceremony. Students who have not met the requirements for graduation at the time of commencement may not participate in the ceremony unless the principal rules otherwise. Commencement is considered an extra-curricular activity and students that are in violation of the Centennial Extra-Curricular Activity Code of Conduct may not be allowed to participate.

As seniors near graduation, all are reminded that participation in the Commencement Exercise is dependent upon successfully meeting all academic and non-academic requirements in a timely manner. Centennial does not award certificates of attendance to non-graduates. School officials will not accept excuses, i.e. "I sent my senior announcements to my family and friends," for granting participation in this exercise. It is the student's responsibility to check on grade status and related issues prior to sending out announcements.

PROMOTION/RETENTION

Students in grades 7 & 8 need to average a 70% in their four core classes (English, Math, Science, & Social Studies) in order to advance to the next grade level. Students who do not meet the 70% guideline will be considered on a case by case basis, and a meeting with the parties involved will be scheduled to discuss promotion/retention and the possibility of attending summer school. If possible, this will include the student, parents/guardians, teachers, guidance counselor, and principal. Areas given consideration will be grades, test scores, and maturity. Parent cooperation is desired but if a unanimous decision cannot be reached, the final decision will be made by the secondary principal.

Students in grades 10-11-12 will maintain grade classification by the total number of hours earned; 60 hours for Sophomores, 120 hours for Juniors, and 180 hours for Seniors. A student must earn the necessary hours for graduation set by the Centennial Public School Board of Education. Requirements are 150 hours of required subjects and 90 hours of elective subjects for a total of 240 hours.

MANDATORY LUNCH STUDY HALL

The office will run a "Downlist" every Monday (or first day of the week that school is in session) at 9AM. Students who are failing two or more classes will be listed as "Down." Students on the downlist for the week will be required to attend a lunch study hall on Tuesday and Thursday during their lunch time. Junior high study hall will begin at 11:40AM, and high school study hall will begin at 12:30PM. Students who are late will be considered tardy. Students who attempt to skip will be dealt with as if they were attempting to skip a regularly scheduled class. Students may bring a sack lunch from home or may purchase a lunch from the school to eat while they are working on their studies. Lunch study hall will be supervised by teachers who will be able to assist students if needed. Students who are down should take advantage of this study time and do their best to raise their grades to a passing level.

PROGRESS REPORTS

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines.

REPORT CARDS

Report cards are issued at the end of each quarter (or nine-week sessions). Letter grades are used to designate a student's progress. Incompletes shall be designated by an "I".

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held this year during the 1st quarter and 3rd quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

HONOR ROLL

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd, and 4th quarters. Students will be recognized accordingly.

SCHOLARSHIP AND HONOR ROLL AWARDS

Students maintaining a 3.5 or a 3.0 average over a defined period of three (3) consecutive semesters during grades 10-12 of their high school career shall be awarded medals for scholarship at Honors Night. After students have accumulated their first three (3) consecutive semesters and have won their first award, the first two (2) semesters of these three (3) will be dropped from the records, and the students must again accumulate another three (3) consecutive semester 3.5 or 3.0 average before winning a second award. This procedure will continue throughout their high school career and, if the stated average is maintained all four (4) years of high school, the student would be able to win a total of three (3) awards. Those students whose averages fall within the stated categories must be carrying 25 hours per semester. Assistantships are not considered a class.

A gold medal shall be awarded to those students who maintain a 3.5 or above average, and the medal shall read Honor Student/Scholarship.

A silver medal shall be awarded to those students who maintain a 3.0 to 3.5 average, and the medal shall read Honorable Mention/Scholarship.

Seventh, Eighth, and Ninth grade students who maintain a three (3) consecutive quarter average of 3.5 or 3.0 will be awarded certificates at Honors' Night. For those students with a 3.5 average or above, the certificates shall read Honor Student. For those students with a 3.0 to 3.5 average, the certificates shall read Honorable Mention.

The point system used to figure the averages will be as follows:

A = 4 points B = 3 points C = 2 points

Any student receiving a D or F will not be considered for Scholarship or Honor Roll awards.

An example of how this might work: A student carrying 25 hours and earning three (3) A's, one (1) B, and one (1) C would have a total of 17 points. This 17 divided by the five (5) classes he or she is carrying would give him or her a 3.4 average.

Honor roll and Honorable Mention for quarter and semester honor rolls will be awarded on the same grade point averages as the scholarship awards.

PRESIDENT'S EDUCATION AWARD

The President's Education Award program is designed to recognize those students at the exit grades of 8 and 12 in our school who have maintained a B (3.3) or above grade average and have scored at or above the 80th percentile on a standardized test during their junior high and high school careers.

NATIONAL HONOR SOCIETY

The National Honor Society chapter of Centennial Public School is a duly chartered and affiliated chapter of this prestigious national organization.

Selection Guidelines

The faculty council will use the following guidelines in their consideration of candidates for membership in the National Honor Society:

1. Leadership – The student who exercises leadership:
 - Is resourceful in applying principles and making suggestions
 - Demonstrates initiative in promoting school activities
 - Exercises influence on peers in upholding school ideals
 - Contributes ideas that improve the civic life of the school
 - Is able to delegate responsibilities
 - Exemplifies positive attitudes
 - Inspires positive behavior in others
 - Demonstrates academic initiative
 - Successfully holds school offices or positions of responsibility, conducts business effectively and efficiently, and without prodding, demonstrates reliability and dependability
 - Is a forerunner in the classroom, at work, and in school or community activities
 - Is thoroughly dependable in any responsibility accepted
2. Service – The student who serves:
 - Is willing to uphold scholarship and maintain a loyal school attitude
 - Participates in some outside activity: Scouts, church groups, volunteer services for the aged, poor, disadvantaged; family duties
 - Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
 - Works well with others and is willing to take on difficult or inconspicuous responsibilities
 - Cheerfully and enthusiastically renders any requested service to the school
 - Is willing to represent the class or school in inter-class and interscholastic competition
 - Does committee work efficiently and without complaint
 - Shows courtesy by assisting visitors, teachers, and students
3. Character—The student of character:
 - Takes criticism willingly and accepts recommendations graciously
 - Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)

- Upholds principles of morality and ethics
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- Actively helps rid the school of bad influences or environment

Removal from National Honor Society

A student may be removed from the NHS by action of the principal upon a determination by the principal that the student:

1. **Prior Conduct.** Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. **Post-Induction Conduct.** Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct contained in this handbook, which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the principal's decision to the superintendent by giving written notice of appeal to the superintendent within ten calendar days of receipt of the principal's removal decision. The appeal procedures shall be established at the discretion of the superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the superintendent on the appeal shall be final.

ACADEMIC INTEGRITY

A. Policy Statement

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

B. Definitions

The following definitions provide a guide to the standards of academic integrity:

1. "**Cheating**" means to intentionally misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.

Cheating includes, but is not limited to:

- (a) **Tests** (includes tests, quizzes, and other examinations or academic performances):

- (1) Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices, or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (3) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (4) Use of Other Student to Take Test: Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (5) Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- (b) Papers (includes papers, essays, lab projects, and other similar academic work):
- (1) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (2) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially re-written by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.
 - (4) Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (5) Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student’s real reason for missing class was because the student had not finished the paper.
- (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher’s grade book or the school records is a serious form of cheating.
2. "Plagiarism" means to take and present as one's own material a portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.
Plagiarism includes but is not limited to:

- (1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at test answers, to copy papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

C. Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. Report to Parents and Administration. The instructor will notify the principal of the offense and the instructor or principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

ARTICLE 6 – SUPPORT SERVICES

SPECIAL EDUCATION IDENTIFICATION & PLACEMENT PROCEDURES

What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement, and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

How are Students With Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference

will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

Reevaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated to the maximum extent possible with students who do not have disabilities. Students are entitled to

have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools, or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether they approve of the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification, or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the superintendent for a review.

Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained, or used by the school district in providing educational services.

Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Centennial Public School district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the superintendent at the Centennial Public School Superintendent's Office.

GUIDANCE SERVICES

The Centennial Public School employs a guidance counselor for the purpose of assisting with the District's testing program, to assist with scheduling, and for students to discuss problems and resolve conflicts. If students wish to see a counselor, they are encouraged to stop by the counselor's office and make arrangements for an appointment.

HEALTH SERVICES

School Nurse

Centennial Public School employs a full-time school nurse. All students who become ill during the school day must visit the nurse's office. If she determines the illness warrants going home, she will initiate such proceedings.

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Parents are encouraged to include emergency daytime phone numbers on each child's enrollment card so parents can be reached if their child becomes ill or injured while at school. Parents should also inform the school health office staff of health related information they feel is important for their student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible, children should be provided medications by parents outside of school hours. In the event it is necessary that a child takes or has medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If a child has asthma or diabetes and is capable of self-managing his or her health condition, parents should contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Parents should limit the amount of medication provided to the school to a two-week supply.

School Health Screening

Children in Preschool and Kindergarten through fourth grade, as well as children in seventh and tenth grades, are screened for vision, hearing, dental defects, height, and weight. Scoliosis screening is not required by the state and will not be done unless a request is made by the parent/guardian. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician’s assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

Summary of the School Immunization Rules and Regulations For the 2017-2018 School Year

Student Age Group	Required Vaccines
<p>Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider</p>	<p>4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>
<p>Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students</p>	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>

Additionally, **for 7th Grade Only**

1 dose of Tdap (must contain Pertussis booster) – this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. A certified copy may be obtained from the Bureau of Vital Statistics in the state in which the child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

Guidelines for Head Lice

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents as partners with the school's control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice*.
3. A child who is sent home from school for head lice should miss no more than two school days.
4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
6. Families are encouraged to report head lice to the school health office.
7. Classroom-wide or school-wide head checks as will be conducted as needed in order to control the condition at school.

*Nit removal will be emphasized for effective management of the condition. For more information, call the nurse at school.

Pregnant or Parenting Students

Students who are pregnant or parenting are encouraged to continue participating in the district's educational and extracurricular programs. In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The District's policy regarding pregnant or parenting students is fully outlined in the Centennial School Board Policy Manual.

TRANSPORTATION SERVICES

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transported on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses which are listed in **Article 8** under **Student Conduct Expectations**.

ARTICLE 7 – DRUGS, ALCOHOL, & TOBACCO

DRUG-FREE SCHOOLS

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

EDUCATION & PREVENTION

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

Drug and Alcohol Use and Prevention

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided age appropriate, developmentally based drug and alcohol education and prevention program for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, as well as its educational programs.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

STANDARDS OF STUDENT CONDUCT PERTAINING TO DRUGS, ALCOHOL & TOBACCO

(In addition to standards of student conduct elsewhere adopted by Board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, and at school sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.
9. The use or possession of any tobacco product, **including the use of vapor products**, or any other such look-alike product.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

Disciplinary Sanctions

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/ Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

Intervention

The Centennial Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

The administration is authorized to adopt such administrative rules, regulations, or practices necessary to properly implement this policy. Such regulations, rules, or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations, and practices may include administrative forms, such as checklists, to be used by staff to record observed behavior and to determine the proper plan of action.

Safe and Drug-Free Schools -- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

ARTICLE 8 – STUDENT RIGHTS, CONDUCT, RULES, & REGULATIONS

STUDENT CONDUCT & DISCIPLINE POLICIES

The common goal of students, parents, faculty, and administration of Centennial Public School is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Centennial Public School will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE CENTENNIAL PUBLIC SCHOOL’S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

In this policy, references to "Principal" shall include building principals, the principal's designee, or other appropriate school district administrators.

Any statement, notice, recommendation, determination, or similar action specified in this policy shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this policy may not participate in and/or attend any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

FORMS OF SCHOOL DISCIPLINE

Short-Term Suspension:

Students may be excluded by the principal or his designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Centennial Public School Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The principal or the principal’s designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the principal or administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the conditions outlined by the principal at the time of the suspension.
5. A student on short-term suspension shall not be permitted to be on school grounds or at any school activity without the express permission of the principal.

Emergency Exclusion

Students may be emergency excluded from school pursuant to the board's separate policy on emergency exclusion or state law.

Weapons and/or Firearms

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state law.

Long-Term Suspension:

Students may be excluded by the principal or the principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

Expulsion:

1. Meaning of Expulsion. Expulsion shall mean exclusion from attendance in all schools, grounds, and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian.

This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the Board of Education or a committee of school board members took the final action to expel the student, the student may be readmitted only by action of the Board. Otherwise, the student may be readmitted by action of the superintendent.

3. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. Alternative School or Pre-expulsion Procedures: The school shall either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

STUDENT CONDUCT EXPECTATIONS

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Centennial Public School, all students are expected to refrain from the following conduct.

Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment

The following conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules if such violations constitute a substantial interference with school purposes:
 - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
 - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
 - c. Violating school bus rules as set by the school district or district staff;
 - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as electronic cigarettes, vapor pens, etc.;
 - e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
 - f. Possession of pornography;
 - g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
 - h. Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
 - i. Engaging in hazing as defined by state law and this policy hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human

consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/newcomers; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to message or send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- l. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

Due Process Afforded to Students Facing Long-term Suspension or Expulsion

The following procedures shall be followed regarding any long-term suspension, expulsion or mandatory reassignment

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
 - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - e. A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning

- the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
- f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below.
 6. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing officer who shall follow the "hearing procedures" outlined below, except that the time constraints set forth may differ as provided by law and this policy. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294). The school district will provide parents with copies of the relevant statutes upon request.

ADDITIONAL STUDENT CONDUCT RULES

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

Student Appearance Policy

Students at Centennial Public School are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate. Such list is not exclusive, and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants); no holes in pants above the knee. Shorts, skirts, and skorts should be mid-thigh in length at the minimum.

- c. Clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- d. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- e. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play”;
- f. Head wear including hats, caps, bandannas, and scarves;
- g. Clothing or jewelry which exhibits nudity, makes sexual references, or carries double meanings;
- h. Clothing that is “pajama-like” in nature and gives the impression of coming to school directly from bed. Slippers are not allowed.

Consideration will be made for students who wear special clothing as required by religious beliefs, disability, or to convey a particularized message protected by law. The final decision regarding attire and grooming will be made by the principal or superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the principal’s office.

Coaches, sponsors, or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups, or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for proper apparel, change it, turn it inside out, cover it, or spend the remainder of the day assigned to in-school suspension. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct previously mentioned. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

Electronic Device Policy

1. PURPOSE AND PHILOSOPHY

Centennial Public School District encourages the appropriate use of electronic devices at school. Although the inappropriate use of electronic devices can be disruptive to the educational process and electronic devices are frequently lost or stolen, Centennial Public School District recognizes the benefits that the incorporation of technology can bring to the curriculum. The District is not responsible for the security and safekeeping of these items and is not financially responsible for any damage, destruction, or loss of electronic devices. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. **NOTE: By bringing an electronic device to school, students and parents/guardians consent to a search of the device if approved by the administration**

2. DEFINITIONS

“Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, Apple Watches, e-readers, tablets, personal digital assistants (PDAs), portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

3. ELECTRONIC DEVICE USE

3.1 Students enrolled in Centennial Public School District are permitted to possess and use electronic devices during the school day (8:16 a.m.-3:30 p.m.) except as otherwise provided by this policy. Cell phone and text transmitting device (ex: iPod touch, Apple Watch) usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging. Students may have their device(s) with them but must turn them into the “device box” upon entering a classroom, follow all rules established by the classroom teacher, may lock them in their school locker (not gym locker), or leave them in their vehicle.

3.1.1 Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a journalism class; student use of a lap top computer for a class presentation).

3.1.2 Electronic devices may be used during the student’s lunch time (junior high students from 11:37 a.m. – 12:10 p.m. OR high school students from 12:27 p.m. – 1:00 p.m.) and during passing periods. At the conclusion of the lunch period, students will turn their device off or to silent and put them in their pocket or return their electronic device to their lockers.

3.1.3 Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan.

4. VIOLATIONS

4.1 Students shall not possess or use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

4.2 The use of electronic devices in locker rooms, restrooms and other locations where privacy is reasonable expectation is strictly prohibited.

4.3 Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school’s main office to be identified, placed in a secure area, and returned to the student and/or the student’s parent/guardian in a consistent and orderly way.

4.4 **First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a detention, and a conference between the student and school principal. The electronic device shall remain in the possession of the school administration until such time as the student serves their detention and personally comes to the school’s main office and retrieves the electronic device.

4.5 **Second Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a double detention, and a conference between the student and his/her parent/guardian and the school principal. The electronic device shall remain in the possession of the school administration until such time as the student serves their double detention and the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

4.6 **Third Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student has served their suspension and the student’s parent/guardian personally comes to the school’s main office and retrieves the electronic device.

4.7 **Subsequent Violations:** Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

4.8 Students and/or parents/guardians, as applicable, are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices after this time period.

5. **SEARCH:** Electronic devices confiscated under this policy shall be subject to reasonable searches, including search of phone number directory, voice mail, and text messages, upon determination by school officials that the facts and circumstances establish reasonable grounds for believing that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

Automobile Use & Driving

Student drivers must know and obey the following rules:

1. Written permission from the principal or his designee is required to drive from school grounds during school hours.
2. Speeding or careless driving on the school grounds and on the streets bordering the school is prohibited.
3. Sitting in cars during the school day is not allowed (this includes the noon lunch period). If students wish to go to their car for any reason during the day, they must obtain permission from the principal or his designee at the high school office.
4. Students must leave their cars after arrival at the school.
5. Students must obtain written permission to enter the student parking lot during the school day.
6. Parallel parking will not be permitted in the student parking lot.
7. The driveway must be kept clear in the parking lot. Cars will not be permitted to park south of the dividing logs.
8. Students are assigned parking in the designated area north of the building and east of the football field. The closest row to the football field will be assigned to seniors, the next closest row to juniors, the next closest row to sophomores, and the next closest row to freshmen.
9. Students driving vehicles to school will park in the north parking lot. All parking stalls east of the school are reserved for school employees and visitors.
10. When school is dismissed, students are urged to drive with caution. Please remember that elementary students are walking home at this time.
11. Be mindful of the pedestrian crossing on Centennial Avenue north of the school prior to and following school. Pedestrians have the right of way, therefore automobiles should stop and let pedestrians cross prior to proceeding.
12. Students violating safe driving practices may be suspended and may be prohibited from driving their vehicles to school.
13. For safety reasons, students will be allowed to drive only bicycles and properly licensed motor vehicles to and from school.
14. For safety reasons, students will be required to ride inside cars and pick-up cabs while these vehicles are driven on school grounds.
15. Student vehicles parked inappropriately will be dealt with in the following manner:
 - 1st offense—a warning ticket will be issued
 - 2nd offense—a warning will be issued and parking will be assigned at the discretion of the administration for the remainder of the quarter/semester
 - 3rd and additional offenses--students will not be allowed to park on the school grounds for the remainder of the school year

Any exception to the above rules must have written permission from parents and the principal. Authority for the Board of Education to exercise control in student cars driven to school originates with the prerogative in the law termed “in loco parentis.”

Please remember that children will be walking to and from school, and their safety is a primary concern.

Cheating/Plagiarism

Should a student be guilty of cheating, the teacher shall collect the paper, mark a zero for the work, and notify the parent and office immediately as to the action taken. The second offense will bring an automatic in-school suspension. Additional offenses will result in more severe disciplinary action. See **Academic Integrity** in **Article 5** for additional information regarding Cheating/Plagiarism.

Food & Pop

Gum, breath mints, and cough drops will be permitted as long as wrappers are disposed of properly and gum is kept off all school and personal property. All food must be consumed in the lunchroom or commons area during the lunch period.

The following is the list of areas in which it is appropriate to consume food or drink:

- Lunch Room
- Family Consumer Science Room
- Gym
- Vo-Ag Room
- Art Room
- Teacher’s Workplace
- Commons Area/Concessions Area

Students will be allowed to carry water to their classes.

Requirements of water being carried:

- Must be in a clear plastic water bottle
- Must include a cap (screw on or pull type)
- No personalized plastic or Styrofoam cups

If it is a safety hazard (example: Chemistry lab) to have water during class, the classroom teacher has the right to ask for all water bottles to remain out of the classroom on this day.

If carrying water bottles to class interferes with the normal routine of the school day, consequences will be enforced.

Initiation Into Classes & Activities

The practice of holding an initiation (hazing) into classes or organizations of Centennial Public School is prohibited. Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of any individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization.

Students should receive assistance and encouragement to become worthwhile members of group activities and to contribute to activities that have educational value. Students who participate in non-approved initiations or hazing after-school or before-school, as well as during the school day, will be subject to disciplinary action as permitted by policy and law.

The philosophy of Centennial Public School provides for individual dignity and personal pride for all

students. Hazing and initiation ceremonies are considered incompatible with the fundamental privilege of a member of the Centennial Public School student body. Exception: The National Honor Society, FFA, and some other organizations have rather formal initiation ceremonies that are in the best interest of the students.

Transportation Policy

It is the belief of the Centennial Board of Education that students must be well-behaved when riding school buses. The Board of Education believes this is a necessary part of safe transportation. The following list contains examples of behavior that will not be tolerated on school buses:

1. Moving about on the bus when the bus is in motion;
2. Use of profanity, engaging in obscene behavior such as, but not limited to, displaying obscene materials, hand gestures, or using obscene speech or other obscene communication;
3. Excessive noise (determined by the bus driver);
4. Teasing or harassing other students or the driver;
5. Throwing of objects;
6. Failure to sit in an assigned seat if a driver deems this necessary;
7. Any disruptive actions;
8. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
9. Willfully causing or attempting to cause substantial damage to private or school property, stealing or attempting to steal private or school property of substantial value, or repeated damage or theft involving private or school property of small value (students causing damage to a school bus will be required to pay for repair or replacement costs);
10. Causing or attempting to cause physical injury to a school employee or to any student. Physical injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
11. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student;
12. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
13. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or alcoholic liquor or tobacco products or vapor products or any other such look-alike products;
14. Snakes will not be allowed on buses. Advance approval (preferably one day) must be obtained from the bus driver to board other animals. Animals must be in plastic or cardboard containers. NO GLASS CONTAINERS WILL BE ALLOWED. Containers shall be taped shut to prevent accidental opening.
15. Consumption of any food/drinks will not be permitted on the bus routes;
16. Bus drivers/van drivers have the authority to report to the appropriate principal any school rule violations at bus stops or within view of the bus stops. The principals will have the authority to discipline students for school rule violations;
17. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes;

18. A repeated violation of any rules validly established pursuant to section 79-4, 176 of this act if such violations constitute a substantial interference with school purposes.

Bus drivers have the primary responsibility of maintaining order and discipline of all student passengers. Students receive a copy of the Transportation Policy at the outset of each school year. Drivers are to read this policy to the students so everyone is aware of expectations and discipline measures.

Prior to reporting any student behavior problems, the bus driver/transportation supervisor may administer his/her own discipline alternatives. These alternatives may include a student/parent conference, requiring the student to wash the bus, sweep out the bus, wash the inside windows, clean out between the seats, etc.

When the bus driver/transportation supervisor feels his/her efforts to effectively modify student behavior have been unsuccessful, he/she will complete an Unsatisfactory Bus Conduct Report and forward it to the appropriate principal. The principal, upon receiving and confirming the report, will take the following steps:

FIRST OFFENSE

If a student is suspected of breaking one of the above mentioned examples, said student will meet with the driver, principal, or superintendent. The student will receive a warning. A certified letter will be sent to the parents/guardians informing them of their child's behavior and outlining the consequences of any repeated violations.

SECOND OFFENSE

The principal may deny any student the right to ride the bus for up to five (5) days. A certified letter will be sent to the parents/guardians notifying them of the decision.

Parents/guardians may be requested to meet with the bus driver, student, principal, and transportation supervisor prior to riding the bus again.

FUTURE OFFENSES

The student will be denied the right to ride the school bus for the remainder of the semester. A certified letter will be sent to the parents/guardians notifying them of the decision.

Note: For more serious violations, students may be disciplined under 79-4170 - 79-4205 (Board Policy 502.2) in lieu of the above.

A note or phone call from a parent/guardian will be required before a driver will allow a student to get off the bus at a location other than his/her regular unloading area.

Altering Bus Routes

If some students are not riding the bus on certain days, drivers may vary their routes. Bad road conditions may also cause a bus driver to alter the route.

Activity Bus

An activity bus will transport students to Beaver Crossing, Gresham, and Waco after activity practice daily. Activity drivers will not unload students enroute. Students who are not out for an activity may ride the activity bus with special permission from the principal's office. Students serving a detention will not be permitted to ride the activity bus. (Exception: Students may ride the bus if they attend and participate in practice after serving their detention.)

Media Center Use

Students are welcome to come to the media center to carry out research or to select reading materials. The following procedures will be followed:

1. Upon arrival in the media center, students shall present their pass to the adult in charge. Passes will be kept at the desk until departure.
2. A student must have a pre-signed pass from the teacher for whom he/she is doing assignments to be released from study halls, etc., in order to use the media center for research.
3. A student may get a pass from any teacher in order to come in to the media center to select reading materials to read in their study hall/classroom. Once a selection is made, the student is expected to return to his/her study hall or class.
4. Students wishing to read current magazines found in the blue binders may sign these materials out at the check-out desk to read in their study hall/classroom for one period. Such materials are due back before the end of the period.
5. Any student not engaged in research or the selection of reading materials will be asked to leave the media center.
6. Any student disrupting others by loud talking or other means will be asked to leave the media center immediately.
7. No book bags will be allowed in the media center.
8. Detentions may be assigned when overdue materials are not renewed or returned.
9. Upon check-out, students shall have the supervising adult sign their pass.

Internet Safety and Acceptable Use Policy

A. Internet Safety Policy

It is the policy of Centennial Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District’s Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,
 1. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff

- members). Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
2. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 3. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 4. Users shall not copy, change, or transfer any software without permission from the network administrators.
 5. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 6. Users shall not engage in any form of vandalism of the technology resources.
 7. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
1. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 2. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 3. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 4. to engage in or promote violations of student conduct rules.
 5. to engage in illegal activity, such as gambling.
 6. in a manner contrary to copyright laws.
 7. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to

some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254
FCC Order adopted August 10, 2011
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: June 11, 2012

Computer Lab Use

A student must have a pre-signed pass from the teacher for which he/she is doing assignments to be released from study halls, etc. in order to have the privilege of working in the Computer Lab.

Computer Lab Rules & Regulations

1. The student signs in with his/her name, class, computer number, and time of arrival. He/she will pin the pink pass to the bulletin board. When leaving the lab, he/she will sign out with the time of departure and have either Mr. Tesar, Mr. Barjenbruch, Mrs. Pankoke, or other principal designee sign the pass.
2. "Pass" students using the lab will use an available computer nearest the north end of the room.
3. "Pass" students are not to interfere with or interact with students in the room who are there as part of an organized class.
4. Any student not working on a computer will be asked to leave the lab.

5. If there are no computers available in the lab, students should check with Mr. Tesar, Mr. Barjenbruch, or Mrs. Pankoke for computer accessibility in their classrooms.
6. Students must do only school-related work in the computer lab. Games will not be permitted; playing games will cause immediate dismissal from the lab.
7. Students who are unable to log onto the computer system through one of their classes may contact Mr. Tesar, Mr. Barjenbruch, or Mrs. Pankoke to gain access to the computers.

Teachers Scheduling Computer Lab Use For An Entire Class

When a teacher wants to take his/her entire class to the computer lab, please reserve the lab in the Google Calendar using the “Middle Lab” calendar to indicate the dates, the class periods, and the number of computers needed. Because many teachers will want to use the lab at various times, it is understandable that we will all need to be flexible.

Teachers must accompany their classes to the lab when the entire class is working.

Parent Permission Letter

Parent/guardian written permission must be given the school for the privilege of accessing the Internet. An **Acceptable Use Agreement** form will be given to each student user. The first two pages of the AUA list the rules and sanctions of Computer Technology Use and are to be kept on file by the parent/guardian. The third page must be signed and returned to the office or technology coordinator before access to computers will be granted.

Risks of Facebook, Twitter, and other Social Networking

The purpose of this message is to give our students information about the risks of using Facebook, Pinterest, Twitter, Instagram, Snapchat, and similar social networking sites.

These sites are public sources of information. The information may be seen by school administrators, parents, and law enforcement. It is also accessible to people who users don’t even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What users say now on Facebook may affect him/her years later.

What students say now on Facebook and other social media sites may also affect them right now. Pictures or writings that show that a student has violated the student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against students based on information posted on social media.

MySpace has published a Guide for schools with some suggestions that we would like to share. Here are some common sense guidelines that all users should follow when using MySpace and the Internet in general:

- Don’t forget that your profile and MySpace forums are public spaces. Don’t post anything you wouldn’t want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren’t always who they say they are. Be careful about adding strangers to your friends list. It’s fun to connect with new MySpace friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.

- Harassment, hate speech, and inappropriate content should be reported. If you feel someone’s behavior is inappropriate, react. Talk with a trusted adult, or report it to MySpace or the authorities.
- Don’t post anything that would embarrass you later. Think twice before posting a photo or information you wouldn’t want your parents or boss to see!
- Don’t mislead people into thinking that you’re older or younger. If you lie about your age, MySpace will delete your profile.

We urge all students to following these common sense guidelines when online.

Laser Pens/Pointers

Students are prohibited from the use and/or possession of any laser device in school or at any school sponsored activity. Use or possession of these devices at school sponsored activities will result in confiscation of the laser device and immediate removal from the activity. Laser pointers may be allowed for in-class demonstrations or presentations with teacher approval.

Harassment & Bullying Policy

One of the missions of Centennial Public School is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

“Bullying” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others’ property. “Harassment” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment are violations of student conduct rules, and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher, counselor, or principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.

It is the policy of Centennial Public School that “bullying” type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

Step I: The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school’s opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the

policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

Step II: The second time school personnel become aware of a harassment incident, the accused student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

Step III: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.

Step IV: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels:

Purpose: All students have the right to attend Centennial Public School free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

Level I: The guidelines for a Level I placement are listed below.

- a) The length of the assignment will be for a minimum of two weeks.
- b) The student will report to the office no later than 8:10 a.m. each morning.
- c) The student will eat on campus at an assigned table.
- d) The student will report to an assigned room at the end of the day and will remain until 3:55 p.m. This will allow all other students to leave the school grounds in safety.

Level II: The guidelines for a Level II placement are listed below.

- a) The length of the assignment will be for a minimum of two weeks.
- b) The student will report to the office no later than 8:10 a.m. in the morning.
- c) The student will eat on campus at an assigned table.
- d) The student will report to an assigned room at the end of the day and remain until 3:55 p.m.
- e) The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

Level III: This is a long-term assignment. The guidelines are listed below.

- a) All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

Inappropriate Public Displays of Affection (PDA or IPDA)

Inappropriate Public Displays of Affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

1st Offense: Student will be confronted and directed to cease.

2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

3rd Offense: Students will be suspended from school for a minimum of 1 day, and the parents and student will need to meet with administrator(s) and counselor.

- i. If this type of behavior continues, the student could face long-term suspension or expulsion.

Specific Rule Items

The following conduct may result in disciplinary action which, in the event of repeated violations, may result in discipline up to expulsion.

- a. Students are not given locker passes, restroom passes, or telephone passes to leave a classroom or study hall unless special circumstances arise.
- b. Students in the hallway during class time must have a pass with them.
- c. Candy, seeds, etc. are not allowed in the school building or classrooms, without prior approval.
- d. Students are expected to bring all books and necessary materials to class. This includes study halls.
- e. Assignments for all classes are due as assigned by the teacher.
- f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- g. Students are to be in their classroom and ready for class on the tardy bell.
- h. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained by that teacher which must be followed.
- i. Students are not to bring items to school that are not required for educational purposes as they may be taken from lockers and will not be allowed in the classroom. These items are classified as “nuisance items” and include but are not limited to: a) personal stereos, b) cell phones, c) beepers, and d) laser pointers.
- j. Snow and water balloon handling is prohibited.

REPORTING STUDENT LAW VIOLATIONS

- A. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
- B. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
- C. In an effort to demonstrate that student behavior is always subject to possible legal sanctions, regardless of where the behavior occurs, it shall be the policy of the Centennial Public School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - a. Knowingly possessing illegal drugs or alcohol.
 - b. Assault.
 - c. Vandalism resulting in significant property damage.

- d. Theft of school or personal property of a significant nature.
- e. Automobile accident.
- f. Any other behavior which significantly threatens the health or safety of students, staff, or other persons or which is required by law to be reported.

DATING VIOLENCE PREVENTION

The Board prohibits behavior that has a negative impact on student health, welfare, safety, and the school’s learning environment. Incidents of dating violence will not be tolerated on school grounds, in district vehicles, or at school-sponsored activities or school-sponsored athletic events.

Dating violence is defined as a pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal, or emotional abuse to control his or her dating partner. Dating partner means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long-term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

DETENTION POLICY

Detention periods are assigned before and/or after school for school rule violations or actions constituting unacceptable student behavior. Detention periods will be scheduled Monday - Thursday from 7:40 to 8:05 and 3:35 to 4:00. Students are required to report to the assigned room on the date the detention is received. Exception: To allow for students requiring bus transportation to arrange for alternative transportation, these students may serve their assigned detention on the next regularly scheduled school day in which detentions may be served. Example: A detention received on Thursday by a student requiring bus transportation would be allowed to serve the detention on the following Monday. Students should express this need to the teacher assigning the detention so the alternative date may be noted on the detention slip.

Students should understand that any certificated or support staff member in the building has the authority to correct misconduct at any time. Therefore, it is conceivable that any staff member may assign a detention to a student who is in violation of school rules.

Detention Period Rules

1. Detention hall will be held before school and/or after school in a designated classroom. Detention time runs from 7:40 a.m. to 8:05 a.m. before school and 3:35 p.m. to 4:00 p.m. after school.
2. If a student shows up after 7:40 a.m./3:35 p.m. without the principal’s approval, he/she will be requested to report the next two (2) school days for detention hall.
3. Detention hall will be used to work on academic work. If a student does not bring work, the student will be assigned the task of copying a section of the Student Handbook. Devices are to be turned into the supervisor upon arriving at detention.
4. Students will be silent and studying the entire 25 minutes.
5. Students will not be allowed to leave the detention hall without the permission of the monitor. (Emergencies only)
6. Failure to attend an assigned detention hall without prior approval of the principal will automatically result in a double detention to be served the following day. **Note: Double detentions are served Monday - Thursday from 3:35 - 4:25. p.m.**
7. Students who fail to serve their double detention will be assigned a day of In-School Suspension and will still

be required to serve the double detention on the same day as the In-School Suspension, or on a date as determined by the principal.

8. Students assigned 2 detentions on the same day will be assigned a day of In-School Suspension or will receive one (1) day assignment to the Saturday Adjustment Center (SAC).
9. Students assigned an excess of three (3) detentions in a quarter will receive one (1) day assignment to the Saturday Adjustment Center (SAC).
10. Additional detentions in excess of four (4) per quarter will result in the student being assigned to the Saturday Adjustment Center (SAC) and/or one (1) to five (5) days of in school suspension.
11. Students waiting for students serving a detention are to wait outside the building or, if severe weather exists, just inside the entryway. Waiting students who create a problem will be assigned a detention period.
12. Bus riders shall not be exempt from detention periods. They shall, however, be allowed one day to make arrangements for a ride home before they make-up their detention periods.
13. Students receiving detentions will not be allowed to ride the activity bus unless they have reported to practice after serving the assigned detention. Students receiving a detention who regularly participate in a sponsored strength training/conditioning program after school must get a bus pass from the weight room instructor. Note: Only students who have been pre-approved and are regular participants in the strength program will be given activity bus passes.

Detentions are very rarely overruled or postponed. If students have a problem involving an assigned detention, Mr. Barga will consider the matter only if it is discussed with the student and the teacher/staff member assigning the detention individually (not as a group of students) prior to the date the detention is to be served. However, some emergencies may merit an overruling or postponement.

SATURDAY ADJUSTMENT CENTER CRITERIA (SAC)

The principal may assign a student to the Saturday Adjustment Center for the following, but not limited to, reasons:

- failure to respond to detention responsibilities
- receiving more than three detentions in a quarter
- failure to adhere to attendance policies
- excessive office referrals
- any behavior requiring intermediary discipline

Students may also be assigned to the SAC as an alternative to in-school suspension, or if in-school suspension has proven ineffective in changing student behavior. Students will be required to attend the Saturday Adjustment Center on the assigned day and time. Students failing to attend or conduct themselves appropriately while in attendance will be assigned two days of in-school suspension the following week in which school is in session. They will also be rescheduled to attend the next day of scheduled Saturday School.

Saturday Adjustment Center Rules

1. Students must be prompt. Students are to report to the commons area. The doors to the school will be locked at **8:00 a.m.** The session will be held from **8:00 a.m. until noon.** Any student arriving after 8:00 a.m. will be refused admission and considered a “no show.”
2. Call in for illness must be made between 7:45 a.m. - 8:00 a.m. to the high school office at 534-2321. The student will be reassigned to the next SAC session. Acceptance of illness excuses will be left solely with the administration and **must** be documented by a medical doctor for consideration.
3. In cases of inclement weather, students will be notified no later than 7:30 a.m.
4. All Student Handbook rules apply.
5. Students must be on task the entire time with absolutely NO talking. Students must bring all homework prior to the start of the session. No locker passes will be allowed.

6. No excuses will be accepted for failure to attend (FTA) Saturday School. Only documented, unforeseen, extenuating circumstances approved by the administration will be considered. Examples might include: death in the family or a medical doctor documented illness.
7. Failure to comply with the rules or showing disrespect for the supervisor will result in dismissal from SAC and two days of in-school suspension the following week. The student will be reassigned to the next day SAC is in session.

ARTICLE 9 – EXTRA-CURRICULAR ACTIVITIES - STUDENT RIGHTS, CONDUCT, RULES, & REGULATIONS

EXTRA-CURRICULAR ACTIVITY PHILOSOPHY

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally, and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community, and the students themselves. In their play and their conduct, students are representing all of these groups. Such experiences contribute to the knowledge, skill, and emotional patterns that they possess, thereby making them better individuals and citizens.

Safety

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common-sense.

Warning for Participants and Parents

The purpose of this warning is to bring attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis, or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment, and strict observance of the rules, injuries are still a possibility.

PHYSICAL EXAMINATION FOR COMPETITIVE ATHLETICS

Physical Examination

Students who take part in competitive athletics are required to undergo an annual physical examination by a physician. Students will not be allowed to practice or participate in any contest until records of this examination

and the physician's approval are on file in the athletic director's office. Students' families are responsible for paying the cost of these examinations.

Physical Condition and Injuries – Sports

A student will not be permitted to participate in a sport activity if the student, his/her parents, coach or athletic trainer feel that the student is not in sufficiently good physical condition. The school principal and/or athletic director will be notified of the student's physical condition if there is a question regarding participation.

If a student sustains a serious physical injury, other than a concussion, that requires a physician's attention, and the student's parents do not want him/her to compete, practice or participate in sports or sports activities, the student must submit his/her physician's written permission before he/she will be permitted to return to practice or to participate in sports or sports activities.

Concussions

Any student who has suffered a confirmed concussion will be prohibited from participating in athletic contests or practices until 10 days after post-concussion symptoms are no longer evident.

A member of the coaching staff or athletic trainer will document all incidents of possible concussion. The student's physician or the athletic trainer will determine when the post-concussion symptoms in each case have ceased and will document that determination in writing. The 10-day sit out period will begin at that time and the student will not be permitted to resume competition or practice until after the completion of the 10-day period.

If the student, parents, coach or athletic trainer feel that a student who has suffered a concussion is not in good physical condition, the student will not be permitted to participate in the sport. The school principal and athletic director will be notified of the student's physical condition if there is a question regarding participation.

Centennial Public School will provide staff with training in recognizing and responding to the symptoms of concussions. This training is intended to assist staff members in determining when students are concussed and providing them with immediate care that will be followed with evaluation by training staff or a physician. Centennial Public School is not responsible for any costs associated with the medical evaluation or subsequent treatment.

Students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. The school's "return to learn protocol" shall be the guidance provided by the Nebraska Department of Education entitled "Bridging the Gap from Concussion to the Classroom," and accompanying materials and future supplements. Nothing in this policy or the referenced protocol shall entitle a student who has sustained a concussion to an individualized plan under Section 504 of the Rehabilitation Act, although staff will refer students who have sustained a concussion for evaluation under Section 504 as appropriate.

EXTRA-CURRICULAR ACTIVITY CODE OF CONDUCT

This activity code of conduct is supplemental to the Centennial Public School student code of conduct which is in this handbook, and any action taken hereunder may be in addition to any action under the student code of conduct said policy.

Grounds for Extra-Curricular Discipline

The grounds for suspension from practices, participation in interscholastic competition, or other participation in extra-curricular activities and competitions are set forth below. In becoming familiar with the

conduct rules for extra-curricular activities, participants need to remember that they are not only representing themselves, but also their school and community in all of their actions. Special conduct rules exist for the reasons that:

Participants in Activities Assume Responsibility for Leadership and are Representatives of Our School:

Participants in extra-curricular activities assume a leadership role. The student body, the community, and other communities judge our school on the students conduct and attitudes, and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud.

Activities are a Privilege: Extra-curricular activities have an important place in the educational program of Centennial Public School. It is a privilege for the students who choose to participate. Students who participate and are accepted into the program are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. It is the belief that accepting responsibility for one's actions is a part of that philosophy.

The conduct rules apply to conduct of the student, regardless of whether the conduct occurs on and off school grounds. (If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct). The conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, to any student, or to any other person.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, vapor products, narcotics, drugs, controlled substances, or inhalants, or being under the influence of any of the above; or possession of drug paraphernalia. (Note: The term "under the influence" for school purposes has a less strict meaning than it does under criminal law. For school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant. In addition, "possession" of alcohol or drugs will be considered to have occurred for purposes of school rules if the student is in such close proximity to alcohol or drug (for example, a student being in a car where alcohol is in the back seat and no adults are present in the car) or to others who are consuming alcohol or drugs (for example, being at a student party at which other students are drinking) that school officials may reasonably determine that the student was in "possession" of the items as well).

9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes, or assigned activities.
12. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
13. Public indecency.
14. Repeated violation of any of the rules adopted by the school district or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding Centennial Public School buses.
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon in a place where such items are prohibited.
19. The knowing and intentional use of force in causing, or attempting to cause, personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of an extra-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

Drug, alcohol, and tobacco violations

Students who are found to be in violation of sub-paragraphs 8 or 9 of the above conduct rules shall be subject to the following disciplinary action **if the student or parent “self-reports” the incident to the high school principal or activities director within one week of the violation.** If the student or parent does not self-report the violation with the one week window, the disciplinary action for each violation listed below **doubles in length and the suspension will begin on the date of the student’s next extra-curricular activity.**

1. First Violation –

- a. Suspension from extra-curricular program for designated activities for four (4) weeks from the date of findings or violation

-OR-

- b. Students and parents agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to school's principal or principal's designee. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extra-curricular activities for four (4) weeks from date of finding of violation. The student must not compete or participate in the designated activities for two (2) calendar weeks. All costs associated with the program are to be borne by the student/parent or guardian.

2. Second Violation –

- a. Suspension from extra-curricular program for designated activities for eight (8) weeks from the date of findings or violation

-OR-

- b. Students and parents agree to participate in a school-approved program for chemical dependency. Said program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to school's principal or principal's designee. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extra-curricular activities for eight (8) weeks from date of finding of violation. The student must not compete or participate in the designated activities for four (4) calendar weeks. All costs associated with the program are to be borne by the student/parent or guardian.

3. Subsequent Violations –

- a. Upon finding of a subsequent violation, the student will be suspended from all designated activities for one calendar year from the date of determination that a subsequent violation has occurred.

Procedures for Extracurricular Discipline

Students may be suspended by the principal or the principal's designee from practices or participation in interscholastic competition or participation in extra-curricular activities for violation of rules and standards of behavior adopted by the Centennial Public School Board of Education or the administrative staff of the school.

The following procedures will be followed with regard to suspension:

1. The school official(s) considering the suspension will make a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student is to be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the school has, and be given the opportunity to explain the student's version of the facts.

3. If the student is not readily available to meet with the school official for this purpose before the suspension is to begin, then the suspension may be imposed at that time so long as the opportunity for the student to hear the charges and evidence and for the student to tell his or her side of the story occurs as soon as reasonably practicable. An effort to schedule a meeting for this purpose should be made by the student and the student's parent or guardian as well. Given the fact that extracurricular activity suspension actions at times need to be taken outside the regular school day, a telephone conference may be used to give the student the opportunity to provide the student's position.
4. Within two school days or such additional time as is reasonably necessary following the suspension, the principal or principal's designee will send a written statement to the student and the student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
5. An opportunity will be afforded the student, parents, or guardian of the student, at their request, to confer on an informal basis with regard with the school official who has imposed the suspension and to give that school official any further information in the student's defense.
6. If the student or student's parents or guardian are not satisfied with the determination of the school official, an informal hearing may be requested before the superintendent. A form to request such a hearing must be signed by the parent or guardian will either be provided with the initial notice letter or be made available in the principal's office. This request must be received by the building principal within five days of receiving the initial written notice of suspension.
7. If a hearing is requested, it shall be held within ten calendar days of the request. The superintendent will notify the participants of the time and place of the hearing within five days of receiving the request. There will be no stay of the penalty imposed pending an appeal.
8. Upon conclusion of the hearing, a written decision will be rendered within five school days. The written decision will be mailed or otherwise delivered to the participant, parents or guardian. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the hearing itself) shall be kept by the school.
9. Nothing contained in this regulation shall prevent the participant, parents, guardian, or representative from discussing and settling the matter with the appropriate school personnel at any stage.

ATTENDANCE

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy may be ineligible to participate in extracurricular activity contests or performances. Students who have eight or more unexcused absences in the semester of participation may be ineligible to participate in extracurricular activity contests or performances. Exceptions may be made for extenuating circumstances and student absences will be considered on a case by case basis.

2. Be on time for all scheduled practices, contests, and departure for contests. In the event a participant is unable to attend a practice or contests, the participant should contact the coach or sponsor in advance.
3. On the day of a contest, performance, or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity. Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

Every attempt should be made to be in attendance the day of a contest. Sleeping in to rest up for the game will not be considered an extenuating circumstance, nor will going home ill and then returning to play in the contest later that day.

ACADEMIC REQUIREMENTS FOR EXTRA-CURRICULAR ELIGIBILITY

Participation in extra-curricular school activities is encouraged and desirable for all students. At the same time, the principal mission and responsibility for each student is to establish a firm academic foundation. Therefore, the following Nebraska School Activities Association (NSAA) and Centennial Public School Eligibility Requirements must be met by all 7-12 grade students in order to be eligible to participate in extra-curricular activities:

NSAA – Eligibility Requirements Summary

Eligibility requirements are established by the NSAA in its Constitution and its Bylaws and Approved Rulings. These documents can be found in their entirety online at <http://nsaahome.org/nsaaforms/pdf/elgposter.pdf>. In order to represent Centennial Junior/Senior High School in any activity sponsored by the Nebraska School Activities Association these requirements must be met. Below is a summary of the NSAA's eligibility requirements:

1. Must carry at least 20 semester hours.
2. Must have passing grades in four subjects for the present semester.
3. Must have been enrolled on or before the 11th day of school.
4. Must have passed 20 semester hours the previous semester.
5. Must meet requirements of the school as to conduct, personal habits, and training.

In-eligible if:

1. You were 19 years of age before August 1.
2. You have attended school more than 8 semesters (grades 9-12).
3. You were not enrolled in school by the 11th day of school.
4. You were not in school the immediate preceding semester.
5. You did not receive 20 semester hours of credit the immediate preceding semester.
6. You have graduated from high school.

7. You compete in any athletic contest other than as a representative of your school during the season of the sport involved.
8. You play on an all-star team while a high school undergraduate.
9. You have changed schools without your parents changing domicile.
10. Your parents have changed their domicile to another school district and you have remained in your present school. (Exception: if your parents have moved after school has started, you will be eligible to complete the current school year.) Check the NSAA Yearbook for the definition of legal domicile.
11. You participate in a contest under an assumed name.

Centennial Public School – Academic Eligibility Requirements Grades 7-12

Grades in all subjects, including non-core classes, will be reported at the end of each school week beginning the third week of each quarter (nine week grading period). Any student failing two or more classes will be ineligible to represent Centennial Public School in interscholastic competition. The period of ineligibility will be from the following Monday to Sunday of the school week when a student has attained ineligible status. The first time each quarter that a student fails to meet the criteria for eligibility, the student will be extended a one-week “grace period” of eligibility to raise his/her grades to meet this policy. Participants will only be given one “grace period” per quarter. Failing two or more classes at the end of the school week during the quarter after the “grace period” has been used will result in ineligibility. Ineligible students will not be allowed to participate in any extra-curricular activity, including athletic contests, until the above requirement has been met. Students are expected to practice with their team during the ineligibility period unless otherwise told by their coach/sponsor.

STUDENT SEATING & SPORTSMANSHIP AT ATHLETIC CONTESTS

For the safety of contestants and officials, no seating will be allowed on the first row of seating in the gymnasium. The Student Section is based upon first come first serve basis. The designated Student Section allows for students to stand and cheer. Anyone not cheering for Centennial and occupying space may be asked to move to allow students wanting to cheer in that spot. The principal will reserve the right for final decisions.

Good sportsmanship is expected to be exhibited by all coaches, sponsors, students, parents, and other spectators. The school can be punished by NSAA for a lack of good sportsmanship at NSAA sanctioned events. More importantly, activities are more enjoyable for the students when good sportsmanship is displayed.

Responsibilities of Spectators Attending Interscholastic Athletics and Other Extracurricular Activities

1. Show interest in the contest by enthusiastically cheering and applauding the performance of both teams.
2. Show proper respect for opening ceremonies by standing at attention and remaining silent when the National Anthem is played.
3. Understand that gaining admittance to observe the contest is a privilege, not a license to verbally attack others or be obnoxious. Maintain self-control.
4. Do not “boo,” stomp feet, or make disrespectful remarks toward players or officials.
5. Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
6. Know that noisemakers of any kind are not proper for athletic events.
7. Obey and respect officials and faculty supervisors who are responsible for keeping order. Respect the integrity and judgment of game officials.
8. Stay off the playing area at all times.
9. Do not disturb others by throwing material onto the playing area.

10. Show respect for officials, coaches, cheerleaders, dance teams, and student-athletes.
11. Pay attention to the half-time program and do not disturb those who are watching.
12. Respect public property by not damaging the equipment or the facility.
13. Know that the school officials reserve the right to refuse attendance of individuals whose conduct is not proper.
14. Refrain from the use of alcohol and drugs on the site of the contest.

SENIOR ROYALTIES

A senior may serve on only one of the following royalties:

Bronco Week–King/Queen **Prom**–King/Queen **Athletic**–King/Queen

ELIGIBILITY REQUIREMENTS FOR OFFICERS

Any student in grades 9-12 must be passing four (4) subjects or 20 hours in order to hold a class or organizational office. This average must be maintained each semester. No student may hold more than one of the following major offices in any one year:

1. Student Council president
2. Senior Class president
3. Junior Class president
4. Yearbook editor

DANCES/PARTY RULES

A school sponsored dance is a school activity subject to all provisions of the Student Activity Code and is a privilege available to students meeting all requirements for participation including Academic Eligibility.

Standards for the administration of school dances and parties:

1. All activities are to be held within the school premises (if facilities are available). These activities will be on either Friday or Saturday night and must terminate no later than midnight, unless otherwise approved by administration.
2. Dances with street shoes are NOT permitted in the new high school gym.
3. The use, possession, or distribution of tobacco, vapor products, alcohol, or illegal drugs will not be permitted at any school function. Any person who has been drinking shall be denied admission to the party or will be detained until parents or guardians are notified and arrangements made to transport the student home.
4. No student will be allowed entrance to the dance after 9:30 p.m. or an announced, designated time set by the principal.
5. Any student leaving the activity will not be allowed to re-enter.
6. Each activity shall be under the sponsorship of a school organization or sponsor.
7. Students are permitted “outside” dates for specific school activities but must file the names of the date in the principal’s office. Centennial students will be held responsible for their date’s understanding and obeying the rules and regulations pertaining to the activity. No dates over the age of 20 will be allowed to participate
8. All persons attending the prom must wear either formal or semi-formal attire. Attire for other activities must conform (as a minimum) to the dress for regular school days or to the appropriateness for the event.
9. All activities must have a sponsor present. Events must be approved and scheduled through the

- principal's office.
10. Any school group, with sponsor authorization, may invite all faculty, board members, and spouses, free of charge.
 11. All contracts for dance bands or disc jockeys must have the signature of the principal.

SCHOOL SPONSORED TRIPS

On all activity trips the student must travel to and from the activity in transportation provided by the school. The only exceptions are listed below:

1. Injury to participant which would require alternative transportation.
2. Prior arrangement between the coach/sponsor and participant's parent/guardian. Only parent/guardian may transport a student from an activity, without prior arrangement. The parent/guardian must notify the coach/sponsor in writing of the intent to transport their child(ren) home from the activity.
3. Students will not be permitted to ride home from a school activity with any minor. (Under age 21)

All school sponsored trips are considered an extension of classroom; therefore, all school rules and regulations apply. Participation in classroom related trips will be at the discretion of the classroom teacher and the principal. Students who are struggling academically and/or behaviorally will be considered on a case by case basis.

STUDENT FEES POLICY

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. [In other special cases where the parent/guardian requests that the student be exempted from charges, the superintendent shall determine granting of waivers.] No fees, specialized or nonspecialized attire, or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extra-curricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or prekindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waiver for any of the following shall be provided for students who qualify for free or reduced-price lunches:

Section 1 Fees and specialized equipment and specialized attire required for participation in extracurricular activities;

Section 2 Admission fees for onsite district-sponsored extra-curricular activities and district transportation charges for spectators attending offsite extracurricular activities; and

Section 3 Materials required for course projects where the project becomes the property of the student upon completion.

The superintendent shall establish a Student Fee Fund and ensure the funds collected as fees for the following purposes are properly recorded and deposited to it:

Section 4 Participation in extracurricular activities;

Section 5 Postsecondary education costs; and

Section 6 Summer school or night school.

The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified courses and activities;
3. Any materials required for course projects if the project becomes the property of the student upon completion; and
4. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.
5. The superintendent shall also promulgate regulations authorizing and governing the following areas:
6. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
7. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
8. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
9. Deadlines for waivers for all types of fees;
10. Procedures for allowing facilities use for NSAA District events to avoid conflict with this policy;
11. Procedures [to avoid the direct handling of fees; for the handling of fees] for students receiving postsecondary education credits;
12. Procedures for handling of fees related to summer school or night school;
13. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy;
14. Procedures for admitting students on waiver to extracurricular activities; and
15. Procedures for transportation of student spectators to extracurricular activities and collection of any related fees.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1003.3 Complaints.

this policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the Board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each student.

Legal Reference: Neb. Constitution, Art VII, Sect. 1
 Neb. Statute 79-215 (tuition)
 79-241 (option student busing)
 79-605 (nonresident busing)
 79-611 (transportation fee)
 79-734 (books, equipment and supplies)
 79-2,104 (student files)
 79-2,125 to 2,134 (student fees law)
 79-1104 (before-and-after-school services)
 79-1106 to 1108 (learners with high ability)

ARTICLE 10 – STATE & FEDERAL PROGRAMS

NOTICE OF NONDISCRIMINATION

The Centennial School District does not discriminate on the basis of prohibited factors in employment and educational programs/activities. The Centennial School District affirmatively strives to provide equal opportunity for all as required by:

- Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin
- Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, sex, or national origin
- Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of sex
- Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40
- The Equal Pay Act of 1963 as amended - prohibits sex discrimination in payment of wages to women and men performing substantially equal work in the same establishment
- Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled
- Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications
- The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons
- The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions
- The Uniformed Services Employment and Reemployment Rights Act (USERRA) – provides job protections and reemployment rights to military reservists and National Guard members called to active duty
- The Boy Scouts of America Equal Access Act which prohibits discrimination against groups that wish to access district facilities
- The Nebraska Fair Employment Practice Act (FEPA) – prohibits employment discrimination on the basis of race, color, national origin, religion, sex (including pregnancy), disability, marital status, and retaliation
- Nebraska Age Discrimination in Employment Act (Age Act) – prohibits employment discrimination on the basis of age for those individuals who are over 40 years of age
- The Equal Pay Act of Nebraska – prohibits discriminatory wage practices based on sex
- The Nebraska Equal Opportunity in Education Act – prohibits discrimination on the basis of sex (including pregnancy) by any educational institution

- Veterans Preference Law (NEB. REV. STAT §§ 48-225 to 48-231) - stipulates categorical preferences for employment for military veterans and for the spouses of disabled veterans

Additional School Board policies prohibit harassment and/or discrimination against students, employees, or patrons on the basis of sex, race, color, ethnic or national origin, religion, marital status, disability, age, pregnancy, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a complaint using the district’s complaint procedures.

DESIGNATION OF COORDINATOR(S)

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Colin Barga, Centennial High School, PO Box 187, Utica, NE 68456, 402-534-2321.

Law, Policy or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Colin Barga
Title IX	Discrimination or harassment based on sex; gender equity	Colin Barga
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Colin Barga
Homeless student laws	Children who are homeless	Tim DeWaard
Safe and Drug Free Schools and Communities	Safe and drug free schools	Colin Barga

ANTI-DISCRIMINATION & HARASSMENT POLICY

Elimination of Discrimination

The Centennial Public School hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Centennial Public School is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Centennial Public School will try to protect employees and students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

Sexual harassment is defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

Sexual harassment may exist when:

1. Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;
2. Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.
3. The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
4. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Centennial Public School. If a satisfactory arrangement cannot be obtained through the Superintendent of Centennial Public School, the complaint may be processed to the Board of Education.

The supervisor, teacher or the Superintendent of Centennial Public School will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a

harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

MULTI-CULTURAL EDUCATION POLICY

It is the policy of the Centennial Public School system to utilize the resources of curriculum, instruction, in-service, counseling and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern-day United States of America by observing the following objectives:

1. To select materials and methods that will eliminate bias and stereotype in our schools.
2. To conduct in-service programs for our staff that will help them to understand a multi-cultural approach and to reflect it in their teaching and administrative duties.
3. To encourage all students to grow in self-esteem and to understand and develop their academic and human potential.
4. To guard against the grouping of students that reflects racial, ethnic, language, or cultural bias.

NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and

notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.
Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education400
Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION

The District may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous school attended. A parent or eligible student has the right to

refuse to let the District designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The District designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the District in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Seward County Police Department as the District's "law enforcement unit" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

ROUTINE DIRECTORY INFORMATION

The school district shall disclose the following as routine directory information pertaining to any past, present or future student who is, has been, or will be regularly enrolled in the district.

- Name and grade
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth
- Dates of attendance
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Participation in activities and sports
- Degrees and awards received
- Social media usernames or handles
- Weight and height of members of athletic teams
- Most recent previous school attended
- Certain class work which may be published onto the Internet
- Classroom assignment and/or home room teacher
- Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

****Directory information does not include a student's social security number****

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent.

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given to opportunity to prevent the release of this directory information by filing a written objection with the district.

NOTICE CONCERNING STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child’s classroom teachers. Upon request, Centennial Public School will give parents/guardians the following information about their child’s classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child’s school building. The information will be provided to you in a timely manner. Finally, Centennial Public School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

PROTECTION OF PUPIL RIGHTS

The Centennial Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

1. Surveys

- a. Surveys Created by a Third Party
 - i. This section applies to every survey:
 1. that is created by a person or entity other than a district staff member or student;
 2. regardless of whether the student answering the questions can be identified; and
 3. regardless of the subject matter of the questions
 - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
 - i. Sensitive information shall include:
 1. Political affiliations or beliefs of the student or the student’s parent(s);
 2. Mental or psychological problems of the student or the student’s family;
 3. Sexual behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of other individuals with whom respondents have close family relationships;
 6. Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
 7. Religious practices, affiliations, or beliefs of the student or student’s parent(s); or
 8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without prior written consent of the parent or eligible student.
 - ii. No student shall be required to submit to a survey, analysis, or evaluation that requests sensitive information.

- iii. If a survey requesting sensitive information is funded, in whole or in part, by a program administered by the U.S. Department of Education, the school district must obtain the written consent of a student's parent(s) before the student participates in the survey.
 - iv. School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey (created by any person or entity, including the district) containing any sensitive information.
 - v. Parents have the right to inspect any survey which requests sensitive information before that survey is distributed to their student.
- c. Survey Inspection Requests
- i. School officials shall inform parents of their right to inspect surveys requesting sensitive information before the surveys are distributed to any student.
 - ii. All survey inspection requests must be in writing to the building principal and delivered to the building principal prior to the date on which the survey is scheduled to be administered to the students.
 - iii. The principal shall respond to survey inspection requests without delay.

2. Invasive Physical Examinations

- a. The term "invasive physical examination" means:
- i. any medical examination that involves the exposure of private body parts; or
 - ii. any act during such examination that includes incision, insertion, or injection into the body; and
 - iii. does not include a hearing, vision, or scoliosis screening.
- b. Parents may refuse to allow their student to participate in any non-emergency, invasive physical examination or screening that is:
- i. required as a condition of attendance;
 - ii. administered by the school and scheduled by the school in advance; and
 - iii. not necessary to protect the immediate health and safety of the student, or of other students.
- c. This policy does not apply to any physical examination or screening that:
- i. is permitted or required by an applicable state law, including physical examinations or screenings that are permitted without parental notification;
 - ii. is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 *et seq.*)
 - iii. is otherwise authorized by Board policy.

3. Collection of Personal Information from Students for Marketing

- a. The term "personal information" means individually identifiable information including:
- i. student's and parent(s)' first and last name;
 - ii. home or other physical address;
 - iii. telephone number; and/or
 - iv. social security number.
- b. No school official or staff member shall administer or distribute to students a survey or other instrument for the purpose of collecting personal information for marketing or for selling that information.
- c. This policy does not apply to the collection, disclosure or use of personal information for the exclusive purpose of providing educational services to students, such as the following:
- i. post-secondary education recruitment;
 - ii. military recruitment;
 - iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
 - iv. student recognition programs.

4. Inspection of Instructional Material

- a. Definition
 - i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
 - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.
- d. Building principals shall respond to inspection requests within a reasonable amount of time.

5. Notification of Rights and Procedures

- a. The superintendent shall notify parents of:
 - i. this policy and its availability upon request from the office of the district;
 - ii. how to opt their child out of participation in activities as provided for in this policy;
 - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
 - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

PARENT & GUARDIAN INVOLVEMENT IN EDUCATION PRACTICES

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.

- a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
 - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
 - c. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NeSA assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
- a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
 - b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.

- a. Building principals may excuse a student from any single school experience at the parent's written request.
- b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
 - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
 - b. State Assessments - The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
 - c. National Assessment of Educational Progress - As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.
The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three school days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.
7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
 - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
 - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

HOMELESS STUDENTS POLICY

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

No Stigmatization or Segregation of Homeless Students:

It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

Homeless Coordinator:

The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel

responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

Enrollment of and Services to Homeless Children:

A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the Centennial Public School, and the homeless child continues to live in the Centennial Public School district, transportation to and from the school or origin shall be provided by the Centennial Public School; and (2) if the homeless child lives in a school district other than the Centennial Public School, but continues to attend the Centennial Public School based on it being the school of origin, the new school and the Centennial Public School shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

BREAKFAST & LUNCH PROGRAMS

The Centennial Public School has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. The District provides the United States Department of Agriculture's required nondiscrimination statement:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html , or at any USDA office, or call (866) 632-9992 to

request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

In fulfilling its responsibilities the school food authority, Centennial Public School:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
 - i. A publicly-announced, simple method for making an oral or written request for a hearing.
 - ii. An opportunity to be assisted or represented by an attorney or other person.
 - iii. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - iv. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
 - v. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
 - vi. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
 - vii. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 - viii. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following attachments will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

LUNCH TICKETS

Students' lunch money will be credited to a "family account" versus an "individual account." Each day a student eats breakfast (\$2.00) and/or lunch (PK-6th -- \$2.80, 7th-12th -- \$2.90) will be subtracted from the family account. Should three 7th-12th grade children from the same family eat lunch on the same day, \$8.70 would be subtracted from the family account. Students will be notified when there are six meals \$17.40 remaining in the account. Students will still be expected to purchase a minimum of 10 lunches per student \$29.00.

Students purchasing lunches will receive a bar coded lunch ticket. As students go through the lunch line, a computer wand will scan the ticket and deduct the price of the meal from the student's family account.

**RECEIPT OF THE 2017-2018 STUDENT-PARENT HANDBOOK
OF CENTENNIAL PUBLIC SCHOOL**

This signed receipt acknowledges receipt of the 2017-2018 Student-Parent Handbook of Centennial Public School. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination.

DRUG-FREE SCHOOLS STATEMENT: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING CENTENNIAL HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO, **INCLUDING VAPOR PRODUCTS**, ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS.

Student #1 Signature: _____ Date: _____

Student #2 Signature: _____ Date: _____

Student #3 Signature: _____ Date: _____

Student #4 Signature: _____ Date: _____

Student #5 Signature: _____ Date: _____

Parent or Legal Guardian's Signature Date: _____

STUDENT’S INTERNET ACCEPTABLE USE AGREEMENT

In order to make sure that all members of Centennial Public School community understand and agree to these rules of conduct, Centennial Public School asks that you as a student user sign the following statement:

I have received a copy of, and have read, the Internet Safety and Acceptable Use Policy adopted by the Centennial Public School, and I understand and will abide by those district guidelines and conditions for the use of the facilities of Centennial Public School and access to the Internet. I further understand that any violation of the district guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked. School disciplinary action and/or appropriate legal action will be taken.

I agree not to hold the Centennial Public School, any of its employees, or any institution providing network access to Centennial Public School responsible for the performance of the system or the content of any material accessed through it.

Student #1 Name (Printed): _____

Student #1 Signature: _____ Date: _____

Student #2 Name (Printed): _____

Student #2 Signature: _____ Date: _____

Student #3 Name (Printed): _____

Student #3 Signature: _____ Date: _____

Student #4 Name (Printed): _____

Student #4 Signature: _____ Date: _____

Student #5 Name (Printed): _____

Student #5 Signature: _____ Date: _____

This form will be retained on file by authorized
faculty designee for duration of applicable
computer/network/Internet use.

**Please return this page, signed, to the Centennial Secondary Office no later than Friday,
August 25, 2017.**

Sincerely,

**Colin Bargaen
Secondary Principal**

Utica, Nebraska
June 12, 2017

A regular meeting of the Board of Education (the “**Board**”) of Seward County School District 0567 (Centennial Public Schools) in the State of Nebraska (the “**District**”) was held at ___:___ p.m., Monday, June 12, 2017, at the Board of Education Room of the Centennial Public School Building, 1301 Centennial Avenue, Utica, Nebraska, the same being open to the public and preceded by advance publicized notice duly given in strict compliance with the provisions of the Open Meetings Act, Chapter 84, Article 14, Reissue Revised Statutes of Nebraska, as amended, as set forth on **Exhibit A** attached hereto stating (a) the date, time and place of the meeting; (b) that an agenda for the meeting, kept continuously current, was available for public inspection at the office of the Superintendent, 1301 Centennial Avenue, Utica, Nebraska; and (c) that the meeting would be open to the attendance of the public. Each Board Member was also given advance notice of the meeting as acknowledged on **Exhibit B** attached hereto. Additionally, reasonable efforts were made to provide advance notice of the date, time, and place of the meeting to all news media requesting the same.

The President, _____, presided, and the Secretary, _____, recorded the proceedings. The meeting was called to order and on roll call the following Board Members were present: _____; the following Board Members were absent: _____. A quorum being present and the meeting duly convened, the following proceedings were had and done while the meeting was open to the attendance of the public. The President publicly announced the location of a current copy of the Open Meetings Act posted in the meeting room for access by the public.

* * * * *

(Omitted Proceedings)

* * * * *

Board Member _____ introduced a resolution (the “**Bond Resolution**”) entitled as follows and moved its passage and adoption by the Board:

RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS OF SEWARD COUNTY SCHOOL DISTRICT 0567, IN THE STATE OF NEBRASKA, IN AN AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED FIVE MILLION NINE HUNDRED THOUSAND DOLLARS (\$5,900,000); PRESCRIBING THE FORM AND DETAILS OF SUCH BONDS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON SUCH BONDS AS THEY BECOME DUE; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH

Board Member _____ seconded the motion. On roll call vote, the following Board Members voted in favor of the motion: _____; the following Board Members voted against the motion: _____; the following Board Members were absent or did not vote: _____. The passage of the Bond Resolution having been agreed upon by a majority of the Board, the President declared the Bond Resolution duly passed and adopted. A true and complete copy of the Bond Resolution is attached hereto as **Exhibit C**.

* * * * *

(Omitted Proceedings)

* * * * *

There being no further business to come before the meeting, on motion duly made, seconded and carried by unanimous vote, the meeting was adjourned.

Doug Tonniges, Secretary
Seward County School District 0567
(Centennial Public Schools)
in the State of Nebraska

EXHIBIT A

**AFFIDAVIT OF PUBLICATION
NOTICE OF MEETING**

**ACKNOWLEDGEMENT OF RECEIPT OF
ADVANCE NOTICE OF MEETING**

**ACKNOWLEDGMENT OF RECEIPT OF
ADVANCE NOTICE OF MEETING**

We, the undersigned, constituting all of the members of the Board of Education (the “**Board**”) of Seward County School District 0567 (Centennial Public Schools) in the State of Nebraska (the “**District**”), hereby acknowledge having received advance notice of the regular meeting of the Board and the agenda for the same held at __:__ p.m., Monday, June 12, 2017, at the Board of Education Room at the Centennial Public School Building, 1301 Centennial Avenue, Utica, Nebraska.

DATED: June 12, 2017.

President

Vice President

Secretary

Treasurer

Board Member

Board Member

I hereby certify that _____ was/were absent from the meeting but that, to my personal knowledge, he/she/they received advance notice of the meeting.

Secretary

BOND RESOLUTION

RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION REFUNDING BONDS OF SEWARD COUNTY SCHOOL DISTRICT 0567, IN THE STATE OF NEBRASKA, IN AN AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED FIVE MILLION NINE HUNDRED THOUSAND DOLLARS (\$5,900,000); PRESCRIBING THE FORM AND DETAILS OF SUCH BONDS; PROVIDING FOR THE LEVY AND COLLECTION OF AN ANNUAL TAX FOR THE PURPOSE OF PAYING THE PRINCIPAL OF AND INTEREST ON SUCH BONDS AS THEY BECOME DUE; AND AUTHORIZING CERTAIN OTHER DOCUMENTS AND ACTIONS IN CONNECTION THEREWITH

BE IT RESOLVED BY THE BOARD OF EDUCATION OF SEWARD COUNTY SCHOOL DISTRICT 0567, IN THE STATE OF NEBRASKA:

Section 1. Findings and Determinations. The Board of Education (the “**Board**”) of Seward County School District 0567 (Centennial Public Schools) in the State of Nebraska (the “**District**”), hereby finds and determines:

(a) The District is duly organized as a Class III School District under Sections 79-102 and 79-407, Reissue Revised Statutes of Nebraska, as amended, maintaining both elementary and high school grades under the direction of a single Board of Education, the District embracing territory having more than one thousand and less than one hundred fifty thousand inhabitants.

(b) Pursuant to a resolution passed by the Board on May 13, 2013 (the “**2013 Resolution**”) the District issued \$6,850,000 aggregate principal amount of General Obligation Bonds, Series 2013, dated June 18, 2013 (the “**2013 Bonds**”). The 2013 Bonds were issued to pay the costs of constructing additions to and renovations of the existing school buildings, and, and providing the necessary furniture, equipment and apparatus for such school building and school building additions. A portion of the 2013 Bonds presently remains outstanding and unpaid, the same bearing interest and maturing as follows (the “**Outstanding 2013 Bonds**”):

<u>Principal Amount</u>	<u>Maturity Date</u>	<u>Interest Rate</u>
\$295,000	December 15, 2018	1.200%
300,000	December 15, 2019	1.500
305,000	December 15, 2020	1.750
310,000	December 15, 2021	2.000
315,000	December 15, 2022	2.250
325,000	December 15, 2023	2.400
330,000	December 15, 2024	2.750
340,000	December 15, 2025	2.900
350,000	December 15, 2026	3.100
360,000	December 15, 2027	3.250
375,000	December 15, 2028	3.400
385,000	December 15, 2029	3.550
400,000	December 15, 2030	3.650
415,000	December 15, 2031	3.700
430,000	December 15, 2032	3.750
445,000	December 15, 2033	3.800

The Outstanding 2013 Bonds are subject to redemption prior to maturity in whole or in part at any time on or after June 18, 2018 at a redemption price equal to the principal amount being redeemed plus accrued interest on such principal amount to the date fixed for redemption.

(c) All of the Outstanding 2013 Bonds remain unpaid and are a legal liability against the District, provision for the payment of all or any part of which may be made by the lawful issuance and sale of refunding bonds of the District pursuant to Sections 10-142 and 10-717 to 10-719, inclusive, Reissue Revised Statutes of Nebraska, as amended.

(d) Since the issuance of the Outstanding 2013 Bonds, the rates of interest available in the markets have declined so that the District can effect a savings in interest costs by providing for payment and redemption of all or part of the Outstanding 2013 Bonds, as determined by the President or Vice President of the Board of Education in accordance with the provisions of this Resolution, through the issuance of refunding bonds of the District.

(e) The District has on hand no debt service or other sinking fund money for the payment of principal and interest on the Outstanding 2013 Bonds, other than legally available funds of the District, if any, which are to be used and applied in accordance with **Section 7**.

(f) The District has, in this Resolution, provided for the calling for redemption of all or part of the Refunded Bonds (hereinafter defined) on the redemption date determined by the President or Vice President of the Board of Education in accordance with the provisions of this Resolution (the “**Redemption Date**”).

(g) Upon satisfaction of the terms and conditions set forth in **Section 2** hereof, it is necessary, desirable and advisable that the District issue its general obligation refunding bonds for the purpose of providing funds which, together with other funds of the District legally available for such purposes, shall be sufficient for the payment and redemption of the Refunded Bonds on the Redemption Date.

(h) All conditions, acts and things required by law to exist or to be done precedent to the issuance of general obligation refunding bonds of the District in the principal amount of not to exceed \$5,900,000 (the “**Bonds**”) for such purposes do exist and have been done in due form and time as required by law.

Section 2. Authorization of Bonds. At such time as the present value savings to the District resulting from the issuance of the Bonds herein authorized would equal or exceed 3.00% of the principal amount of the Refunded Bonds, Bonds of the District in an aggregate principal amount of not to exceed \$5,900,000, as shall be determined by the President or Vice President of the Board of Education, are hereby authorized to be issued.

Section 3. Definitions. In addition to those words and terms elsewhere defined herein:

“**Beneficial Owner**” means the person whose name is recorded as the beneficial owner of a Bond or a portion of such Bond by a Participant on the records of such Participant or such person’s subrogee.

“**Book-Entry Bonds**” means the Bonds registered in the name of a nominee of DTC as the registered owner thereof pursuant to the terms and provisions of this Resolution.

“**Code**” means the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder.

“Continuing Disclosure Undertaking” shall mean any Continuing Disclosure Undertaking executed by the District and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

“Depository” means The Depository Trust Company, a limited purpose trust company organized under the laws of the state of New York, and its successors and assigns.

“Interest Payment Date” means those dates determined by the President or Vice President of the Board of Education in accordance with this Resolution.

“Participant” means those entities which are recognized as Participants by DTC.

“Record Date” means the fifteenth day preceding an Interest Payment Date.

“Refunded Bonds” means all of the Outstanding 2013 Bonds which are called for redemption on the Redemption Date.

“Resolution” means this Resolution, as from time to time amended or supplemented.

Section 4. Details and Form of Bonds; Authority of President or Vice President of the Board of Education.

(a) The Bonds shall be in denominations of \$5,000 or any integral multiple thereof, not exceeding the amount maturing in any one year, shall be numbered from R-1 upwards in the order of their issuance and shall mature on such date or dates as determined in accordance with this Resolution.

(b) The President and Vice President of the Board of Education and Superintendent of the District are each hereby authorized and directed, in the exercise of her or his own independent judgment and absolute discretion, to hereafter, from time to time, specify, set, designate, determine, establish and appoint, as the case may be, and in each case in accordance with and subject to the provisions of this Resolution, (1) the title and designation for the Bonds herein authorized, (2) the date of original issue of the Bonds, (3) the aggregate principal amount of Bonds to be issued, which shall in no event exceed \$5,900,000, (4) the date or dates on which principal maturities of the Bonds shall occur and the principal amount of Bonds to mature on such dates, (5) the date of final maturity of the Bonds, which shall in no event be later than December 15, 2033, (6) the date or dates upon which the Bonds shall be sold, (7) the rate or rates of interest to be carried by each maturity of the Bonds such that the true interest cost on the Bonds shall not exceed 3.00%, (8) the method by which such rate or rates of interest shall be calculated and the Interest Payment Dates for the Bonds, (9) the provisions governing redemption of the Bonds prior to maturity, the nature of any notice to be given in the event of any such prior redemption, the redemption price or prices payable upon such redemption, not to exceed one hundred four percent (104%) and the respective periods in which each redemption price shall be payable, (10) if not the Treasurer of the District, the state or national bank or trust company to serve as registrar and paying agent (the **“Registrar”**) for the Bonds, the form and contents of any agreement between the District and the Registrar under which the Registrar shall serve in such capacity, the compensation to be paid to the Registrar, and to at any time, with or without cause, replace the then current Registrar with a successor Registrar, (11) whether the Bonds will be offered to the public as an underwritten transaction through D.A. Davidson & Co. (the **“Underwriter”**) by use of an Official Statement or placed with a single bond purchaser without offering the Bonds to the public (the **“Purchaser”**) using the Underwriter as a placement agent, (12) the form, content, terms, and provisions of any investor letter and any other appropriate documentation from a Purchaser, if any, (13) the form, content, terms, and provisions of any bond purchase agreement entered into by the District with the Underwriter in connection with the sale of the Bonds if publicly offered, which shall prove an underwriting discount in an amount not to exceed

1.5% and the price or prices at which the bonds shall be sold, (15) the form and contents of any preliminary and final official statements or other offering materials of the District utilized in connection with any offering or sale of the Bonds to the public, (16) the Redemption Date, not later than 90 days after the date of issuance of the Bonds, upon which all of the Refunded Bonds shall be called for payment and redemption, and the source of funds (i.e., proceeds of the Bonds and/or other legally available funds of the District) to pay and redeem all of the Refunded Bonds on the Redemption Date, (17) the form, content, terms and provisions of any published and/or mailed notice of redemption with respect to redemption and retirement of any of the Refunded Bonds, and (18) the form, content, terms, and provisions of any closing and other documentation executed and delivered by the District in connection with authorization, issuance, sale and delivery of the Bonds, and (19) all of the other terms of the Bonds not otherwise determined or fixed by the provisions of this Resolution.

(c) The Authorized Officers, or each individually, are hereby authorized to irrevocably call any or all of the Refunded Bonds for redemption on such date he or she determines appropriate, which date or dates shall be the Redemption Date hereunder. The Authorized Officers, or each individually, are hereby authorized to designate, approve, execute and deliver, as the case may be (i) the form, content, terms and provisions of any published and/or mailed notice of redemption with respect to the payment and redemption of the Refunded Bonds, (ii) an Escrow Agent (as hereinafter defined), (iii) the form, content, terms and provisions of an Escrow Agreement (as hereinafter defined) with the Escrow Agent for the purpose of providing for the deposit in trust with the Escrow Agent a portion of the net proceeds of the Bonds, the investment of such net proceeds pending their application, the application of such proceeds and any investment income to the payment of all of the principal of and interest on the Refunded Bonds maturing on or before each respective Redemption Date and the application of the balance of such proceeds and any investment income thereof to the redemption and retirement of the Refunded Bonds on each respective Redemption Date.

(d) Payments of interest due on the Bonds shall be made by the Registrar by wire transfer or by mailing a check or draft in the amount due for such interest on each Interest Payment Date to the registered owner of each Bond, as of the Record Date for such Interest Payment Date, to such owner's registered address as shown on the books of registration as required to be maintained pursuant to **Section 6** or by such other method indicated by the registered owner. Payment of the principal or redemption price of any Bond shall be made upon presentation and surrender of such Bond as the same shall become due and payable at maturity, upon redemption or otherwise, in lawful money of the United States of America at the office of the Registrar. Notwithstanding the foregoing, Book-Entry Bonds shall be paid in accordance with **Section 4(e)**.

(e) The Bonds shall be executed on behalf of the District by the manual or facsimile signatures of the President and Secretary. If purchased by the Purchaser, the Bonds shall be registered in the name of the Purchaser and shall be issued in such form determined appropriate by the President, Vice President and Superintendent of the District. If purchased by the Underwriter, the Bonds shall initially be issued in book-entry form only using the services of the Depository, with one typewritten bond per maturity being issued to the Depository. In such connection such officers are authorized to execute and deliver a letter of understanding and representation (the "**Representation Letter**") in the form required by the Depository, for and on behalf of the District, which shall thereafter govern matters with respect to registration, transfer, payment and redemption of the Bonds. Upon the issuance of the Bonds as Book-Entry Bonds, the following provisions shall apply:

(1) The District and the Registrar shall have no responsibility or obligation to any Participant or to any Beneficial Owner with respect to the following:

(A) the accuracy of the records of the Depository, any nominees of the Depository or any Participant with respect to any ownership interest in the Bonds;

(B) the delivery to Participant, any Beneficial Owner or any other person, other than the Depository, of any notice with respect to the Bonds, including any notice of redemption; or

(C) the payment to any Participant, any Beneficial Owner or any other person, other than the Depository, of any amount with respect to the Bonds. The Registrar shall make payments with respect to the Bonds only to or upon the order of the Depository or its nominee, and all such payments shall be valid and effective fully to satisfy and discharge the obligations with respect to such Bonds to the extent of the sum or sums so paid. No person other than the Depository shall receive an authenticated Bond.

(2) Upon receipt by the Registrar of written notice from the Depository to the effect that the Depository is unable or unwilling to discharge its responsibilities, the Registrar shall issue, transfer and exchange Bonds requested by the Depository in appropriate amounts. Whenever the Depository requests the District and the Registrar to do so, the District and the Registrar will cooperate with the Depository in taking appropriate action after reasonable notice (A) to arrange, with the prior written consent of the District, for a substitute depository willing and able upon reasonable and customary terms to maintain custody of the Bonds or (B) to make available Bonds registered in whatever name or names the Beneficial Owners transferring or exchanging such Bonds shall designate.

(3) Subject to any operational requirements of the Depository, if the District determines that it is desirable that certificates representing the Bonds be delivered to the Beneficial Owners of the Bonds and so notifies the Registrar in writing, the Registrar shall so notify the Depository, whereupon the Depository will notify the Participants of the availability through the Depository of certificates representing the Bonds. In such event, the District and the Registrar shall issue, transfer or exchange certificates representing the Bonds as requested by the Depository in appropriate amounts and in authorized denominations.

(4) Notwithstanding any other provision of this Resolution to the contrary, so long as any Bond is registered in the name of the Depository or any nominee thereof, all payments with respect to such Bond and all notices with respect to such Bond shall be made and given, respectively, to the Depository as provided in the Representation Letter.

(5) Registered ownership of the Bonds may be transferred on the books of registration maintained by the Registrar, and the Bonds may be delivered in physical form to the following:

(A) any successor securities depository or its nominee;

(B) any persons, upon (i) the resignation of the Depository from its functions as depository or (ii) termination of the use of the Depository pursuant to this **Section 4**.

(6) In the event of any partial redemption of a Bond, unless and until such partially redeemed Bond has been replaced in accordance with the provisions of **Section 6** hereof, the books and records of the Registrar shall govern and establish the principal amount of such Bond as is then outstanding and all of the Bonds issued to the Depository or its nominee shall contain a legend to such effect.

If for any reason the Depository resigns and is not replaced, the District shall immediately provide a supply of printed bonds certificates, duly executed by the manual or facsimile signatures of the President and Secretary, for issuance upon transfers from the Depository and subsequent transfers or in the event of partial redemption. In the event that such supply of bonds shall be insufficient to meet the requirements of the District and Registrar for issuance of replacement bonds upon transfer or partial redemption, the District agrees to order printed an additional supply of bonds and to direct their execution by the manual or facsimile signature of its then duly qualified and acting President and Secretary. In case any officer whose signature or facsimile thereof shall appear on any Bond shall cease to be such officer before the delivery of such Bond (including any bonds delivered to the Registrar for issuance upon transfer), such signature or such facsimile signature shall nevertheless be valid and sufficient for all purposes the same as if such officer or officers had remained in office until the delivery of such Bond. No Bond shall be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until the Certificate of Authentication thereon shall have been duly executed by the Registrar. Certificates of Authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on each Bond shall be conclusive evidence that it has been authenticated and delivered under this Resolution.

(f) Any Bond issued upon transfer or exchange thereof shall be dated as of the date of original issue of such Bond or the Interest Payment Date six months preceding the Interest Payment Date next following the date of registration thereof in the office of the Registrar, as shall be appropriate, unless such date of registration shall be an Interest Payment Date, in which case they shall be dated as of such date of registration; provided, however, that if, as shown by the records of the Registrar, interest on such Bond shall be in default, the Bond issued in lieu thereof may be dated as of the date to which interest has been paid in full on such surrendered Bond; and provided further, that if the date of registration shall be prior to the first Interest Payment Date, such Bond shall be dated as of the date of original issue thereof. The Bonds shall bear interest from the date of original issue thereof.

(g) When any Bond shall have been duly called for redemption and payment thereof duly made or provided for, interest thereon shall cease from and after the date specified for the redemption thereof.

(h) The principal or redemption price of and interest on the Bonds shall be payable at the office of the Registrar in any coin or currency of the United States of America which at the time of such payment is legal tender for public and private debts.

(i) If the date for payment of the principal of or interest on the Bonds shall be a Saturday, Sunday, legal holiday or a day on which banking institutions in the city where the designated corporate trust office of the Registrar is located are authorized by law or executive order to close, then the date for such payment shall be the next succeeding day which is not a Saturday, Sunday, legal holiday or a day on which such banking institutions are authorized to close, and payment on such day shall have the same force and effect as if made on the nominal date of payment.

(j) The President or Vice President of the Board of Education, in her or his discretion, may authorize the printing of CUSIP identification numbers on the Bonds. In the event such numbers are imprinted on the Bonds, no such number shall constitute a part of the contract evidenced by the particular Bond upon which it is imprinted, and no liability shall be attached to the District, or to any officer or agent thereof, including the Registrar, by reason of such numbers or any use made thereof, including any use thereof made by the District, any such officer, the Registrar, or by reason of any inaccuracy, error or omission with respect thereto or in such use.

(k) The Bonds, registration provisions, form of authentication and form of assignment pertaining thereto shall be substantially in the forms set forth below with such changes as may be

determined upon by the President or Vice President of the Board of Education and such other necessary or appropriate variations, omissions and insertions as are incidental to series designation, numbering, denominations, interest rate or rates, registration provisions, redemption provisions and other details thereof or as are otherwise permitted or required by law or this Resolution.

(l) In the event that payments of interest due on the Bonds on an Interest Payment Date are not timely made, such interest shall cease to be payable to the registered owners as of the record date for such Interest Payment Date and shall be payable to the registered owners of the Bonds as of a special date of record for payment of such defaulted interest as shall be designated by the Registrar whenever money for the purpose of paying such defaulted interest becomes available.

(m) The Bonds shall be in substantially the following form:

SEWARD COUNTY SCHOOL DISTRICT 0567 (CENTENNIAL PUBLIC SCHOOLS) IN THE STATE OF NEBRASKA (the “**District**”) hereby acknowledges itself to own and for value received promises to pay to the order of the Registered Owner specified above, or registered assigns, on the Date of Maturity stated above, and upon surrender hereof, the Principal Amount stated above with interest thereon from the Date of Original Issue stated above at the Rate of Interest stated above semiannually on June 15 and December 15 of each year, commencing December 15, 2017, and continuing until the Principal Amount is paid, except as the provisions hereinafter set forth with respect to redemption of this Bond prior to maturity may become applicable hereto. The principal or redemption price of and interest on this Bond are payable in lawful money of the United States of America at the office of BOKF, National Association, Lincoln, Nebraska, bond registrar and paying agent, or its successor in such capacities (the “**Registrar**”). Payment of interest on this Bond shall be made to such person as is the Registered Owner on the Record Date (hereinafter defined), and shall be paid by check or draft mailed to such person as is the Registered Owner hereof on the Record Date at his or her address as it appears on the registration books of the District or at such other address as is furnished to the Registrar in writing by such Registered Owner. Any interest not so timely paid shall cease to be payable to the person entitled thereto as of the Record Date such interest was payable, and shall be payable to the person who is the Registered Owner of this bond (or of one or more predecessor bonds hereto) on such special record date for payment of such defaulted interest as shall be fixed by the Registrar whenever money for such purpose become available. The Record Date for interest shall be the close of business on last business day of the month preceding the month in which such interest is payable. For the prompt payment of this bond, principal and interest, as the same become due, the full faith, credit and resources of the District are hereby irrevocably pledged.

This Bond is one of a series of bonds of the District designated as General Obligation Refunding Bonds, Series 2017, issued by the District in the aggregate principal amount of \$_____, all of which are of even date and like tenor except as to number, denomination, date of maturity, rate of interest and priority of redemption. The Bonds are issued pursuant to a resolution adopted June 12, 2017 (the “**Resolution**”) by the Board of Education (the “**Board**”) of the District, for the purpose of (a) providing for the redemption of (a) \$5,680,000 principal amount of the District’s General Obligation Bonds, Series 2013, dated June 18, 2013 (the “**Refunded Bonds**”), in pursuance of Sections 10-142 and 10-717 to 10-719, inclusive, Reissue Revised Statutes of Nebraska, as amended, and (2) paying the costs of issuance of the Bonds.

The Bonds are subject to redemption prior to maturity in whole or in part at any time on or after _____, 20__ at a redemption price equal to the principal amount being redeemed plus accrued interest on such principal amount to the date fixed for redemption as provided in the Resolution.

The Bonds are issued as fully registered Bonds in denominations of \$5,000 and any integral multiple thereof. Subject to the limitations and upon payment of the charges, if any, provided in the Resolution, Bonds may be exchanged for a like aggregate principal amount of Bonds of different authorized denominations. This Bond is transferable by the Registered Owner hereof or his attorney duly authorized in writing, at the office of the Registrar, but only in the manner, subject to the limitations and upon payment of the charges specified in the Resolution, upon surrender and cancellation of this Bond. Upon such transfer, a new registered Bond or Bonds of the same Date of Maturity and of authorized denominations for the same aggregate Principal Amount will be issued to the transferee in exchange therefor. The District and the Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof (whether or not this Bond shall be overdue) for the purpose of receiving payment of or on account of principal hereof and premium, if any, and interest due hereon and for all other purposes, and neither the District nor the Registrar shall be affected by any notice to the contrary.

If the date for payment of the principal of or interest on this Bond shall be a Saturday, Sunday, legal holiday or a day on which banking institutions in the city where the designated corporate trust office

of the Registrar is located are authorized by law or executive order to close, then the date for such payment shall be the next succeeding day which is not a Saturday, Sunday, legal holiday or a day on which such banking institutions are authorized to close, and payment on such date shall have the same force and effect as if made on the nominal date of payment.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Resolution until the certificate of authentication hereon shall have been executed by the Registrar.

IT IS HEREBY CERTIFIED AND WARRANTED that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond and in the issuance of the bonds refunded hereby did exist, did happen, and were done and performed in regular and due form and time as required by law, and that the indebtedness of the District, including this Bond and the bonds refunded hereby, does not exceed any limitation imposed by law. The District agrees that it shall cause to be made annually, in addition to all other taxes, a special levy of taxes for the purpose of paying and sufficient to pay in full the principal of and interest on this Bond as and when such principal and interest respectively become due.

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned hereby sells, assigns and transfers unto

Print or Type Name, Address and Social Security Number
or other Taxpayer Identification Number of Transferee

the within Bond and all rights thereunder, and hereby irrevocably constitutes and appoints _____ agent to transfer the within Bond on the books kept by the Paying Agent for the registration thereof, with full power of substitution in the premises.

Dated: _____

NOTICE: The signature to this assignment must correspond with the name of the Registered Owner as it appears upon the face of the within Bond in every particular.

Signature Guaranteed By:

(Name of Eligible Guarantor Institution as defined by SEC Rule 17 Ad-15 (17 CFR 240.17 Ad-15))

By: _____
Title: _____

Section 5. Payment of Bonds; Covenant to Levy Taxes. The full faith and credit of the District shall be and hereby are pledged for the payment of the principal of and interest on the Bonds, and the Board hereby represents, covenants, warrants, undertakes and agrees that it shall annually provide for the levy and collection of a tax in addition to all other taxes upon all of the taxable property in the District sufficient in rate and amount to pay the principal of the Bonds and the interest thereon, as the same becomes due and payable, which tax shall be in excess of and in addition to all other taxes now or hereafter authorized to be levied by the District.

Section 6. Registration, Transfer and Exchange of Bonds. As long as any of the Bonds shall remain outstanding, the District shall maintain and keep at the office of the Registrar an office or agency for the payment of the principal or redemption price of and interest on the Bonds, and for the registration and transfer of the Bonds, and shall also keep at such office of the Registrar books for such registration and transfer.

Upon surrender for transfer of any Bond at the office of the Registrar with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or its duly authorized attorney, and upon payment of any tax, fee or other governmental charge required to be paid with respect to such transfer, the District shall execute and the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, one or more Bonds of any authorized denominations and of a like aggregate principal amount, interest rate and maturity. If the Bonds are sold to the Purchaser, any subsequent transferee shall provide an investor letter in substantially the form and content of the investor letter provided by the Purchaser upon the issuance of the Bonds, which investor letter must be approved by an officer of the District prior to any such transfer.

Except as the right of exchange may be limited by the President or Vice President of the Board of Education, Bonds may, upon surrender thereof at the office of the Registrar, at the option of the registered owner thereof, be exchanged for an equal aggregate principal amount of Bonds of the same maturity and interest rate of any authorized denominations.

In all cases in which the privilege of exchanging Bonds or transferring Bonds is exercised, the District shall execute and the Registrar shall deliver Bonds in accordance with the provisions of this Resolution. For every such exchange or transfer of Bonds, whether temporary or definitive, the District or the Registrar may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer. The District shall not be obligated to make any such exchange or transfer of Bonds during period from a Record date to the next succeeding Interest Payment Date nor within 15 days prior to the date of the first publication or the mailing (if there is no publication) of notice of redemption in the case of a proposed redemption of Bonds. The District and the Registrar shall not be required to make any transfer or exchange of any Bonds called for redemption.

As to any Bond, the person in whose name the same shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and the payment of or on account of the principal and the interest on any such Bond shall be made only to or upon the order of the registered owner thereof or its legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond, including the interest thereon, to the extent of the sum or sums so paid.

Section 7. Sale of Bonds; Disposition of Proceeds. The President or Vice President of the Board of Education is hereby authorized and directed to sell the Bonds to D.A. Davidson & Co. (the “Underwriter”) at such price or prices, subject to the provisions of **Section 4(b)**, as he or she shall deem to be most advantageous to the District.

The President or Vice President of the Board of Education shall be responsible for delivery of the Bonds and for all other ministerial acts relating to the Bonds. The President or Vice President of the Board of Education and all other officials of the District are hereby authorized to take all actions subsequent to the sale of the Bonds and acceptance of an offer for the purchase thereof, in accordance with the provisions of this Resolution, as is necessary to effect the delivery of the Bonds to the Underwriter in accordance with any agreements between the District and the Underwriter, or to the Purchaser. Such officials are hereby authorized to execute such orders, certificates, receipts and other documents as may be necessary or desirable to effect such delivery and to receive the purchase price for the Bonds.

The net sale proceeds of the Bonds, along with any necessary funds of the District on hand, shall be applied to the payment and satisfaction of all of the principal of and the interest on the Refunded Bonds falling due prior to, and as called for redemption on, the Redemption Date. Accrued interest received from the sale of the Bonds, if any, shall be applied to pay interest first falling due on the Bonds. Expenses of issuance of the Bonds may be paid from the proceeds of the Bonds. In order to satisfy the District's obligations on the Refunded Bonds, if determined necessary and appropriate by an Authorized Officer, such proceeds of the Bonds along with funds of the District on hand shall be set aside and held and invested in a special trust account which is hereby ordered established with a bank or trust company as determined by an Authorized Officer, to act as escrow agent (the "**Escrow Agent**"). The Escrow Agent shall have custody and safekeeping of the funds and investments which are to be set aside for the payment of the Refunded Bonds. For purposes of governing such escrow account and the holding and application of such funds and investments, the District shall enter into one or more contracts entitled "**Escrow Agreement**" with the Escrow Agent. The Authorized Officers, or each individually, are hereby authorized and directed to execute and deliver on behalf of the District said Escrow Agreement, including necessary counterparts, in the form and content as determined appropriate by such Authorized Officers, but with such changes and modifications therein as to them seem necessary, desirable, or appropriate for and on behalf of the District. The Authorized Officers, or each individually, are further authorized to approve the investments provided for in said Escrow Agreement, and to make any necessary subscriptions for United States Treasury Securities, State and Local Government Series, or to contract for the purchase of securities in the open market. Said proceeds shall be invested in obligations of the United States Government, direct or guaranteed, including United States Treasury Securities, State and Local Government Series. To the extent that such proceeds are held in a bank depository account, such deposits shall be insured by insurance of the Federal Deposit Insurance Corporation or, to the extent not fully insured, fully collateralized in the same manner as is required for deposit of public funds. Any investment from the proceeds of the Bonds herein authorized shall mature not later than the Redemption Date. As provided in said Escrow Agreement, the proceeds of the Bonds herein authorized and investment earnings thereon shall be applied to the payment of the principal of and interest on the Refunded Bonds as the same become due on and prior to the Redemption Date, and as called for redemption on the Redemption Date. The District agrees that on the date or dates of original issue of the Bonds, or as soon thereafter as practicable, it shall deposit or otherwise have on hand with the Escrow Agent, from tax levy or other available sources, funds sufficient after taking into consideration available proceeds of the Bonds and investment earnings to provide funds for all payments due on the Refunded Bonds on or before the Redemption Date, and as called for redemption on the Redemption Date.

Section 8. Discharge of District's Obligations Hereunder and of the Liens, Pledges and Charges Created Hereby. The District's obligations under this Resolution, and under any resolutions or other proceedings relating or supplemental hereto, and the liens, pledges, charges, covenants and agreements of the District herein or therein made or provided for, shall be fully discharged and satisfied as to any Bond and such Bond shall no longer be deemed to be outstanding hereunder and thereunder if:

- (a) such Bond shall have been purchased or canceled by the District, or

(b) as to any Bond not theretofore purchased or canceled by the District, when payment of the principal or redemption price thereof and interest thereon to the due date thereof (whether such due date be by maturity or upon redemption), either (1) shall have been made or caused to be made in accordance with the terms hereof and thereof, or (2) shall have been provided by irrevocably depositing with the Registrar or another fiduciary (as the case may be) in trust for, and irrevocably set aside for, such payment (A) moneys sufficient to make such payment or (B) noncallable direct and general obligations of, or obligations the payment of the principal of and interest on which are unconditionally guaranteed by the United States of America (hereinafter referred to as “**Government Obligations**”) maturing as to principal and interest in such amounts and at such times as will insure the availability of sufficient moneys to make such payment, and such Bond shall cease to draw interest from the due date thereof (whether such due date be by maturity or upon redemption) and, except for the purposes of any such payment shall no longer be secured by or entitled to the benefits of this Resolution or of any resolutions or other proceedings related or supplemental hereto.

Any such moneys so deposited with the Registrar or another fiduciary (as the case may be), as provided in this paragraph, may at the direction of the President or Vice President of the Board of Education be invested and reinvested in noncallable Government Obligations, maturing in the amounts and at the times as hereinbefore set forth; and all income from all such Government Obligations in the hands of the Registrar or another fiduciary which does not represent a return of principal or capital invested and which is not required for the payment of the Bonds, whichever is applicable, and interest and premium (if any) thereon with respect to which such money shall have been so deposited, shall be paid to the District as and when realized and collected.

Section 9. Use of Preliminary Official Statements and Official Statements. The preparation, use, distribution and delivery of Preliminary Official Statements and Official Statements or other offering materials of the District in such forms and of such contents as the President or Vice President of the Board of Education shall, in the exercise of her or his own independent judgment and absolute discretion determine to be necessary, proper, appropriate, advisable or desirable in order to effectuate the issuance, public or private sale and delivery of the Bonds be, and the same are hereby in all respects, authorized, directed, adopted, specified, accepted, ratified, approved and confirmed.

Section 10. Continuing Disclosure. The District hereby (1) authorizes and directs that its President execute and deliver, on the date of issue of the Bonds if purchased by the Underwriter, a Continuing Disclosure Undertaking in such form as determined necessary and appropriate by the President or Vice President of the District, and (2) covenants and agrees that it will comply with and carry out all of the provisions of any such Continuing Disclosure Undertaking. Notwithstanding any other provision of this Resolution, failure of the District to comply with a Continuing Disclosure Undertaking shall not be considered an event of default hereunder; however, any Participating Underwriter (as such term is defined in the Continuing Disclosure Undertaking) or any Beneficial Owner or any Registered Owner of a Bond may take such actions as may be necessary and appropriate, including seeking mandamus or specific performance by court order, to cause the District to comply with its obligations under this **Section 10**.

Section 11. Optional Redemption of Bonds. At the option of the District, Bonds or portions thereof may be called for redemption and payment prior to their stated maturity at any time on or after the date, as a whole or in part, at the redemption prices all as determined in accordance with the provisions of **Section 4** hereof.

Section 12. Selection of Bonds to Be Redeemed. The Paying Agent shall call Bonds for redemption and payment and shall give notice of such redemption as herein provided upon receipt by the

Paying Agent of written instructions of the District specifying the principal amount, stated maturities, redemption date and redemption prices of the Bonds to be called for redemption. Bonds shall be redeemed only in the principal amount of \$5,000 or any integral multiple thereof. When less than all of the outstanding Bonds are to be redeemed, such Bonds shall be redeemed in such principal amounts and from such stated maturities as the District, in its sole and absolute discretion, may determine, and Bonds of less than a full stated maturity shall be selected by the Paying Agent in \$5,000 units of principal amount in such equitable manner as the Paying Agent may determine. In the case of a partial redemption of Bonds by lot when Bonds of denominations greater than \$5,000 are then outstanding, then for all purposes in connection with such redemption, each \$5,000 of face value shall be treated as though it were a separate Bond of the denomination of \$5,000. If it is determined that one or more, but not all, of the \$5,000 units of face value represented by any Bond are selected for redemption, then upon notice of intention to redeem such \$5,000 unit or units, the registered owner of such Bond or the registered owner's duly authorized agent shall present and surrender such Bond to the Paying Agent (1) for payment of the redemption price and interest to the redemption date of such \$5,000 unit or units of face value called for redemption, and (2) for exchange, without charge to the registered owner thereof, for a new Bond or Bonds of the aggregate principal amount of the unredeemed portion of the principal amount of such Bond. If the registered owner of any such Bond fails to present such Bond to the Paying Agent for payment and exchange as provided, such Bond shall, nevertheless, become due and payable on the redemption date to the extent of the \$5,000 unit or units of face value called for redemption (and to that extent only).

Section 13. Notice and Effect of Call for Redemption. Unless waived by any registered owner of Bonds to be redeemed, official notice of any redemption shall be given by the Paying Agent on behalf of the District by mailing a copy of an official redemption notice by first-class mail at least 30 days prior to the redemption date to each registered owner of the Bonds to be redeemed at the address shown on the bond register. The failure of any registered owner to receive notice given as heretofore provided or an immaterial defect therein shall not invalidate any redemption. Prior to any redemption date, the District shall deposit with the Paying Agent an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds that are to be redeemed on that date.

Official notice of redemption having been given as provided, the Bonds or portions of Bonds to be redeemed shall become due and payable on the redemption date, at the redemption price therein specified, and from and after the redemption date (unless the District defaults in the payment of the redemption price) such Bonds or portion of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with such notice, the redemption price of such Bonds shall be paid by the Paying Agent. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the registered owner a new Bond or Bonds of the same stated maturity in the amount of the unpaid principal as provided herein. All Bonds that have been surrendered for redemption shall be cancelled and destroyed by the Paying Agent as provided herein and shall not be reissued.

Section 14. Ratification of Prior Actions. All actions heretofore taken by the President or Vice President of the Board of Education and all other officers, officials, employees and agents of the District, including without limitation the expenditure of funds and the selection, appointment and employment of bond counsel and financial advisors and agents, in connection with issuance and sale of the Bonds, together with all other actions taken in connection with any of the matters which are the subject hereof, be and the same is hereby in all respects authorized, adopted, specified, accepted, ratified, approved and confirmed.

Section 15. General and Specific Authorizations. Without in any way limiting the power, authority or discretion elsewhere herein granted or delegated, the Board hereby (a) authorizes and directs the President or Vice President of the Board of Education and all other officers, officials, employees and

agents of the District to carry out or cause to be carried out, and to perform such obligations of the District and such other actions as they, or any of them, in consultation with bond counsel, the purchaser or purchasers of the Bonds and its or their counsel, shall consider necessary, advisable, desirable or appropriate in connection with this Resolution, a Preliminary Official Statements and an Official Statements and other offering materials of the District used in connection with issuance, sale and delivery of the Bonds, including without limitation and whenever appropriate the execution and delivery thereof and of all other related documents, instruments, certifications and opinions, and (b) delegates, authorizes and directs the President or Vice President of the Board of Education the right, power and authority to exercise her or his own independent judgment and absolute discretion in (1) determining and finalizing all other terms and provisions to be carried by the Bonds not specifically set forth in this Resolution and (2) the taking of all actions and the making of all arrangements necessary, proper, appropriate, advisable or desirable in order to effectuate issuance, sale and delivery of the Bonds and the payment and redemption, if applicable, of the 2013 Bonds. The execution and delivery by the President or Vice President of the Board of Education or by any such other officers, officials, employees or agents of the District of any such documents, instruments, certifications and opinions, or the doing by them of any act in connection with any of the matters which are the subject of this Resolution, shall constitute conclusive evidence of both the District's and their approval of the terms, provisions and contents thereof and of all changes, modifications, amendments, revisions and alterations made therein and shall conclusively establish their absolute, unconditional and irrevocable authority with respect thereto from the District and the authorization, approval and ratification by the District of the documents, instruments, certifications and opinions so executed and the actions so taken.

Section 16. Tax Covenants. The District hereby covenants with the purchasers and holders of the Bonds herein authorized that it will make no use of the proceeds of said issue, including monies held in any sinking fund for the payment of principal and interest on said Bonds, which would cause said Bonds to be arbitrage bonds within the meaning of Sections 103 and 148 and other related sections of the Code and further covenants to comply with said Sections 103 and 148 and related sections and all applicable regulations thereunder throughout the term of said issue. The District hereby covenants and agrees to take all actions necessary under the Code to maintain the tax exempt status (as to taxpayers generally) of interest payable on the Bonds herein authorized. The District hereby designates the Bonds as its "qualified tax-exempt obligations" pursuant to Section 265(b)(3)(B)(i)(III) of the Code and covenants and warrants that it does not reasonably expect to issue tax-exempt bonds or other tax-exempt interest bearing obligations aggregating in principal amount more than \$10,000,000 during calendar year 2017 (taking into consideration the exception for current refunding issues). The District hereby agrees that it will take any and all actions necessary to obtain and preserve such status for the Bonds as "qualified tax-exempt obligations".

Section 17. Transcripts. The Secretary of the District is directed to make and certify transcripts of the proceedings of the District precedent to the issuance of such Bonds, one of which transcripts shall be delivered to each purchaser thereof.

Section 18. Severability. (a) If any one or more of the provisions of this Resolution should be determined by a court of competent jurisdiction to be contrary to law, then such provisions shall be deemed severable from the remaining provisions of this Resolution and the invalidity thereof shall in no way affect the validity of the other provisions of this Resolution or of the Bonds and the registered owners of the Bonds shall retain all the rights and benefits accorded to them under this Resolution and under any applicable provisions of law.

(b) If any provision of this Resolution shall be held or deemed to be or shall, in fact, be inoperative or unenforceable or invalid in any particular case in any jurisdiction or jurisdictions, or in all cases because it conflicts with any constitution or statute or rule of public policy, or for any other reason, such circumstances shall not have the effect of rendering the provision in question inoperative or

unenforceable or invalid in any other case or circumstance, or of rendering any other provision or provisions herein contained inoperative or unenforceable or invalid to any extent whatever.

Section 19. Headings of Sections Not Controlling. The headings of sections of this Resolution are set forth herein for convenience of reference only and shall not affect the construction or interpretation of this Resolution or any section hereof.

Section 20. Effective Date. This Resolution shall take effect and be in force from and after its passage as provided by law.

[The remainder of this page intentionally left blank.]

PASSED: June 12, 2017.

**SEWARD COUNTY SCHOOL DISTRICT 0567
(CENTENNIAL PUBLIC SCHOOLS) IN THE
STATE OF NEBRASKA**

ATTEST:

By: _____
President

By: _____
Secretary

CENTENNIAL PUBLIC SCHOOL

COURSE APPROVAL FORM

The negotiated agreement between the CEA and Board of Education requires, in part, teacher to obtain advance approval from the administration/Board of Education for courses applicable to horizontal movement on the salary schedule.

Please complete this form and return to Tim DeWaard at your earliest convenience. Forms must be received the Wednesday prior to the Board meeting in order to be considered by the Board that month.

TO: The Centennial Administration and Board of Education

I hereby request advance approval of the following course(s). It is understood that said approval would allow me to apply this course(s) for horizontal movement on the salary schedule.

<u>Course No.</u>	<u>Course Title</u>	<u>Hrs.</u>	<u>College</u>	<u>Undergrad. or Grad. Level</u>	<u>Planned Grad. Program Applies</u>
EDAD 854	Intro to EDAD	3	UNK	Grad.	<u>Yes</u>

Course Description:

The course is designed to provide an overview of the function of educational administration in school district organizations. Students will explore the role of the school principal as an instructional leader.

<u>Course No.</u>	<u>Course Title</u>	<u>Hrs.</u>	<u>College</u>	<u>Undergrad. or Grad. Level</u>	<u>Planned Grad. Program Applies</u>
EDAD 848	Curriculum Planning	3	UNK	Grad.	<u>Yes</u>

Course Description:

The course is designed to assist students to understand major Curriculum design models, to interpret school district curricula and to adjust content as needs and conditions change.

<u>Course No.</u>	<u>Course Title</u>	<u>Hrs.</u>	<u>College</u>	<u>Undergrad. or Grad. Level</u>	<u>Planned Grad. Program Applies</u>
EDAD 869	The Principalship	3	UNK	Grad	<u>Yes</u>

Course Description:

This is a foundation course in school administration that places emphasis on the responsibilities of the principal. It is designed to serve the interests and needs of certificated personnel who plan to become principals.

The addition of this course(s) would make me eligible for horizontal movement effective with the 2017-2018 school year.

Thank you for considering this request.

Sincerely,

(Signed)

5/11/17

(Date)

CENTENNIAL PUBLIC SCHOOL

COURSE APPROVAL FORM

The negotiated agreement between the CEA and Board of Education requires, in part, teacher to obtain advance approval from the administration/Board of Education for courses applicable to horizontal movement on the salary schedule.

Please complete this form and return to Tim DeWaard at your earliest convenience. Forms must be received the Wednesday prior to the Board meeting in order to be considered by the Board that month.

TO: The Centennial Administration and Board of Education

I hereby request advance approval of the following course(s). It is understood that said approval would allow me to apply this course(s) for horizontal movement on the salary schedule.

<u>Course No.</u>	<u>Course Title</u>	<u>Hrs.</u>	<u>College</u>	<u>Undergrad. or Grad. Level</u>	<u>Planned Grad. Program Applies</u>
EDAD 859	Legal Bases of Education	3	UNK	Grad.	Yes

Course Description: The purpose of this class is to explore the role of the school principal as an educational leader, understand the intricacies of public school administration as it relates to supervision and instruction.

<u>Course No.</u>	<u>Course Title</u>	<u>Hrs.</u>	<u>College</u>	<u>Undergrad. or Grad. Level</u>	<u>Planned Grad. Program Applies</u>
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Course Description:


<u>Course No.</u>	<u>Course Title</u>	<u>Hrs.</u>	<u>College</u>	<u>Undergrad. or Grad. Level</u>	<u>Planned Grad. Program Applies</u>
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Course Description:

The addition of this course(s) would make me eligible for horizontal movement effective with the 2017 - 2018 school year.

Thank you for considering this request.

Sincerely,



(Signed)

5/11/17

(Date)

Centennial Public School Wellness Policy

The Centennial Public School (CPS) District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Centennial Public School District that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, our district will participate in available federal school meal programs.
- The district will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity.

TO ACHIEVE THESE POLICY GOALS:

I. Wellness Team

The school district will create, strengthen, or work within the existing wellness team to develop, implement, monitor, review, and, as necessary, revise school nutrition and physical activity policies. The team will also serve as resources for implementing these policies. (The wellness team consists of a group of individuals representing the school and community, and may include parents, students, representatives of the school food authority, members of the school board, school administrators, teachers, health professionals, and members of the public.) The team will plan to meet two times/semester.

II. Nutritional Quality of Foods and Beverages Sold and Served on Campus School Meals

Meals served through the National School Food Program will meet, at a minimum, nutrition requirements established by local, state, and federal statutes and regulations.

Free and Reduced-price Meals

CPS will make every effort to eliminate any social stigma attached to, and prevent the overt identification of students who are eligible for free and reduced-price school meals.

A la Carte Items

- Are offered in compliance with USDA regulations prohibiting the sale of “foods of minimal nutritional value” where school meals are served or eaten during the meal period.

Competitive Beverages (only the following beverages are allowed)

- 100% full strength fruit and vegetable juices with no sweeteners (nutritive or nonnutritive).
- Water or water flavored with fruit/fruit juices

Definition of Foods of Minimal Nutritional Value

For purposes of this regulations, “foods of minimal nutritional value” has the same meaning as in the federal regulations for the National School Lunch Program. Specific foods of minimal nutritional value include, but are not necessarily limited to:

- a. Soda, pop, energy drinks
- b. Water ices except those which contain fruit or fruit juices
- c. Chewing gum
- d. Processed candies
- e. Fruit snacks or gummies
- f. Non-baked potato chips
- g. Cakes, cookies, brownies

Definition of Healthy Foods

For purposes of this regulation, “healthy foods” means foods that are not foods of minimal nutritional value, and that are low in fats, sodium and sugars, and high per serving in the nutrients which are needed to meet Reference Daily Intakes.

Vending Machines

The sale of foods of minimal nutritional value is not allowed on school property in areas accessible to students during the school day but will be available outside of school hours.

School Activities/Events

Concession stands at school activities and events will include healthy food choices.

Fundraising Activities

To support children's health and school nutrition-education efforts, CPS will encourage school fundraising activities that do not involve food or will use only food that meet the above nutrition and portion size standards for foods and beverages sold individually. On an infrequent basis foods of minimal nutritional value may be allowed. CPS will also encourage fundraising activities that will promote physical activity.

Snacks

Snacks served during the school day will make a positive contribution to children's diets and health. CPS will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations.

Rewards

CPS will use foods or beverages that meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior. CPS will not withhold food or beverages (including food served through school meals) as a punishment.

Celebrations

CPS will limit celebrations that involve food during the school day. The district will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebration/parties.

III. Nutrition and Physical Activity Promotion and Food Marketing Nutrition Education and Promotion

Centennial Public School District aims to teach, encourage, and support healthy eating by students. Schools should provide nutrition education and engage in nutrition promotion that:

- Is offered at each grade level to all students; including those with disabilities, special health care needs and in alternative education settings.

- Encouraged in not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects;
- Administrators will inform teachers about opportunities to attend training on nutrition and the importance of role modeling healthful habits for students;
- Enables teachers to secure recommended nutrition resources in adequate quantities for their students; and
- Enables teachers to access nutrition resources via Nebraska Action for Healthy Kids website and the Nebraska Department of Education Nutrition Services website.

Family & Community

Parents will be invited to join students for school meals. If a lunch is sent to school, parents are encouraged to pack healthy lunches and snacks. The district will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities.

Staff Wellness

Centennial Public School District highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

IV. Physical Activity Opportunities and Physical Education

Daily Physical Education (P.E.) K-12

- All students in grades, K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will be provided the opportunity to receive daily physical education for the entire school year.
- Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.
- The curriculum will be sequential and consistent with Nebraska Department of Education Physical Education Essential Learnings for Kindergarten through grade 12.

Daily Recess

- Elementary students will have at least 20 minutes a day of supervised recess, preferably outdoors.
- Moderate to vigorous physical activity will be encouraged verbally and through the provision of adequate space and age-appropriate equipment.

Physical Activity and Punishment

Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity (e.g., recess, physical education) as punishment. (This guideline does not apply to extracurricular sport teams).

Integrating Physical Activity into Classroom Setting

For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television;
- Opportunities for physical activity will be incorporated into other subject lessons;
- When circumstances make it necessary for students to remain indoors and inactive for two or more hours, the students will be given periodic breaks during which they will be encouraged to stand and be moderately active;
- School administrators will inform teachers about opportunities to attend training on physical activity/physical education and the importance of modeling healthful habits for students; and
- Teachers will be able to access physical education/physical activity resources via Nebraska Action for healthy Kids website and the Nebraska Department of Education PE Health website.

Safe Routes to School

The school district will assess and, if necessary and to the extent possible, make needed improvements to make it safer and easier for students to walk and bike to school. When appropriate, the district will work together with local public works, public safety, and/or police departments in those efforts. The school district will explore the availability of federal "safe routes to school" funds, administered by the state department of transportation, to finance such improvements.

Use of School Facilities Outside of School Hours

School spaces and facilities should be available to students, staff and community members before and after the school day, on weekends, and during school vacations. These spaces and facilities also should be available to community agencies and

organizations offering physical activity and nutrition programs. School policies concerning safety will apply at all times.

Family & Community

Information will be provided to help families incorporate physical activity into the lives of all household members. Families and community members will be encouraged to institute programs that support physical activity.

V. Monitoring and Policy Review

Monitoring

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. The elementary and high school principal or designee will ensure compliance with those policies in their school and will report on the school's compliance to the school district superintendent or designee.

School food service staff will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent. If the district has not received a SMI review from the state agency within the past five years, the district will request from the state agency that a SMI review be scheduled as soon as possible.

The superintendent or designee will develop a summary report every three years on district-wide compliance with the district's established nutrition and physical activity wellness policies based on both elementary and high school input. That report will be provided to the school board and will be available for public review in the superintendent's office.

Policy Review

To help with the initial development of the district's wellness policies, a baseline assessment of the school's existing nutrition and physical activity environments was conducted in 2017 utilizing the *School Health Index* from the Centers for Disease Control and Prevention. As part of that review, the school district reviewed nutrition and physical activity policies, provisions of an environment that supports healthy eating and physical activity; and nutrition and physical education policies and program elements. The district will as necessary revise the wellness policies and develop work plans to facilitate their implementation and the School Health Index will be reviewed at least every three years.

Adopted: March 2017

Reviewed:

Revised:

Secondary Principal's Report
June 12, 2017

1. **End of the school year activities went well...**
2. **Summer workshops are underway...**
3. **Scheduling process is wrapping up and planning for next year is underway...**

SUPERINTENDENT'S REPORT

June 12, 2017

1. The board retreat is set for Monday, June 26th at 6:00 p.m.
2. NASB will be hosting Open Meetings Law Workshops on July 18th in Lincoln. There are also other dates and locations if another time would work better for you. This is an evening workshop beginning at 6:30 p.m. and finishing up around 8:30 p.m. Please let me know if you want me to register you.
3. I am hopefully going to take a few days off towards the end of June or once we get all of the state reporting finished up.



Board of Education Meeting

Special Education Summary

June 12, 2017

- I. Special Education Enrollment – June 2017
 - A. B-2
 - B. Preschool
 - C. School Age
 - D. Non-Public

- II. Summer Services – Birth to 5
 - A. Birth to 2
 - B. 3 to 5

- III. Preschool Orientation and 2017-2018 Enrollment
 - A. 3's Enrollment
 - B. 4's Enrollment

Elementary Principal's Report

Marni Parrack

June 9, 2017

1. Ended the year on a positive note...
2. Summer school in full swing
3. Summer trainings, professional development
4. New Staff