

Centura Board of Education Regular Meeting  
Monday, July 18, 2022 6:00 PM  
Centura Board Room  
P.O. Box 430  
Cairo, NE 68824

## **Agenda**

1. Public hearing to discuss, consider and receive input on School Board Policy 504.19 student fees and 504.19R1 student fees regulations
2. Public hearing to discuss, consider, and receive input on School Board Policy 1005.03 parental involvement
3. Call the meeting to order
- 3.1. Centura Mission Statement: Centura and its collaborative partners are an innovative community empowering all students to be successful today and in the future.
- 3.2. Centura Vision Statement: A community about students, excellence and innovation.
4. Pledge of Allegiance and Recognition of Nebraska Open Meetings Act
5. Roll call - excuse/not excuse board members who are absent
6. Recognition of visitors and public comment
7. Approval of Consent Agenda
- 7.1. Minutes from previous month's meeting(s)
- 7.2. General Fund Claims - \$717,881.98 (\$262,463.26 Payables, \$455,418.72 Payroll)
- 7.3. Financial Reports as presented
8. Approve OPAA Food Services 5 year contract
9. Approve Dana F. Cole & Company as auditors for year ending August 31, 2022
10. Approve 22-23 Elementary, High School, and Teacher Handbooks as presented
11. Approve 22-23 school activity prices and breakfast and lunch prices as presented
12. Approve Substitute Daily Rate for 2022-2023
13. School Board Policy
- 13.1. Policy revision: 205.02 Policy Adoption, Review, and Amendment
- 13.2. Annual policy review/revision: 504.19 student fees, 504.19R1 student fees regulations, 1005.03 parental and family involvement
- 13.3. New policy: 705.02 Usage fees, admissions
- 13.4. Recommendation for a resolution to select a construction manager at risk.
- 13.5. Revised policy: 902.05 construction management at risk school construction alternative
14. Board Reports
- 14.1. Set Retreat Date
15. Reports
- 15.1. Elementary Principal report
- 15.2. Secondary Principal report
- 15.3. Superintendent report
16. Discussion items
- 16.1. Transportation
17. Next Meeting date and time
18. Adjournment



- Football Students must provide their own football shoes and undergarments.
- Golf Students must provide their own golf shoes, undergarments, and clubs.
- Track, Volleyball, Wrestling & Basketball Students must provide their own shoes and undergarments
- Swing Choir Students may be required to purchase outfits and shoes selected by the sponsor and/or student group.
- Future Farmers of America Student may be required to purchase their own jackets.
- Summer School No fee
- Dual Credit Courses Students must pay the tuition fees set by the post-secondary institution
- Spanish Club \$ no fee
- Art Club \$ 5.00
- Sophomore Class Dues \$ 40.00
- Junior Class Dues \$ 75.00
- Senior Class Dues \$ 50.00
- One Act \$ 30.00

**STUDENT FEES WAIVER APPLICATION**

The school district will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your child, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Superintendent of Schools.

**Part 1:** Name of the child on whose behalf you are requesting a fee waiver-

\_\_\_\_\_

**Part 2:** Specific fee(s) for which you are requesting a waiver-

\_\_\_\_\_

\_\_\_\_\_

**Part 3:** Eligibility. Select ONE of the following:

- A. Check here if your child is eligible for fee waivers because he/she is a foster child. Please attach official documentation from the agency sponsoring the child.
  
- B. Check here if your child is eligible for fee waivers because you receive Food Stamps, FDPIR, or TANF for the child. Please attach a copy of one of the following:
  - A Food Stamp, FDPIR, or TANF Certification Notice that shows dates of certification.
  - A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR, or TANF.
  - An ATP (Authorization to Participate) card with an expiration date. Do not send your EBT card.
  
- C. Check here if your child is currently receiving free or reduced meals.

**Part 4:** Signature and verification. An adult household member must sign this application.

**PLEASE READ THIS CERTIFICATION BEFORE SIGNING:**

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my child's eligibility for fee waivers to school personnel as necessary to affect the fee waiver. I understand that any clothing, equipment, or other materials used by my child during his/her participation in the activity for which student fees have been waived are and will remain the property of the school district.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## STUDENT FEES

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. 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. Extracurricular 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 a 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.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

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

- Participation in extracurricular activities;
- Postsecondary education costs; and
- 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 nonspecialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. 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;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures *[to avoid the direct handling of fees; for the handling of fees]* for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school; and
7. 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.

The maximum dollar amount of each fee must be specified as part of this policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public 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 household.

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 fees)  
  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)

Cross Reference: 505.05 Fines for Lost or Damaged Items  
506 Student Activities  
507.01 Student Records Access  
801 Transportation  
802.05 Free or Reduced Cost Meals Eligibility  
1005.01 Public Complaints

## PARENTAL AND FAMILY INVOLVEMENT IN THE SCHOOLS

It is the policy of the district to provide full access to the parent and family members of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed to the teacher or building principal.

Requests by parents and family members to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and family members.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents and family members. While verbal objections and decisions are valid, written follow-up to verbal communications is required from the parent and family members, and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents and family members of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents and family members of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents may find items of the survey objectionable.

The following activities will also be included in the board's plan for parental and family involvement:

1. The board will involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement;

2. The board will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental and family involvement activities to improve student academic achievement and school performance;
3. The board will build the schools' and parents' and 'family members' capacity for strong parental and family involvement;
4. The board will coordinate and integrate parental and family involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;
5. The board will conduct with the involvement of parents and family members, an annual open meeting and evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents and family members in Title I activities (with particular attention to low-income parents and families who have low income, Limited English Proficient (LEP) minorities, disabilities and low literacy) and use the findings of the evaluation to design strategies for more effective parental and family involvement and to revise, as necessary, the parental and family involvement policies; and
6. The board will involve parents and family members in Title I activities.

The parent and family members or guardian of a student may have access to that student's records during normal business hours of the district according to Policy 507.01 Student Records Access.

This policy is adopted following a public hearing to receive public comments and suggestions.

Legal Reference: Neb. Statute 79-530 to 533  
No Child Left Behind, Title I, Sec. 1118, P.L. 107-110

Cross Reference: 507.01 Student Records Access  
606.03 Objection to Instructional Materials  
611.01 Student Progress Reports  
1002. District Annual Report  
1005.01 Public Complaints

## AGENDA

The tentative agenda for each board meeting shall state the topics for discussion and action at the board meeting. It shall be kept continuously current and shall be readily available for public inspection at the district office during normal business hours.

Persons requesting to place an item on the agenda must make a request to the superintendent prior to the drafting of the tentative agenda. The person making the request must state the person's name, purpose of the presentation, action desired and pertinent background information. Adding such requests will be at the discretion of the superintendent after consultation with the board president. Requests made at a board meeting will be taken under advisement for being added to the agenda of the next regular board meeting.

The tentative agenda and supporting documents will typically be sent to board members 72 hours prior to the scheduled board meeting. These documents are the private property of the board member. Persons wishing to view the tentative agenda and supporting documents may do so at the Superintendent's Office of the district.

The board shall take action only on the items listed on the tentative agenda made available at the time of the public notice. All action items need to be on the agenda, but all agenda items do not need to be action items. Items added to the agenda may be discussed or taken under advisement by the board. If an added item is acted upon, the minutes of the board meeting shall state the reason justifying the immediate action. Only items of an emergency nature may be added to the agenda later than twenty-four hours before the scheduled meeting.

It shall be the responsibility of the board president and superintendent to develop the agenda for each board meeting.

A consent agenda may be presented by the president at the beginning of a meeting and used by the board for noncontroversial business. The consent agenda will consist of routine business that requires action but not necessarily discussion. These items may all be approved at the same time. A board member may ask that any item be removed from the consent agenda. Removed items may be taken up either immediately after the consent agenda or placed later on the agenda at the discretion of the board.

Legal Reference:	Neb. Statute 84-712 84-1408 to 1414
Cross Reference:	203 Organization of the School Board 403.05 Public Complaints about Employees 503 Student Rights and Responsibilities 1003 Public Examination of District Records

Approved: August 9, 2010 Reviewed \_\_\_\_\_ Revised: April 12, 2021

**Centura Board of Education Regular Meeting Minutes  
District #47-0100 – Howard County Nebraska  
Monday, June 13, 2022 6:00 PM  
Centura High School; Cairo, NE**

**Attendance Taken at 6:03 PM. Present: Justin Caspersen, Sandra Davis, Teresa Grabowski, Aron Hostetler, Eric Hostetler, Will Kemptar.**

**1. Call the meeting to order**

Notice of the meeting was given in advance thereof, according to law, by proper publication, a designated method for giving notice to the School District, a copy of the proof of publications being attached to these minutes. Notice of this meeting was given in advance to all members of the Board of Education. Availability of the agenda was communicated in this meeting. All proceeds of the Board of Education were taken while the convened meeting was open to the attendance of the public. President Kemptar called the meeting to order at 6:00pm.

**1.1. Centura Mission Statement: Centura and its collaborative partners are an innovative community empowering all students to be successful today and in the future.**

**1.2. Centura Vision Statement: A community about students, excellence and innovation.**

**2. Pledge of Allegiance and Recognition of Nebraska Open Meetings Act**

Board President Kemptar led in the Pledge of Allegiance and then recognized a current copy of the Nebraska Open Meetings Act posted in the room.

**3. Roll call - excuse/not excuse board members who are absent**

**4. Recognition of visitors and public comment**

New staff members Marty Brown (Maintenance Director) and Melissa Beberniss (High School Principal) were introduced to the board. No patrons addressed the school board.

**5. Approval of Consent Agenda**

Motion to approve consent agenda as presented Passed with a motion by Teresa Grabowski and a second by Sandra Davis.

Justin Caspersen: Yea, Sandra Davis: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

**5.1. Minutes from previous month's meeting(s)**

**5.2. General Fund Claims - \$566,268.04 (Payables \$87,588.19, Payroll \$478,679.85)**

Amazon 216.03, Armbruster Electric 5,408.70, AS Central Services 259.49, Aurora Coop 5,718.46, Baasch & Sons 220.00, Black Hills Energy 2,300.21, Blacktop Chiropractic 70.00, Boys Town 3,040.00, Central Nebraska Rehab Services 4,107.52, Centura Activity Fund 229.90, Centura Lunch Fund 1,762.50, Centurylink 451.02, CMBA Architects 1,366.00, Computer Hardware 99.00, Deere Credit, Inc. 531.87, Demco 247.17, Eakes Office Solutions 2,356.03, Ecolab 104.72, ESU #10 1,980.74, Hamilton 100.76, Heartland Disposal 533.00, Hireright 68.80, Home Depot Pro 1,534.78, Home Depot 6,184.03, Howard Greely RPPD 7,879.76, J&D Automotive 124.58, Johnny's Lock & Key Shop 79.00, Johnson Controls, Inc. 3,278.44, KSB School Law 806.00, Lee Enterprises 176.30, Loup Central Landfill Assoc 24.30, Menards

6,098.67, Nebraska Central Equipment 210.00, Paper101 770.65, Pathway Insurance 10,643.00, Platte Valley Communications 30.00, PowerSchool Group LLC 3,177.30, Pyarmid School Projects 443.76, Quadient Finance 500.00, Robinson, Megan 1,874.93, ScoreVision, LLC 2,678.00, Sphero 2,245.91, State Glass Inc. 320.00, Student Assurance Services 860.00, The Medina Street Vault 716.00, Tri City Meters, Inc. 229.98, Twin Rivers Urgent Care LLC 125.00, ULINE, INC. 565.28, US Bank 895.81, Village of Cairo 349.20, Wal-Mart 130.24, Wex Bank 1,024.40, Wilkins Architecture Design Planning 2,059.25, Windstream 61.70, Yandas Music & Pro Audio 320.00, Total 87,588.19

### **5.3. Building Fund Claims - \$36,462.93**

Johnson Controls \$36,462.93.

### **5.4. Financial Reports as presented**

### **6. School Board Policy**

#### **6.1. Annual policy review with one reading only: 504.20 bullying prevention, 1005.12 Title 1 parent and family member engagement, 504.21 Dating, 504.23 Suicide, 506.06 Student Publications.**

Motion to approve policies 504.20, 1005.12, 504.21, 504.23 and 506.06 on one reading only  
Passed with a motion by Justin Caspersen and a second by Teresa Grabowski.

Justin Caspersen: Yea, Sandra Davis: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

#### **6.2. Policies for review on the second of two readings: 611.09 Commencement and 902.05 Construction Management**

Motion to approve policies 611.09 and 902.05 on second of two readings. Passed with a motion by Justin Caspersen and a second by Eric Hostetler.

Justin Caspersen: Yea, Sandra Davis: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

### **7. Cafeteria Table Purchase Approval**

Motion to approve the cafeteria tables purchase of approximately \$24,000 from the lunch fund account Passed with a motion by Sandra Davis and a second by Teresa Grabowski.

Justin Caspersen: Yea, Sandra Davis: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

### **8. Approval of 2022-2023 Opa Food Services Contract**

Motion to table the 2022-2023 Opa Food Services Contract until the July regular board meeting  
Passed with a motion by Justin Caspersen and a second by Teresa Grabowski.

Justin Caspersen: Yea, Sandra Davis: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

### **9. Bid Approval: Window Replacements from Glass Edge**

Superintendent Ruhl reported that there is approximately \$10,000 left in ESSER dollars dedicated towards window replacements. The bid from Glass Edge would be for a total of 10 windows in need in the elementary school. The remaining balance would be paid from the depreciation fund.

Motion to approve the window replacements bid from Glass Edge for \$30,460.00 Passed with a motion by Aron Hostetler and a second by Justin Caspersen.

Justin Caspersen: Yea, Sandra Davis: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

### **10. Approve continuation of baseball coop with Central City and Fullerton**

Superintendent Ruhl shared the success of the baseball coop over the last two years and recommended approval to renew the two year agreement.

Motion to approve two-year baseball coop with Central City and Fullerton. Passed with a motion by Teresa Grabowski and a second by Sandra Davis.

Justin Caspersen: Yea, Sandra Davis: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

### **11. Set date and time for student fees and parent involvement hearings**

Motion to set the student fees and parent involvement hearings on July 18 at 5:30pm. Passed with a motion by Sandra Davis and a second by Aron Hostetler.

Justin Caspersen: Yea, Sandra Davis: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

## **12. Board Reports**

### **12.1. Finance Committee Update**

No new news. Budget retreat to be scheduled in July or August 2022.

### **12.2. Budget Retreat Date**

Board budget retreat planned for July or August 2022. Exact date to be determined.

## **13. Reports**

### **13.1. Elementary Principal report**

Abbey Cron presented the Elementary Report.

### **13.2. Secondary Principal report**

Cory Bohling presented the Secondary Principal Report.

### **13.3. Superintendent report**

Ryan Ruhl presented the Superintendent's Report.

## **14. Discussion items**

### **14.1. 22-23 School Calendar Review**

Board members discussed the current Saturday May 6, 2023 graduation date, which poses a conflict for students who will have activities on that same day. Discussed moving graduation to a Sunday which would eliminate conflicts with student activities on Saturdays.

Motion to move 22-23 School Calendar Review to action item Passed with a motion by Teresa Grabowski and a second by Sandra Davis.

Justin Caspersen: Yea, Sandra Davis: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

Motion to change graduation date to Sunday May 7, 2023 at 2:00pm Passed with a motion by Sandra Davis and a second by Justin Caspersen.

Justin Caspersen: Yea, Sandra Davis: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

#### **14.2. School restroom project update**

Superintendent Ruhl provided an update on the restroom remodel project. A tour will be given following the meeting.

#### **15. Next Meeting date and time**

Next Regular Board Meeting: July 18, at 6:00pm

#### **16. Adjournment**

Motion to adjourn meeting at 6:45p.m. Passed with a motion by Teresa Grabowski and a second by Justin Caspersen.

Justin Caspersen: Yea, Sandra Davis: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 1	Fund Number 01	General Fund	
AMAZON/SYNCB	583675438635	Hooks for football helmets to hang	80.91
Total AMAZON/SYNCB			80.91
Armbruster Electric	220617	Misc June Electrical Services	627.50
Total Armbruster Electric			627.50
AS Central Services	July 2022-0001	Distance Education Fee	259.49
Total AS Central Services			259.49
Black Hills Energy	July 2022-0001	Natural Gas	1,281.51
Total Black Hills Energy			1,281.51
Blacktop Chiropractic	002	DOT Physical - M.Garcia	70.00
Total Blacktop Chiropractic			70.00
Blick Art Materials	8735232	Classroom Art materials for 22-23	1,822.12
Total Blick Art Materials			1,822.12
Boys Town	NIE0001884-0001	SPED Tuition - Boys Town - May 2022	2,080.00
Total Boys Town			2,080.00
Central Nebraska Rehab Services	06-22 Athl-0001	Athletic Training	844.62
Central Nebraska Rehab Services	June 2022 -0001	PT/OT Services	430.39
Central Nebraska Rehab Services	May 2022 O-0003	PT/OT Services	2,579.72
Total Central Nebraska Rehab Services			3,854.73
Centurylink	3084854258-0022	Telephone-Local	311.30
Centurylink	308F180003-0022	Telephone	137.86
Total Centurylink			449.16
Clipper Publishing	20-2	Job Ad - High School Secretary	77.00
Total Clipper Publishing			77.00
CMBA Architects	60940	Restroom Renovation Architect Services	2,115.14
Total CMBA Architects			2,115.14
Committee For Children	2035132	Second Step Grades K-8, Single-Site Lice	2,329.00
Total Committee For Children			2,329.00
Construction Rental	433570-3	Saw rental for playground project	110.00
Total Construction Rental			110.00
Coplen, Josh	7.18.2022	Insulation removal/insulate water lines	675.00
Total Coplen, Josh			675.00
D&M Security	C16713	Quarterly Alarm Monitoring	111.00
Total D&M Security			111.00
Deere Credit, Inc.	July 2022-0001	Skid Skeer-Grounds Maintenance	531.87
Total Deere Credit, Inc.			531.87
DEMCO INC	7142465	EI library supplies 22-23	89.92

Vendor Name	Invoice Number	Description	Amount
Total DEMCO INC			89.92
Eakes Office Solutions	8511248-0	Classroom White Board	246.18
Eakes Office Solutions	INV366804	Replacement Part for carpet shampooer	23.98
Eakes Office Solutions	INV367796	Carpet shampooer replacement part	39.96
Eakes Office Solutions	INV370334	Windsor Chariot 2 iScrub Machine repair	2,052.64
Eakes Office Solutions	INV372487	Service-Printers/Copiers	1,036.95
Eakes Office Solutions	INV372488	Service-Printers/Copiers	8.16
Eakes Office Solutions	INV372489	Service-Printers/Copiers	7.51
Total Eakes Office Solutions			3,415.38
Ecolab	7086920-0001	Service-pest control	104.72
Total Ecolab			104.72
ESU #10	July 2022-0001	ESU10 Services	1,610.90
Total ESU #10			1,610.90
ESU COORDINATING COUNCIL	COOP001989	World Book Power School - Library	372.00
Total ESU COORDINATING COUNCIL			372.00
ExploreLearning	5463130	SPED Reflex Math Renewal	2,965.00
Total ExploreLearning			2,965.00
Gustave A. Larson Company	4800886	Maintenance Air Filters	674.76
Total Gustave A. Larson Company			674.76
Hackel Construction	G702-1992	ESSER III Restroom Reno-Phase 1 Complete	117,126.24
Total Hackel Construction			117,126.24
Hadenfeldt, Abby	July2022	Hotel Reimbursement-NCE Conference	178.00
Total Hadenfeldt, Abby			178.00
HALL COUNTY ELECTION COMM	July 2022	Fee,5-10-22 Election School Board Wards	100.00
Total HALL COUNTY ELECTION COMM			100.00
Hamilton	10692776-0001	Telephone-local	103.02
Total Hamilton			103.02
Heartland Disposal	138335-0001	Service-garbage disposal	600.00
Total Heartland Disposal			600.00
Home Depot Pro	690089420	Cleaning supplies	14.29
Home Depot Pro	692872229	Gloves	64.80
Total Home Depot Pro			79.09
Howard Greely RPPD	July 2022-0001	Service-electricity	8,060.40
Total Howard Greely RPPD			8,060.40
INSULATION SYSTEMS, INC.	15980	Insulation for high school ceiling pipes	772.98
Total INSULATION SYSTEMS, INC.			772.98
IXL Learning	S435229	IXL Service License: (K-12 Math & ELA)	6,188.00

Vendor Name	Invoice Number	Description	Amount
Total IXL Learning			<u>6,188.00</u>
J&D Automotive	212858	Gator tire repair	49.99
J&D Automotive	213550	Air Filter for Pond Repair	98.07
Total J&D Automotive			<u>148.06</u>
JAMF Software	INV259225	1-1 MDM Renewal	3,789.50
Total JAMF Software			<u>3,789.50</u>
Johnson Controls, Inc.	1-118458500225	Service-Remove actuators	1,134.20
Johnson Controls, Inc.	1-118853453672	AHU 2 shaft repair	1,690.78
Johnson Controls, Inc.	1-118854521875	Remove actuators	1,221.60
Johnson Controls, Inc.	1-119033114390	Service Agreement July 22 to Sept 22	2,979.50
Johnson Controls, Inc.	1-119305704923	Install upper pod sink	1,523.44
Total Johnson Controls, Inc.			<u>8,549.52</u>
Kelly Supply Company	S1406080-0	Plumbing repair supplies	143.73
Kelly Supply Company	S1406169-0	Plumbing Repair Supplies	47.74
Total Kelly Supply Company			<u>191.47</u>
KSB School Law	12179	Legal Services	600.00
Total KSB School Law			<u>600.00</u>
LEARNING A-Z	5459059	Learning A-Z supplemental subscription	875.00
Total LEARNING A-Z			<u>875.00</u>
Lee Enterprises	July 2022-0001	Advertising-Legals	377.18
Total Lee Enterprises			<u>377.18</u>
Live Well Counseling Center	July 2022	Howard County School Interventionist	7,000.00
Total Live Well Counseling Center			<u>7,000.00</u>
Marcia Brenner Associates	INV-222319	Behavior SPED Plugin for Powerschool	295.00
Total Marcia Brenner Associates			<u>295.00</u>
Menards	42122	Delivery fee - Prek Building	144.20
Menards	42341	Credit for return	49.96
Menards	42342	Window trim	103.98
Menards	42661	Playground and misc. general supplies	70.90
Menards	42903	General Maint supplies	30.98
Menards	43080	Misc. general maintenance	125.47
Menards	43130	Paint stripper	27.87
Menards	43509	Misc. General Maintenance supplies	390.43
Menards	43581	Misc. general maintenance supplies	37.08
Menards	43582	Misc. general maintenane supplies	194.56
Menards	43936	Elem bathroom repair supplies	141.79
Total Menards			<u>1,317.22</u>
Midwest Floor Specialists	32	Baseboard Stripper, Fixx floor wax	1,299.10
Total Midwest Floor Specialists			<u>1,299.10</u>
Music Is Elementary	INV-20294	Elementary Music instruments	106.56
Total Music Is Elementary			<u>106.56</u>

Vendor Name	Invoice Number	Description	Amount
NCS PEARSON, INC.	18184063	SPED testing supplies	0.88
NCS PEARSON, INC.	18304320	SPED Testing supplies	66.00
NCS PEARSON, INC.	18313731	SPED Assessment Materials	429.94
<b>Total NCS PEARSON, INC.</b>			<b>496.82</b>
NE COUNCIL OF SCHOOL ADMIN	71532/71531	NCE New Teacher Conference - A.Hadenfeldt	365.00
<b>Total NE COUNCIL OF SCHOOL ADMIN</b>			<b>365.00</b>
NE FIRE SPRINKLER	8443	Annual Fire Sprinkler Inspection	305.00
<b>Total NE FIRE SPRINKLER</b>			<b>305.00</b>
Nebraska Central Equipment	0169898-IN	DOT Inspections	900.00
Nebraska Central Equipment	0169900-IN	DOT Inspections	1,100.00
<b>Total Nebraska Central Equipment</b>			<b>2,000.00</b>
OneSource	2115-20220630	Employee Background Check	15.00
<b>Total OneSource</b>			<b>15.00</b>
Pathway Insurance	July 2022-0001	Property Insurance/Work Comp	10,226.56
<b>Total Pathway Insurance</b>			<b>10,226.56</b>
Phonograph-Herald	14921	Employment Ad	150.00
<b>Total Phonograph-Herald</b>			<b>150.00</b>
Platte Valley Communications	July 2022-0001	Service-Bus repeater	30.00
<b>Total Platte Valley Communications</b>			<b>30.00</b>
PowerSchool Group LLC	July 2022	Schoology LMS Subscription	2,431.00
<b>Total PowerSchool Group LLC</b>			<b>2,431.00</b>
Quadient Finance	July 2022	Postage	500.00
<b>Total Quadient Finance</b>			<b>500.00</b>
Quadient Leasing	N9382440	Postage machine lease	282.00
<b>Total Quadient Leasing</b>			<b>282.00</b>
READ NATURALLY, INC.	254510	Renewal of sped intervention	690.00
<b>Total READ NATURALLY, INC.</b>			<b>690.00</b>
RENAISSANCE LEARNING INC.	7.1.2022	SPED Math&Read, Library Accelerated Read	4,064.25
<b>Total RENAISSANCE LEARNING INC.</b>			<b>4,064.25</b>
Robinson, Megan	July 2022-0001	SPED Transportation Mileage Reimb.	1,549.08
<b>Total Robinson, Megan</b>			<b>1,549.08</b>
Sam's Club/Synchrony Bank	06.16.2022	Four Office Chairs for staff	639.92
Sam's Club/Synchrony Bank	6.28.2022	Office supplies/envelopes	37.38
<b>Total Sam's Club/Synchrony Bank</b>			<b>677.30</b>
Savvas Learning Company	4026662457	Personal Finance and Handwriting books	346.33
Savvas Learning Company	7027968674	Math Curriculum Materials ESSER III	500.00

Vendor Name	Invoice Number	Description	Amount
Savvas Learning Company	7027970402	Math Curriculum Materials Esser III	22,176.00
Savvas Learning Company	7027973222	Personal Finance and Handwriting books	3,400.66
<b>Total Savvas Learning Company</b>			<b>26,422.99</b>
SCHOOL NURSE SUPPLY, INC	0898504-IN	22-23 School Nurse Supplies	1,307.88
<b>Total SCHOOL NURSE SUPPLY, INC</b>			<b>1,307.88</b>
Seesaw	2021-71165	Seesaw for Schools Student License	1,500.00
<b>Total Seesaw</b>			<b>1,500.00</b>
SOCIAL THINKING PUBLISHING, INC.	255698	SPED Classroom Supplies	271.83
<b>Total SOCIAL THINKING PUBLISHING, INC.</b>			<b>271.83</b>
Software Unlimited, Inc.	July 2022	Software Unlimited 9-1-22 to 8-31-22	7,350.00
<b>Total Software Unlimited, Inc.</b>			<b>7,350.00</b>
Sports Facility Maintenance	646	Backstop/Bleacher Inspections	2,958.00
<b>Total Sports Facility Maintenance</b>			<b>2,958.00</b>
TCI	INV92514	TCI 1 year License - History Esser III	9,518.00
<b>Total TCI</b>			<b>9,518.00</b>
TEACHER DIRECT	INV/2022-12166	Kinder classroom supplies	184.26
<b>Total TEACHER DIRECT</b>			<b>184.26</b>
US Bank	AlleyRose6.14.22	ESU Admin Meeting Meal 6.14.22	92.87
US Bank	ConsolidatedConc6.16	Concrete	888.80
US Bank	ConsolidatedConc6.23	Concrete	453.00
US Bank	Ebay6.14.22	Graph paper	27.33
US Bank	Educreations6.24.22	Educreations Math Software	99.00
US Bank	Menards5.31.22	Carpet Shampooer Rental	85.98
US Bank	TheVault6.21.22	SLT Meeting Meal 6.21.22	131.99
<b>Total US Bank</b>			<b>1,778.97</b>
Village of Cairo	July 2022-0001	Service-water	556.90
<b>Total Village of Cairo</b>			<b>556.90</b>
Wex Bank	82232502-0001	Monthly Transportation Fuel	1,158.73
<b>Total Wex Bank</b>			<b>1,158.73</b>
Wilkins Architecture Design Planning	4987	Architect Services-Facility Planning	2,176.58
<b>Total Wilkins Architecture Design Planning</b>			<b>2,176.58</b>
Windstream	July 2022-0001	Telephone-Long Distance	33.66
<b>Total Windstream</b>			<b>33.66</b>
<b>Fund Number 01</b>			<b>262,463.26</b>
<b>Checking Account ID 1</b>			<b>262,463.26</b>

Fund: 05 ACTIVITY

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Balance Change	Balance
05 704 0101	ACTIVITIES	(13,358.33)	8,733.31	2,350.00	0.00	0.00	(19,741.64)
05 704 0102	SPIRIT SQUAD	5,671.26	0.00	0.00	0.00	0.00	5,671.26
05 704 0103	FOOTBALL	1,750.94	0.00	0.00	0.00	0.00	1,750.94
05 704 0104	GIRLS BASKETBALL	2,896.24	690.00	165.00	0.00	0.00	2,371.24
05 704 0105	BOYS BASKETBALL	3,422.12	525.00	0.00	0.00	0.00	2,897.12
05 704 0106	VOLLEYBALL	2,693.29	0.00	0.00	0.00	0.00	2,693.29
05 704 0107	CROSS COUNTRY / TRACK	2,241.71	0.00	0.00	0.00	0.00	2,241.71
05 704 0108	DANCE	(425.45)	0.00	0.00	0.00	0.00	(425.45)
05 704 0109	GOLF	(154.36)	0.00	0.00	0.00	0.00	(154.36)
05 704 0110	WRESTLING	7,382.34	1,120.00	210.00	0.00	0.00	6,472.34
05 704 0111	Girls Softball	1,617.02	0.00	0.00	0.00	0.00	1,617.02
05 704 0112	BOYS BASEBALL	2,978.09	2,849.35	565.49	0.00	0.00	684.23
05 704 0217	CLASS OF 2017	40.00	0.00	0.00	0.00	0.00	40.00
05 704 0221	Class of 2021	861.39	0.00	0.00	0.00	0.00	861.39
05 704 0222	Class of 2022	991.97	953.00	0.00	0.00	0.00	38.97
05 704 0223	Class of 2023	2,286.25	0.00	0.00	0.00	0.00	2,286.25
05 704 0224	Class of 2024	2,109.95	0.00	0.00	0.00	0.00	2,109.95
05 704 0301	ACCELERATED READER	265.80	0.00	0.00	0.00	0.00	265.80
05 704 0302	ART	463.62	0.00	0.00	0.00	0.00	463.62
05 704 0303	BOOKFAIR	1,996.43	736.07	0.00	0.00	0.00	1,260.36
05 704 0304	DUNLAP GRANTS	(5,819.67)	1,052.98	0.00	0.00	0.00	(6,872.65)
05 704 0306	GREENHOUSE	10,548.27	0.00	97.00	0.00	0.00	10,645.27
05 704 0307	COURTESY FUND	255.43	137.52	0.00	0.00	0.00	117.91
05 704 0308	BAND	3,522.17	0.00	0.00	0.00	0.00	3,522.17
05 704 0309	PRESCHOOL	632.96	3,000.00	12,119.90	0.00	0.00	9,752.86
05 704 0310	REVOLVING FUND	1,290.58	0.00	0.00	0.00	0.00	1,290.58
05 704 0311	SHOP	4,292.99	0.00	0.00	0.00	0.00	4,292.99
05 704 0312	STUCCO SCHOLARSHIPS	102.70	0.00	0.00	0.00	0.00	102.70
05 704 0313	GENERAL CONCESSIONS	18,771.06	992.88	0.00	0.00	0.00	17,778.38
05 704 0314	WOODS	583.27	0.00	0.00	0.00	0.00	583.27
05 704 0315	HELPING HANDS - ELEM	809.65	0.00	0.00	0.00	0.00	809.65
05 704 0316	FACULTY FUND	3,005.81	0.00	0.00	0.00	0.00	3,005.81
05 704 0317	ELEM COURTESY	228.01	0.00	0.00	0.00	0.00	228.01
05 704 0318	SPANISH CLUB	9.14	0.00	0.00	0.00	0.00	9.14
05 704 0320	Strength & Conditioning	(1,425.84)	0.00	0.00	0.00	0.00	(1,425.84)
05 704 0321	Centura Wellness	9.31	0.00	0.00	0.00	0.00	9.31
05 704 0325	BACK PACK PROGRAM	24,305.88	0.00	0.00	0.00	0.00	24,305.88
05 704 0400	FFA	13,362.80	116.05	15,330.00	0.00	0.00	28,576.75
05 704 0401	YEARBOOK	5,347.83	0.00	0.00	0.00	0.00	5,347.83
05 704 0403	ALUMNI	24.00	0.00	0.00	0.00	0.00	24.00

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Balance Change	Balance
05 704 0404	CBI	4,819.87	0.00	0.00	0.00	0.00	4,819.87
05 704 0405	SPEECH	1,369.88	0.00	0.00	0.00	0.00	1,369.88
05 704 0406	DRAMA - One Act	2,098.87	0.00	0.00	0.00	0.00	2,098.87
05 704 0407	ELEMENTARY STUDENT COUNCIL	1,041.42	0.00	0.00	0.00	0.00	1,041.42
05 704 0408	FBLA	178.10	0.00	229.90	0.00	0.00	408.00
05 704 0409	FCCLA	1,166.68	0.00	0.00	0.00	0.00	1,166.68
05 704 0410	MEDIA CLASS	2,046.55	0.00	0.00	0.00	0.00	2,046.55
05 704 0411	FFA SCHOLARSHIPS	1,650.00	0.00	0.00	0.00	0.00	1,650.00
05 704 0412	MIXED CHORUS	3,593.94	0.00	0.00	0.00	0.00	3,593.94
05 704 0413	NHS	745.13	0.00	0.00	0.00	0.00	745.13
05 704 0415	STUDENT COUNCIL	3,666.00	0.00	500.00	0.00	0.00	4,166.00
05 704 0416	TECHNOLOGY	585.57	0.00	0.00	0.00	0.00	585.57
05 704 0502	INTEREST	26,385.72	0.00	6.30	0.00	0.00	26,392.02
05 704 0503	MONEY MARKET	284.79	0.00	1.03	0.00	0.00	285.82
05 704 0600	24/7 Student Insurance	8,964.41	0.00	0.00	0.00	0.00	8,964.41
	<b>Fund Total: 05</b>	<b>164,183.56</b>	<b>20,905.96</b>	<b>31,564.62</b>	<b>0.00</b>	<b>0.00</b>	<b>174,842.22</b>

Invoice Listing - Summary

Vendor ID	Vendor Name	Invoice Number	Description	Invoice Date	Check Date	Checking Account ID	Check Number	CC	Invoice Amount
AMAZONCOM	AMAZON/SYNCR	443647974933	Tape Measures	04/14/2022	06/07/2022		24713		146.92
AMAZONCOM	AMAZON/SYNCR	466346763899	Lamination card sheets for act. passes	04/20/2022	06/07/2022		24713		26.97
AMAZONCOM	AMAZON/SYNCR	467568894354	Gift card for Mitch M. from HS Courtesy	04/28/2022	06/07/2022		24713		15.00
AMAZONCOM	AMAZON/SYNCR	556536348685	2022 Dunlap Grant Purchase	06/03/2022	06/07/2022		24713		1,023.48
AMAZONCOM	AMAZON/SYNCR	839547376756	HS courtesy fund - gifts for teachers	04/10/2022	06/07/2022		24713		77.98
AMAZONCOM	AMAZON/SYNCR	946844383548	2022 Dunlap Grant Purchase	04/15/2022	06/07/2022		24713		29.50
BARRIOSCON	BARRIOS CONCRETE CONSTRUCTION	89482-21	Concrete work for Preschool Playground	05/27/2022	06/15/2022		24723		3,000.00
BLACKSQUIR	BLACK SQUIRREL ENTERPRISES	Track2022	Black Squirrel Track Setup	06/06/2022	06/07/2022		24714		300.00
BREWERSCAN	Brewers Caneers & Outfitters	Summer2022	River trip during bball camp	06/03/2022	06/07/2022		24715		490.00
BSNSPORTSI	BSN Sports Inc	917253768	ESU Coop Order - Athletic Supplies	05/31/2022	06/15/2022		24724		926.62
CENTRALCIT	Central City High School	Baseball2021-22	Uniforms (White)	06/20/2022	06/20/2022		24730		1,500.00
CENTRALCIT	Central City High School	Centura5/20/22	Baseball equipment/fees	05/20/2022	06/15/2022		24725		555.71
CONCORDIAU	CONCORDIA UNIVERSITY	6/16/22B/Bball camp	Team Boys Basketball Camp Fee	06/15/2022	06/15/2022		24726		275.00
CROSSCOUNT	Cross County High School	Camp 2022	Cross County Camp	06/06/2022	06/07/2022		24716		200.00
DOANCOLL	DOANE COLLEGE WRESTLING	6/7/22Bball camp	Boys Basketball Camp Fees	06/15/2022	06/15/2022		24727		250.00
DOANCOLL	DOANE COLLEGE WRESTLING	WRCcamp2022	wrestling camp	06/20/2022	06/20/2022		24731		420.00
HERRINGTON	HERRINGTON, LEE	2022WRCInician	Wrestling Clinician	06/20/2022	06/20/2022		24732		350.00
HVVEEACCOU	HVVEE ACCOUNTS RECEIVABLE	4843689862	8 dtz. donuts from HyVee	05/12/2022	06/15/2022		24728		119.90
NSAA	Nebraska School Activities Association	2022-23 SY	NSAA Membership Fees for each sport 2022	06/20/2022	06/20/2022		24733		1,360.00
NEFFCOMPAN	NEFF COMPANY	N003038507	Letter Certificate Paper	06/03/2022	06/07/2022		24717		290.95
OPAAFOODMG	Opal Food Mgt. of NE, LLC	NE40643	District Track	05/26/2022	06/07/2022		24718		36.00
OPAAFOODMG	Opal Food Mgt. of NE, LLC	NE40643-	HS Track hospitaly	05/26/2022	06/07/2022		24718		12.00
PRESTIGEGR	PRESTIGE GROUP INC	R-22-008	Van lease extension for Baseball	06/20/2022	06/20/2022		24734		793.64
ROMEIKE	ROMEIKE, CARA	2022WRCInician	Ghis wrestling clinic clinician	06/20/2022	06/20/2022		24735		350.00
ROSEFORV	Roses For You	100824421	Senior flowers and attendant bouis	06/15/2022	06/15/2022		24729		953.00
SAMSCULUB	Sam's Club/Synchrony Bank	9850792020	Concession Stand Inventory	05/04/2022	06/07/2022		24719		634.68
SAMSCULUB	Sam's Club/Synchrony Bank	9850974490	Soda for hospitaly	05/04/2022	06/07/2022		24719		78.90
SAMSCULUB	Sam's Club/Synchrony Bank	9852836574	Concession Stand Goodies	05/10/2022	06/07/2022		24719		358.00
SCHOOLHEAL	SCHOOL HEALTH CORPORATION	4056863-00	Tapelice bag dispenser/ice bags	05/20/2022	06/07/2022		24720		224.23
USBANK	US Bank	BigApples/2/22	Golden Sower Field Trip - Book Fair fund	04/29/2022	06/07/2022		24721		736.07
USBANK	US Bank	EmbassyTrack2022	State Track - 2 nightsx6 rooms	05/20/2022	06/07/2022		24721		1,627.68
USBANK	US Bank	HamptonHm5/23/22	Hotel room for AD at state track	05/23/2022	06/07/2022		24721		419.01
USBANK	US Bank	Outback5/21/22	OutBack Steak house - team dinner	05/12/2022	06/07/2022		24721		367.40
USBANK	US Bank	Prestige-Track	Van Rental for Track	05/18/2022	06/07/2022		24721		1,738.00
USBANK	US Bank	SpagWorkss/19/22	SpagnelliWorks track team dinner	05/19/2022	06/07/2022		24721		270.75
USBANK	US Bank	Valentinos5/12/22	Valentino's lunch for district track	05/16/2022	06/07/2022		24721		(25.00)
USBANK	US Bank	Valentinos5/16/22-2	Valentino's lunch for district track	05/16/2022	06/07/2022		24721		594.08

Invoice Listing - Summary

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Check Date</u>	<u>Checking Account ID</u>	<u>Check Number</u>	<u>CC</u>	<u>Invoice Amount</u>
USBANK	US Bank	Valentinos5/5/22	Valentino's pizza for HS track meet	05/05/2022	06/07/2022		24721		219.90
USBANK	US Bank	Walgreens5/11/22	FFA Scrapbook	05/11/2022	06/07/2022		24721		116.05
WALMART	Wal-Mart	4/28/2022	Gift cards for Rich & Hunter - HS Cisy	04/28/2022	06/07/2022		24722		44.54
WALMART	Wal-Mart	4/28/22	Gift cards for Rich & Hunter - HS Cisy	04/28/2022	06/07/2022		24722		(15.00)
WALMART	Wal-Mart	5/8/22	Card for HS Courtesy Fund	05/08/2022	06/07/2022		24722		15.00
Report Total:									20,905.96

**Treasurer's Report for the 2021-22 School Year  
as of June 30, 2022**

**General Fund**

Beginning Balance	\$2,204,677.99	
June Income	\$501,672.46	
June Expenses	(\$566,268.04)	< (\$566,268.04) June expenditures
June Adjustments		June Pre-pay
Ending Balance	<u>\$2,140,082.41</u>	<u>(\$566,268.04)</u>

Cash Found In:

Balance Per Bank	\$2,140,898.64
Outstanding Checks	(\$816.23)
Adjustments	
Total	<u>\$2,140,082.41</u>

**General Fund CD's**

#7842	\$189,668.07
#15608	\$156,366.84
#45419	\$107,850.06
#45435	\$108,067.54
#42936	\$170,517.98
#881244	\$255,796.04
Total	<u>\$988,266.53</u>

**Building Fund**

Beginning Balance	\$358,620.32
June Income	\$16,885.37
June Expenses	(\$36,462.93)
June Adjustments	
Ending Balance	<u>\$339,042.76</u>

Cash Found In:

Checking Acct.	\$339,042.76
Outstanding Checks	\$0.00
Total	<u>\$339,042.76</u>

**Depreciation Fund**

Beginning Balance	\$173,289.10
June Income	\$14.24
June Expenses	\$0.00
Ending Balance	<u>\$173,303.34</u>

Cash Found In:

Checking Acct.	\$173,303.34
Outstanding Checks	\$0.00
Total	<u>\$173,303.34</u>

**Unemployment Fund**

Beginning Balance	\$17,019.63
June Income	\$0.00
June Expenses	
Ending Balance	<u>\$17,019.63</u>

Cash Found In:

Checking Acct	\$17,019.63
Outstanding Checks	\$0.00
Total	<u>\$17,019.63</u>

**Student Fees**

Beginning Balance	\$840.25
June Income	\$0.00
June Expenses	\$0.00
Ending Balance	<u>\$840.25</u>

## Cash Found In:

Checking Acct.	<u>\$840.25</u>
Total	<u>\$840.25</u>

**Activity Accounts**

Beginning Balance	\$164,183.56
June Income	\$31,564.62
June Expenses	(\$20,905.96)
June Adjustments	
Ending Balance	<u>\$174,842.22</u>

## Cash Found In:

Checking Acct.	\$183,346.87
Outstanding Checks	<u>(\$8,504.65)</u>
Total	<u>\$174,842.22</u>

*(Total includes Statement balance + MM/CDs)*

**Lunch Account**

Beginning Balance	\$189,638.82
June Income	\$16,974.82
June Expenses	(\$42,543.77)
June Adjustments	
Ending Balance	<u>\$164,069.87</u>

Cash F Checking Acct.	<u>\$164,101.92</u>
Outstanding Checks	<u>(\$32.05)</u>
Total	<u>\$164,069.87</u>

Fund: 01 General Fund

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Taxes Levied by School District	5,745,000.00	368,489.13	5,388,915.97	93.80	356,084.03
01 1115	Carlisle Taxes	10,000.00	2,053.46	12,517.84	125.18	(2,517.84)
01 1120	Public Power Dist Sales Tax	25,000.00	0.00	30,698.48	122.79	(5,698.48)
01 1125	Motor Vehicle Taxes	200,000.00	22,641.17	223,521.02	111.76	(23,521.02)
01 1140	PENALTIES & INTEREST ON TAXES	3,000.00	350.12	20,526.01	684.20	(17,526.01)
01 1510	Interest on Investments	1,400.00	274.20	1,705.00	121.79	(305.00)
01 1740	Student Fees	3,000.00	0.00	2,650.00	88.33	350.00
01 1911	Local License Fees	5,500.00	1,199.35	11,727.97	213.24	(6,227.97)
01 1925	Other Grants	130,000.00	12,982.64	33,857.25	26.04	96,142.75
01 1990	Miscellaneous Local Revenue	3,000.00	4,882.23	18,711.25	623.71	(15,711.25)
	Subtotal: LOCAL RECIEPTS	6,125,900.00	412,872.30	5,744,830.79	93.78	381,069.21
01 2110	County Fines and License Fees	18,000.00	902.66	12,435.41	69.09	5,564.59
01 2210	ESU Receipts	100.00	150.00	350.00	350.00	(250.00)
	Subtotal: COUNTY AND ESU RECEIPTS	18,100.00	1,052.66	12,785.41	70.64	5,314.59
01 3110	State Aid	235,000.00	25,567.00	255,670.00	108.80	(20,670.00)
01 3120	Special Education-School Age	230,000.00	45,667.00	275,481.00	119.77	(45,481.00)
01 3125	SPED Transportation-School Age	0.00	0.00	382.00	0.00	(382.00)
01 3130	Homestead Exemption	0.00	16,121.98	48,326.54	0.00	(48,326.54)
01 3131	Property Tax Credit	0.00	0.00	436,952.08	0.00	(436,952.08)
01 3180	Pro-Rate Motor Vehicle	14,000.00	0.00	13,317.17	95.12	682.83
01 3400	State Apportionment	50,000.00	0.00	55,249.49	110.50	(5,249.49)
01 3500	Other State Categorical Programs	15,000.00	0.00	0.00	0.00	15,000.00
01 3512	Distance Education Incentive Payments	0.00	0.00	844.28	0.00	(844.28)
01 3535	High Ability Learners	4,000.00	0.00	3,644.00	91.10	356.00
01 3575	Extended Learning	1,000.00	0.00	1,505.00	150.50	(505.00)
01 3990	Other State Receipts	4,000.00	0.00	0.00	0.00	4,000.00
	Subtotal: STATE RECEIPTS	553,000.00	87,355.98	1,091,371.56	197.35	(538,371.56)
01 4309	HEAD START	0.00	0.00	24,000.00	0.00	(24,000.00)
01 4310	REAP	41,000.00	0.00	41,555.00	101.35	(555.00)
01 4421	IDEA Part-B (611) ARP	0.00	0.00	4,575.00	0.00	(4,575.00)
01 4422	IDEA Preschool (619) ARP	0.00	0.00	1,727.00	0.00	(1,727.00)
01 4505	Title I-Part A ESSA	74,000.00	0.00	61,330.00	82.88	12,670.00
01 4509	Title II-Part A ESSA	12,000.00	0.00	24,104.00	200.87	(12,104.00)
01 4512	IDEA PART B BASE ALLOCATION	155,000.00	0.00	0.00	0.00	155,000.00
01 4516	IDEA PART B PRESCHOOL	0.00	0.00	4,219.00	0.00	(4,219.00)
01 4518	IDEA Part B (611) Base/EP	137,756.00	0.00	137,756.00	100.00	0.00
01 4521	IDEA Non-Public	6,000.00	0.00	0.00	0.00	6,000.00
01 4525	Federal Vocational (Carl Perkins)	3,000.00	391.52	741.52	24.72	2,258.48
01 4708	MEDICAID IN PUBLIC SCHOOLS	7,000.00	0.00	19,784.15	282.63	(12,784.15)
01 4969	TITLE IV, PART A	0.00	0.00	10,000.00	0.00	(10,000.00)
01 4997	ESSER II - CARES ACT	166,056.00	0.00	194,476.00	117.11	(28,420.00)
01 4998	ESSER III	0.00	0.00	53,645.00	0.00	(53,645.00)
	Subtotal: FEDERAL RECEIPTS	601,812.00	391.52	577,912.67	96.03	23,899.33
01 5301	INSURANCE ADJUSTMENTS	4,500.00	0.00	6,165.00	137.00	(1,665.00)
	Subtotal: NON-REVENUE RECEIPTS	4,500.00	0.00	6,165.00	137.00	(1,665.00)
	Fund Total:	7,303,312.00	501,672.46	7,433,065.43	101.78	(129,753.43)

**Fund: 02      Depreciation Fund**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	Interest on Investments	0.00	14.24	160.50	0.00	(160.50)
	Subtotal: LOCAL RECIEPTS	0.00	14.24	160.50	0.00	(160.50)
02 5200	Fund Transfers In	0.00	0.00	150,000.00	0.00	(150,000.00)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	150,000.00	0.00	(150,000.00)
	Fund Total:	0.00	14.24	150,160.50	0.00	(150,160.50)

**Fund: 06 Hot Lunch Fund**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1510	Interest on Investments	0.00	22.97	174.71	0.00	(174.71)
06 1611	Daily Sales-Student Lunches	0.00	101.45	4,617.54	0.00	(4,617.54)
06 1612	Daily Sales-Student Breakfast	0.00	0.00	458.36	0.00	(458.36)
06 1620	Daily Sales-Non Reimb	0.00	2,493.49	11,424.59	0.00	(11,424.59)
06 1990	Miscellaneous Local Revenue	0.00	1,294.20	8,732.95	0.00	(8,732.95)
Subtotal: LOCAL RECIEPTS		0.00	3,912.11	25,408.15	0.00	(25,408.15)
06 3150	State Reimbursement (Nutrition Programs)	0.00	0.00	1,016.60	0.00	(1,016.60)
Subtotal: STATE RECEIPTS		0.00	0.00	1,016.60	0.00	(1,016.60)
06 4210	State-Federal Nutrition Programs	0.00	13,062.71	303,748.69	0.00	(303,748.69)
Subtotal: FEDERAL RECEIPTS		0.00	13,062.71	303,748.69	0.00	(303,748.69)
Fund Total:		0.00	16,974.82	330,173.44	0.00	(330,173.44)

**Fund: 08 Special Building Fund**

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	Local Property Taxes	0.00	16,049.84	234,448.26	0.00	(234,448.26)
08 1115	Carline Taxes	0.00	89.36	544.73	0.00	(544.73)
08 1120	Public Power Dist Sales Tax	0.00	8.10	1,343.98	0.00	(1,343.98)
08 1140	PENALTIES & INTEREST ON TAXES	0.00	7.13	526.73	0.00	(526.73)
08 1510	Interest on Investments	0.00	29.37	228.04	0.00	(228.04)
08 1920	Contributions & Donations	0.00	0.00	39,500.00	0.00	(39,500.00)
08 1990	Miscellaneous Local Revenue	0.00	0.00	1,150.00	0.00	(1,150.00)
Subtotal: LOCAL RECIEPTS		0.00	16,183.80	277,741.74	0.00	(277,741.74)
08 3130	Homestead Exemption	0.00	701.57	2,435.39	0.00	(2,435.39)
08 3131	Property Tax Credit	0.00	0.00	19,014.54	0.00	(19,014.54)
08 3180	Pro-Rate Motor Vehicle	0.00	0.00	576.87	0.00	(576.87)
Subtotal: STATE RECEIPTS		0.00	701.57	22,026.80	0.00	(22,026.80)
Fund Total:		0.00	16,885.37	299,768.54	0.00	(299,768.54)

**Revenue Summary Report**  
Processing Month: 06/2022

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	7,303,312.00	535,546.89	8,213,167.91	112.46	(909,855.91)

**Expenditure Report by Function/Object - Detail**

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
06	Hot Lunch Fund								
3100	Food Service Operations								
06 3100 110 001	Salaries Non-Instructional Staff	0.00	323.21	6,982.12	0.00	(6,982.12)	0.00	0.00	(6,982.12)
06 3100 110 002	Salaries Non-Instructional Staff	0.00	395.03	8,533.69	0.00	(8,533.69)	0.00	0.00	(8,533.69)
110	Salaries Non-Instructional Staff	0.00	718.24	15,515.81	0.00	(15,515.81)	0.00	0.00	(15,515.81)
06 3100 130 001	Overtime Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 130 002	Overtime Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	Overtime Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 150 001	Addtl Compensation Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
150	Addtl Compensation Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 210 001	Group Insurance Non-Instructional	0.00	2.25	22.50	0.00	(22.50)	0.00	0.00	(22.50)
06 3100 210 002	Group Insurance Non-Instructional	0.00	2.75	27.50	0.00	(27.50)	0.00	0.00	(27.50)
210	Group Insurance Non-Instructional	0.00	5.00	50.00	0.00	(50.00)	0.00	0.00	(50.00)
06 3100 220 001	Social Security Non-Instructional	0.00	24.34	530.33	0.00	(530.33)	0.00	0.00	(530.33)
06 3100 220 002	Social Security Non-Instructional	0.00	29.74	647.98	0.00	(647.98)	0.00	0.00	(647.98)
220	Social Security Non-Instructional	0.00	54.08	1,178.31	0.00	(1,178.31)	0.00	0.00	(1,178.31)
06 3100 230 001	Retirement Non-Instructional	0.00	23.76	513.40	0.00	(513.40)	0.00	0.00	(513.40)
06 3100 230 002	Retirement Non-Instructional	0.00	29.05	627.44	0.00	(627.44)	0.00	0.00	(627.44)
230	Retirement Non-Instructional	0.00	52.81	1,140.84	0.00	(1,140.84)	0.00	0.00	(1,140.84)
06 3100 237 001	Increased Retirement Contributions	0.00	8.16	176.30	0.00	(176.30)	0.00	0.00	(176.30)
06 3100 237 002	Increased Retirement Contributions	0.00	9.98	215.48	0.00	(215.48)	0.00	0.00	(215.48)
237	Increased Retirement Contributions	0.00	18.14	391.78	0.00	(391.78)	0.00	0.00	(391.78)
06 3100 350 001	Technical Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 350 002	Technical Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
350	Technical Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 431 001	Non Tech Repairs	0.00	0.00	1,293.49	0.00	(1,293.49)	0.00	0.00	(1,293.49)
06 3100 431 002	Non Tech Repairs	0.00	0.00	1,220.65	0.00	(1,220.65)	0.00	0.00	(1,220.65)
431	NON-TECHNOLOGY RELATED REPAIRS & MAINTEN	0.00	0.00	2,514.14	0.00	(2,514.14)	0.00	0.00	(2,514.14)
06 3100 570 001	Food Service Management	0.00	5,179.25	109,440.25	0.00	(109,440.25)	0.00	0.00	(109,440.25)
06 3100 570 002	Food Service Management	0.00	5,179.25	83,260.28	0.00	(83,260.28)	0.00	0.00	(83,260.28)
570	Food Service Management	0.00	10,358.50	192,700.53	0.00	(192,700.53)	0.00	0.00	(192,700.53)
06 3100 610 001	General Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 610 002	General Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
610	General Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 733 001	Furniture and Fixtures	0.00	11,345.50	12,581.35	0.00	(12,581.35)	0.00	0.00	(12,581.35)
06 3100 733 002	Furniture and Fixtures	0.00	11,345.50	12,469.00	0.00	(12,469.00)	0.00	0.00	(12,469.00)
733	Furniture and Fixtures	0.00	22,691.00	25,050.35	0.00	(25,050.35)	0.00	0.00	(25,050.35)
06 3100 739 001	Other Equipment	0.00	4,323.00	6,142.25	0.00	(6,142.25)	0.00	3,010.48	(9,152.73)
06 3100 739 002	Other Equipment	0.00	4,323.00	6,142.25	0.00	(6,142.25)	0.00	3,513.00	(9,655.25)
739	Other Equipment	0.00	8,646.00	12,284.50	0.00	(12,284.50)	0.00	6,523.48	(18,807.98)
06 3100 810 001	Dues and Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 810 002	Dues and Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
810	Dues and Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 890 001	Miscellaneous Expenses	0.00	0.00	888.87	0.00	(888.87)	0.00	0.00	(888.87)
06 3100 890 002	Miscellaneous Expenses	0.00	0.00	237.96	0.00	(237.96)	0.00	0.00	(237.96)
890	Miscellaneous Expenses	0.00	0.00	1,126.83	0.00	(1,126.83)	0.00	0.00	(1,126.83)
3100	Food Service Operations	0.00	42,543.77	251,953.09	0.00	(251,953.09)	0.00	6,523.48	(258,476.57)
06	Hot Lunch Fund	0.00	42,543.77	251,953.09	0.00	(251,953.09)	0.00	6,523.48	(258,476.57)

**Expenditure Report by Function/Object - Detail**

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total:		0.00	42,543.77	251,953.09	0.00	(251,953.09)	0.00	6,523.48	(258,476.57)

# **CENTURA JR/SR HIGH SCHOOL**



**2022-2023**

# **STUDENT HANDBOOK**

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## **FORWARD**

### **Intent of Handbook**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Centura Public Schools. 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 make rule revisions at any time to implement the educational program and to assure the well being of all students. 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.

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Centura High School Principal  
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**Centura Faculty and Staff Listing and contact information is available at [Centuraps.org](http://Centuraps.org)**

**Activity and Education Correlation**

We believe that the program of interscholastic activities is an integral component of a well-rounded education. Participation in activities is an extension of the school day, during which the learning process continues. While we will strive to make our teams as competitive as possible, our primary objective is to help our students acquire important skills that will help them to be successful in their adult lives. As educators, we recognize that few students will make their livelihoods as athletes or performers, but all students will need to know the values of hard work and joint effort toward a common goal. The efforts of our educators will be focused on teaching our students how to succeed. Through positive reinforcement and intentional teaching, we will show our participants how to succeed with humility and persevere through setbacks in a productive manner.

Our interscholastic activities program places a high value on the power of participation. Within the Centura educational and extracurricular settings, every reasonable effort will be made to provide activities for as many students as possible.

We encourage our students to become involved in as many programs as possible, to do their absolute best, and to support their groups' efforts to excel. We will strive to offer as many groups as can be adequately sponsored, managed, and supported. Teachers will place students in groups appropriate to their developmental and emotional abilities. Attempts will be made to place students at a performance level to match their skill level.

We also hope that during their high school education and activity experiences, our students will have fun and build fulfilling, lifelong relationships with other participants and sponsors. Our programs will strive to provide an opportunity for our students to experience success and become more career, college and citizenship ready. The product of our investment in education and extracurricular activities will be well-rounded adults who contribute to society in a positive manner.

## **ARTICLE 1 - MISSION AND GOALS**

### **Vision Statement**

A school community about kids, excellence and innovation.

### **Mission Statement**

Centura and its collaborative partners are an innovative community empowering all students to be successful today and in the future.

### **Continuous Improvement Goals**

The current School Improvement goals and objectives have been derived from the review of data, interventions, and the needs of the students at Centura Public School:

All students will become proficient in reading, writing and math.

## **ARTICLE 2 - ACADEMIC ACHIEVEMENT**

### **Academic Progress (BOARD POLICY 611.01)**

Student academic progress is evaluated on a daily basis using curriculum guidelines and appropriate assessments. In addition, Nebraska academic standards and nationally normed tests are used to evaluate student achievement. Student academic achievement, effort, and social development is communicated to parents in a variety of methods:

- Regularly scheduled Parent/Teacher conferences provide parents, teachers, and students with the opportunity to exchange information about student progress.
- Parent access to Power School parent portal.
- Student portfolios, used to document individual progress and accomplishments, may be shared with parents.
- Informal communication with parents may include telephone calls, after-school meetings, weekly progress reports, and notes and electronic communication.
- All standardized test scores will be reported to parents when the information becomes available.

### **After School Assistance**

Students in grades 7-12 will be required to stay for After School Assistance on *Wednesdays from 3:09-4:00* if they are failing one or more classes. If a student intentionally misses After School Assistance, they will be required to make up that time at the principal's discretion.

### **Cheating/Plagiarism**

Do not cheat. Teachers should be alert for cheating or plagiarism and take preventive action in the classroom, as well as assigning the following penalties: A) 1<sup>st</sup> offense: Assignment will be redone with an achieved grade that cannot be higher than a 70% average at a time set up by the principal; 2<sup>nd</sup> offense: A zero for that assignment; B) A problem solving notice filed with the Principal; C) problem solving notice sent to parent(s).

### **Community Service (BOARD POLICY 611.50)**

In addition to the graduation requirements listed in Centura Board Policy 611.50 students who graduate from Centura Public Schools shall have completed 10 hours of community service for each year in attendance at Centura High School (Grades 9-12). Example: A total of 40 hours of community service is required for students in attendance all four years at Centura High School. Community Service hours completed after the end of the 8<sup>th</sup> grade school year will be accepted.

### **Early Release (BOARD POLICY 503.05)**

*The Early Release Option is an earned privilege available to approved students at Centura High School. It may be revoked due to disciplinary action taken by school administration. The parent/legal guardian may also revoke this for their child at any time.*

*Approved students may be released up to a maximum of two periods at the end of the school day. The actual time of day that they are released may vary according to the school schedule for that day (for example early release or late arrival). Typically it will be periods 7, 8, and student prep. On early release days, students will need to stay until the beginning of 8<sup>th</sup> period.*

*If a student participates in sports, they are allowed to take the Early Release Option. Centura is a closed campus, however students may leave school and return for practice of a sport.*

*Students who participate in the Early Release Option must leave the school premises at the early release time each day. They are not to remain in the building or on the school property while school is in session.*

*To qualify for early release, approved students must meet certain requirements and maintain their eligibility for the semester to ensure they will have early release for the following semester. These include the following:*

- 1. Complete and submit an Early Release Option Application to the counseling office. The application must be signed by the student's parent or guardian. Applications must be applied for each semester.*
- 2. Maintain a grade point average of no less than 2.50.*
- 3. Have no more than three excused absences from the school during the current grading period. (Principal discretion will be used in determining excused absences.)*
- 4. Have zero unexcused absences from school in the previous, or the current grading period.*
- 5. Have no in-school or out-of-school suspensions in the previous grading period.*
- 6. Have passing grades in all classes of the semester previous to Early Release, and during the semester of Early Release.*

*The administration reserves the right to take this privilege away at such a time a student abuses the privilege.*

### **Employment Release (BOARD POLICY 503.05 R1)**

Recognizing that work can be an educational experience in itself, Centura High School will offer an employment release experience to students under the following circumstances:

1. The student must be at least a junior.
2. The job must be with someone unrelated to the student. Exceptions to this clause shall be made in the case of a family hardship.
3. The student must carry a full load of classes, exceptions approved by both Principal and counselor, and the work schedule must not interfere with attendance in those classes;
4. The employer must be willing to report to the school on the student's progress at least once every nine weeks.
5. The student is required to complete and submit a work schedule **prior** to working.
6. Completed paperwork, including parent's permission agreement, will need to be submitted before employment release can begin.
7. Exceptions for students with special needs shall be approved by the Principal/ student's MDT/IEP team.
8. Students failing one or more classes will not be dismissed for employment release until the grades are passing.
9. All early release requirements also apply for employment release.

### **Grading System (BOARD POLICY 611.05)**

Grading in the Centura Public Schools is as follows:

A - 93-100      B - 85- 92      C - 77-84      D - 70-76      F - below 70

Certain classes may utilize a 60-Point Scale (60-69 = D, 70-79 = C....). Normally, this scale is employed for the "upper level" or more challenging courses, to encourage students to enroll in such. Letter grades

(A, B, C, D, F) are recorded for **most** classes on report cards. Exceptions may include Junior High classes such as Band, Vocal Music, quarter classes and PE, which receive “S” (satisfactory or passing) or “U” (unsatisfactory or failing).

Students and parents may access current grades via the Internet and PowerSchool at any time. If at any time, you are not able to access your students’ grades via the Internet, the school will be happy to send a report home, please contact the office. Grade reports are sent home every nine weeks.

**Graduation-Mid-term (BOARD POLICY 611.08)**

Students who desire to graduate at mid-term of their senior year may do so, according to guidelines detailed in **Centura Board Policy 611.08.**

**Graduation Requirements (BOARD POLICY 611.07)**

To earn a diploma from Centura Public Schools, each student must complete a program of study that includes a specified number of hours and certain specific required courses. To earn the diploma, a student must have attempted 280 hours of credit and have passed 230.

A student must be enrolled in at least 35 hours each semester. Students who have not met the minimum semester credit hours or who have not completed the required courses will not be allowed to participate in graduation exercises.

Students may retake any course and receive the higher of the two grades but shall not receive additional credit for retaking the same course, with the following exceptions:

1. High School Band
2. High School Vocal Music
3. Weights
4. Teacher/Office Aide
5. Upon the approval of the MTSS team under provisions of an IEP/504 plan.

**Effective for the 2017 graduates and thereafter**

<b>40 Hours of English</b>	<b>30 Hours of Science</b>	<b>30 Hours of Social Studies</b>
<b>10 - English 9</b>	<b>10 - Science 9</b>	<b>10 - World History</b>
<b>10 - English 10</b>	<b>10 - Biology</b>	<b>10 - US History</b>
<b>10 - English 11</b>	<b>10 - Earth Explorations or Chemistry</b>	<b>10 - American Government</b>
<b>10 - English 12/College English</b>		
<b>30 Hours of Math</b>	<b>Other Required Courses</b>	<b>Other Required Courses</b>

<b>10 - Algebra I/Algebra Foundations</b>	<b>40 - Elective Credits</b>	<b>5 - Speech</b>
<b>10 - Geometry/Geometry Foundations</b>	<b>20 - Foreign Language or Voc. Ed.</b>	<b>5 - Economics, Personal Finance, Accounting or Ag. Business</b>
<b>10 - Algebra II/Algebra II Foundations</b>	<b>10 - Info. Technology I &amp; II</b>	<b>5 - Phys. Ed./Weights</b>
	<b>10 - Health</b>	<b>5 - Fine Arts (Band, Vocal Music, Art, Graphic Design)</b>

A list of available classes may be found on the homepage of Centura Public Schools.

### **Graduation-Valedictorian**

The class Valedictorian/s will be selected based on an accumulation of quality points. The quality points will be assigned according to the following criteria:

1. Quality Points for GPA (9-12)

- 3.9 – 4.0 = 4
- 3.8 – 3.89 = 3
- 3.7 - 3.79 = 2
- 3.6 – 3.69 = 1

2. Quality points for challenging course work: (1 point per semester per class; 9-12)

Physics, Chemistry, A&P, Advanced Math, Calculus, College English, Ag Business, Accounting, Spanish IV, On-line Class

3. Quality points for involvement in Activity: (1 per activity over time; 9-12)

4. Quality points for performance on standardized testing: (MAP-9th Grade, PreACT-10th Grade; ACT Junior year)

- 90-100% = 3
- 75-89% = 2
- 50-74% = 1

- ✓ Instances or circumstances related to illegal activities or discipline referrals may be considered as a disqualifier from the Valedictorian selection process.
- ✓ Students transferring into the school district will be held to the same standards as their graduating class.
- ✓ The number of Valedictorians assigned each year will vary based on the student/s with the highest number of quality points.

\*\*\*Effective Class of 2019

### **High Ability Learners (BOARD POLICY 605.03)**

Centura Public Schools will continue to provide a High Ability Learners program to students who qualify in grades 7 and 8. In order for students to qualify, they must meet a certain point total in several categories: MAP assessment, classroom grades, teacher assessment, and parent inventory. Students that qualify will be put into the HAL program that meets one time a week for 30-45 minutes of the day. Students in grades 3-8 can qualify for the program, exceptions may be made for students with special circumstances determined by the HAL coordinator and building principal. While in the program, students will be challenged to enhance their learning in multiple ways such as; providing them with opportunities for independent study, acceleration of curriculum, compacted curriculum, enrichment, special classes or competitions, mentoring or shadowing, as well as more activities that require the use of higher level thinking skills.

### **Honor Roll**

Centura Jr./Sr. High recognizes students for outstanding academic achievement in a variety of ways.

HONOR ROLL - Honor Roll at Centura Jr./Sr. High is a list of all students who have met the following requirements:

A HONOR ROLL - 3.8 or better average on a four-point scale

B HONOR ROLL - 3.0 to 3.79 average with no more than one C and no grade lower than a C

GRADUATION WITH DISTINCTION - At the Commencement ceremony, Centura recognizes three levels of academic achievement.

4.0 GPA; With Highest Distinction: Medal, and Cord

3.75 GPA; With Distinction: Cord

3.5 GPA; With Honors: Cord

### **Multi Tiered System of Supports**

Multi Tiered System of Supports (MTSS) is a problem solving process to determine appropriate ways to impact student behavior and academic progress positively. Problem solving is defined as a process that includes a systematic analysis of a student's behavior or academic difficulties. The process uses this analysis to provide the foundation for a planned, systematic set of interventions. The student's progress in these interventions is then monitored and evaluated to determine effectiveness. The problem solving process involves continuous monitoring of progress, redefining the problem, and refining the plan. Throughout the MTSS process these steps will be repeated many times. A staff committee has been put into place to look at each student and assess the best possible way to affect their academic and behavior progress.

### **Parent Teacher Conferences**

Parent Teacher Conferences are scheduled during the Fall and Spring semesters. At any time if you have questions, please feel free to contact the school.

### **Promotion/Retention (BOARD POLICY 611.02)**

To be promoted from grade seven to eight, or from grade eight to nine, students must demonstrate, by their grades, that they have mastered sufficient skills to insure the probability of success in the next grade.

The criteria for promotion will be passing grades in the basic subjects of English, Social Studies, Math, and Science.

**A failure in two or more of these subjects will result in a recommendation to the Superintendent for either retention in grade or the necessity for Summer School.**

In grades 9 through 12, students accrue hours to meet the graduation requirements. Any failing grade in a required course requires that the course be retaken and students must earn the specified number of credits in order to graduate.

### **Schedule Changes**

Changes in class schedules can be arranged with the guidance office. Students may not drop or add a class after the first week of the semester without written permission from parents, affected teachers, Guidance Counselor and the Principal.

### **School Day**

School will start at 8:20 and end at 3:30, except for Wednesdays when the day will end at 3:09.

#### Period Schedule:

1st: 8:20-9:08

2nd: 9:11-9:56

3rd: 9:59-10:44

4th: 10:47-11:32

5th: 11:35-12:20

6th: 12:23-1:33

7th: 1:36-2:21

8th: 2:24-3:09

Student Prep: 3:12-3:30

## **ARTICLE 3 - STUDENT ATTENDANCE**

### **Attendance/Absence Policy (Nebraska State law, §79-209) (BOARD POLICY 503.01; 503.03; 503.04)**

Regular attendance by students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

It shall be the responsibility of the parent to notify the school as soon as the parent knows the student will not be attending school on that day. Evidence or written verification of the student's reason for absence may be requested. Therefore, the following attendance policy to include a provision indicating how the school district and the county attorney will handle cases in which excessive absences are due to documented illness that makes attendance impossible or impracticable has been accepted and approved by the Centura Board of Education.

1. Excused Absence – Student absences approved by the Principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These

absences include, but are not limited to illness, college visits, family trips, doctor and dentist visits, documented medical conditions making attendance impossible or impracticable, family emergencies, recognized religious observances, appointments that cannot be scheduled outside of the school day, and school sponsored or approved activities, court appearances, and funerals.

2. Unexcused Absence – All absences not approved by the Principal.
3. Excessive Absences – If any student has accumulated a total of five absences per 9-weeks or the hourly equivalency, the school shall render all services in its power to compel the student’s attendance.
  - a. These services shall include but are not limited to:
    - i. Investigation of the problem by the Principal to identify conditions contributing to the excessive absenteeism through verbal or written communication with the person or persons who have legal or actual charge or control of any child; and/or
    - ii. Collaborative team meeting(s) between the Principal, the student and the student’s parents to solve the excessive absenteeism problem. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
      - a) Illness related to physical or behavioral health of the child;
      - b) Educational counseling;
      - c) Educational evaluation;
      - d) Referral to community agencies for economic services;
      - e) Family or individual counseling; and
      - f) Assisting the family in working with other community services.
    - iii. Educational counseling to explore curriculum changes, such as alternative education programs, to solve the excessive absenteeism problem.
    - iv. Educational evaluation to assist in determining the specific conditions contributing to the excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
  - b. In addition to the services rendered after 5 absences, a student who exceeds 10 absences in one semester may lose the opportunity to earn credits for that semester. For example, the following standard may be used:

**14 (OR MORE) ABSENCES – LOSS OF THE OPPORTUNITY TO EARN A SEMESTER OF CREDIT**

- c. If the student is absent more than 20 days per year, the Principal shall file a report with the County Attorney of which the student resides.
- d. Students are subject to disciplinary action for excessive absenteeism, including staying after school to make up work.

- e. It shall be within the discretion of the principal to determine, in light of the circumstances, whether the student may make up work missed because of excessive absenteeism.
  - 1. Excused absence—Current make-up provisions will apply to all excused absences: Student work is to be made up in advance or at the teacher’s discretion except for illness, and two days grace for each day missed for illness.
  - 2. Out-of-school Suspension—Work missed because of a student’s suspension for disciplinary infractions will be allowed to be made up.
  - 3. In-school Suspension—All work assigned during an in-school suspension will be turned in by the deadline established by the teacher.
  - 4. School Activity – Students who wish to participate in school-sponsored activities must attend school for the entire day the day of the activity unless permission has been given by the principal for the student to be absent. All participants must report to school ON TIME by 8:20 AM on the day of an activity and the day FOLLOWING the activity. Students that arrive more than 10 minutes late (after 8:30 am) will be considered absent for that period. Exceptions to this are:
    - a. predetermined doctors appointments
    - b. unplanned doctors visits accompanied with a doctor’s note
    - c. family emergencies
    - d. other circumstances approved by the Principal.

**Extracurricular Activity Absence:**

If a student is counted ‘Absent’ to the first period without a parent phone call, the following consequences will be applied for student participating in an extracurricular activity:

- a. 1st incident: Player will sit the equivalent of half the contest
- b. 2nd incident and any additional recurring incidents: Player will sit out 1 entire contest

Students absent from school on the Friday before a Saturday event will NOT be allowed to participate in the Saturday event unless absent due to one of the reasons listed above. The Principal retains the right to grant participation should exceptional circumstances arise. If a student is counted absent to 1st period on a Friday before a Saturday event the student will follow the consequences listed above.

- 5. College Visit - Additionally, juniors and seniors are allotted one day per year for college visitation which will be counted as a school absence with a parent phone call.

**Tardiness**

A student is considered tardy when (s)he is not in the proper assigned area prior to the first bell for that period. If a teacher or other school personnel detain in the hallway, or in the preceding class a student, the teacher will send a note with, or send an email, to the student's teacher.

All students who are not in the assigned area will be marked absent/unexcused by the classroom teacher after 10 minutes. Any student arriving late to school must stop in the office for a pass to class. Failure to sign in at the office will result in an unexcused absence. Each student is allowed four tardies within each quarter. Each tardy in excess of this limit will be considered a discipline infraction and treated as such. The following discipline infractions will be followed:

- Fifth Tardy: One 30 minute detention will be assigned for the fifth and all subsequent tardies and the student's parents will be notified. The detention will be served with the Principal on Wednesdays.

## **ARTICLE 4 – STUDENT RIGHTS AND RESPONSIBILITIES**

### **Activity Eligibility (NSAA Regulations) (BOARD POLICY 506.01)**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime. Eligibility requirements as published by the Nebraska School Activities Association (NSAA) shall be observed as well as additional eligibility requirements imposed by the school district. Student eligibility lists will be pulled after two weeks into the first and second semesters. Any student whose name appears on the down list for two consecutive weeks or two times in one week will be ineligible for activities and athletics until the grade becomes passing. If the student is in good academic standing by 8:30 a.m. the day of the next event, they will be allowed to participate. Students will be required to attend after school academic assistance (3:09 pm-4:00 pm) with the teacher in which (s)he is down in, if the student fails to attend the academic assistance, they will be ineligible for the next event. In addition, students who are suspended, either in or out of school, will be ineligible for all activities and events until the suspension is completed. Activity ineligibility runs from 8:00am on Monday of each down list cycle until the student's grades become passing. It will be the job of the coach or advisor to check in with the students teacher(s).

### **Activity Code of Conduct**

Activities at Centura Jr./Sr. High are defined as “any organized school function, involving students at which public attendance is encouraged, which involves competition with other schools, which involves students as representatives of the school, or for which the school assumes a sponsor's role.” Activities at Centura, include but are not necessarily limited to, athletics, music, speech and drama, student council, National Honor Society, and organizations such as FFA and FBLA. Activities also include school-sponsored events such as dances, banquets, and ceremonies for the purposes of the policy.

Students representing Centura in any activity will be expected to conduct themselves in such a manner as to reflect a favorable impression of the school and community. To participate in a school activity at Centura, a student must meet all requirements as set forth by the NSAA. In addition, the Board of Education has adopted the following:

In order to be eligible to participate in activities at Centura a student **shall not**:

1. Violate any law other than a traffic violation.
2. Partake in the use of any form of tobacco.
3. Use, dispense, be under the influence of or possess alcohol.
4. Use, dispense, be under the influence of or possess any controlled substance.

5. Be seen in photos or other media in an act depicting a violation of the Student Conduct descriptors.
6. Violate the Uniform Controlled Substances Act, to include, possessing, dispensing, delivering or administering anabolic steroids.

The following penalty will be applied to every activity in which the student participates. In addition, coaches/sponsors reserve the right to remove students from elected/appointed positions and/or any associated duties.

**First Offense**

- i. The student shall be required to attend practice and/or meetings.
- ii. The student will be ineligible to publicly perform or participate in any extracurricular activity for 20 calendar days. The day the district receives notice of the incident shall be the first day for counting purposes. ~~If the end of the activity precedes the end of the 20 calendar days, the remaining days will carry over to the next activity so the student completes the required number of days.~~
- iii. Consequences may be reduced to 10 calendar days, if a student self-reports the incident and attends/participates in a school approved education class.

**Second Offense**

- i. The student shall be required to attend practice and/or meetings.
- ii. The student will be ineligible to publicly perform or participate in any extracurricular activity for 40 calendar days. The day the district receives notice of the incident shall be the first day for counting purposes. ~~If the end of the activity precedes the end of the 40 calendar days, the remaining days will carry over to the next activity so the student completes the required number of days.~~
- iii. Consequences may be reduced to 20 calendar days, if a student self-reports the incident and attends/participates in a school approved education class.

**Third Offense**

- i. ~~The student will be ineligible to publicly perform or participate in any extracurricular activity for 60 calendar days. The day the district receives notice of the incident shall be the first day for counting purposes. If the end of the activity precedes the end of the 60 calendar days, the remaining days will carry over to the next activity so the student completes the required number of days.~~
- ii. ~~Consequences may be reduced to 30 calendar days, if a student self reports the incident.~~  
The student will be suspended from all activities for one calendar year.

**Fourth Offense**

1. ~~The student will be suspended from all activities for one calendar year.~~

Consequences for less serious violations will be applied to the following by school principal and/or coaches/sponsors:

1. Violate any of the areas of prohibited student conduct.
2. Violate the academic requirements of participation ie. Down List.

3. Violate any other reasonable rules or regulations adopted by a coach or sponsor of a co-curricular activity provided that participants shall be notified of such rules or regulations by written handouts or posting on bulletin boards.

For purposes of the Centura Activity Eligibility policy, a violation of Student Conduct rules or violation of state law, school policy shall be deemed to have occurred if the school

1. receives a report from a law office or law official regarding a violation; or
2. if a student or parent self-reports to the coach, sponsor or Principal that a violation occurred; or
3. if a student is visually depicted in an identifiable, validated violation of state law, school policy or student activity provision. Anonymous reports will not be investigated.

The school's enforcement of this policy shall not be hindered nor in any way affected by any plea agreement or diversion in lieu of formal charges instituted by the court or County/District Attorney having jurisdiction over any such case.

Violations during or at school activities: Any student who violates any state law, school policy or student activity provision while at a school-sponsored event, either at the school or at any other site where Centura is a participant school in an activity, will be liable for up to a 5-day, in-school or out of school suspension from school in addition to the penalties listed above. On a second offense he/she will be liable for a long-term suspension under Nebraska School Law. The suspension from activities will begin on the first day of the in or out of school suspension.

### **Activity Administration**

Any problems that arise within the activities programs should be brought to the attention of the administration by means of the chain of command as detailed below. All student or program concerns should be addressed first through the Head Coach of that activity. Please follow the chain of command when addressing a concern:

1. Head Coach
2. Activities Director
3. Building Principal
4. Superintendent

The administration at Centura has an open-door policy. Any form of retaliation needs to be reported and any form of retaliation by a coach involving any student will be taken seriously. If reported, follow-up with the coach or sponsor may differ to determine the severity of the claim. Problems will be presented to the coach to help acknowledge the area that may need correction. The administration bases their decision on what is best for the students at Centura.

### **Nebraska School Activities Association**

This is the official organization for the state of Nebraska for the regulating and conducting of athletic events, contest, and tournaments among member schools.

The purpose of the NSAA is to promote the best interests of secondary education, to maintain cooperation, progressional growth, and good fellowship among members, and to secure uniform regulations and control of interscholastic participation in activities throughout the state as an integral part of the educational program for secondary school students.

All decisions and rulings handed down by the NSAA must be adhered to in all instances.

**LouPlatte Conference**

Centura is a member of the LouPlatte Conference. The object of this conference is to promote the interests of the member schools in the conducting of interscholastic athletic activities that are deemed to be beneficial to the physical health and well being of the participants.

**Extracurricular Drug Testing Program (BOARD POLICY 508.11)**

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades 7-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

**Purpose of Random Drug Testing**

- ii. The school district has recognized that observed and suspected drug and alcohol use and abuse have increased among the student population, including students participating in extracurricular activities.
- iii. The school district seeks to provide safe, drug-free schools.
- iv. The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- v. The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- vi. The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.

**Notice.** Each student who participates or seeks to participate in extracurricular activities shall be given a copy of this policy. This policy may also be included in the student handbook.

**Drug Testing Coordinator.** The Drug Testing Coordinator shall be the Principal or his or her designee unless otherwise indicated.

**Extracurricular Activities.** This policy applies to any activity that meets the guidelines of an extracurricular activity at the school district which includes but is not necessarily limited to the following:

- |                     |              |          |          |
|---------------------|--------------|----------|----------|
| Basketball          | Cheerleading | Band     | E-Sports |
| Cross Country       | Dance        | FBLA     |          |
| Yearbook/Journalism | FFA          | Football |          |

Golf	Student Manager	Student Council
Baseball	One Act Plays	Quiz Bowl
Chamber Choir	Speech	Softball
NHS	Track	Volleyball
Wrestling	Science Olympiad	Centura Vision
Student Help Desk	Principal Advisory Group	Choir

**Students Who Are Required to Submit to Drug Testing**

**Grades.** All students in grades 7-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.

**Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.

**Selection Pool Eligibility.** Students shall remain in the selection pool for an entire calendar year (365 days) from the date the consent form is received by the school district except that students who quit during the season or activity (prior to being selected for testing) or students who are cut from an activity will be removed from the testing pool.

**Withdrawal.** Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the calendar year, or until the student files a Withdrawal of Student from Activity form signed by the student and his or her parent(s)/guardian(s). Upon withdrawal, the student shall not be eligible to participate in any activity that is subject to drug testing for the remainder of the calendar year. A student who files a Withdrawal of Student from Activity form after selected for a random drug test, but before submitting to the test or after testing positive, shall be ineligible to participate in any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

**Drugs.** Students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having drugs present in their system. “Drugs” means:

- a. Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 et seq.
- b. Any substance which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances or other prescription drugs;
- c. Alcohol for any student under the age of 21. Alcohol shall have the meaning as provided in NEB. REV. STAT. § 48-1902(1).

**Testing Procedures**

- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.

- b. Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Upon completion of the required consent forms, the school will add the student to the master list for one-calendar year or until a Withdrawal of Student from Activity form is completed.
- c. Type of Test.** The school district reserves the right to utilize urinalysis testing procedures. Urine samples which screen positive will be confirmed by GC/MS.
- d. Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens.
- e. Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- f. Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, nicotine, and any prescription drug that was obtained without proper authorization.
- g. Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by a MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or her parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.
- h. Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in

advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

**Negative Tests.** Students and their parents will receive verbal or written notice when the student's test result is negative.

**Consequences for Testing Positive.** Whenever the test results indicate the presence of drugs, the Drug Testing Coordinator shall schedule and hold a confidential meeting with the student, parent/guardian, and sponsor/coach. Other members of the school's administration may also attend the meeting. At the meeting, the Drug Testing Coordinator shall explain the drug testing procedures and the policy of the district. **All offenses are cumulative in grades 7-8. Offenses that occur in grades 7-8 shall not count as offenses in grades 9-12. All offenses are cumulative in grades 9-12.**

In cases where the student self-reports the incident to the coach, sponsor or Principal within 24 hours of the occurrence, the activity suspension shall be mitigated to 10 school days and, if there are no activities during the 10 school days, miss only one event per activity. The consequences shall be as follows:

#### **First Offense**

- iv. The student shall be required to attend practice.
- v. The student will be ineligible to publicly perform in any extracurricular activity for 20 calendar days. The day the district receives notice of the positive test result shall be the first day for counting purposes. **If the end of the activity precedes the end of the 20 calendar days, the remaining days will carry over to the next activity so the student completes the required number of days.**
- vi. Consequences may be reduced to 10 calendar days, if a student enters a pre-approved drug counseling program. Parents bear all costs of the program and the cost of a re-test within 5 school days of the positive test notification.
- vii. The student must submit to a district administered test and the test must indicate a reduced result before the student is allowed to return to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 2 months or end upon graduation.

#### **Second Offense**

- iv. The student shall be required to attend practice.
- v. The student will be ineligible to publicly perform in any extracurricular activity for 40 calendar days. The day the district receives notice of the positive test result shall be the first day for counting purposes. **If the end of the activity precedes the end of the 40 calendar days, the remaining days will carry over to the next activity so the student completes the required number of days.**
- vi. Consequence may be reduced to 20 calendar days, if student completes a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. Parents bear all costs of the assessment and the cost of a re-test within 5 school days of the positive test notification. The student shall provide written proof of obtaining the assessment to the Principal or designee. The student is strongly encouraged to comply with the assessment

recommendations.

- vii. The student must submit to a district administered test and the test must indicate a reduced result before the student is allowed to return to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 6 months or end upon graduation.

### **Third Offense**

1. The student will be ineligible to publicly perform or participate in any extracurricular activity for 60 calendar days. The day the district receives notice of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 60 calendar days, the remaining days will carry over to the next activity so the student completes the required number of days.
2. Consequences may be reduced to 30 calendar days, if a student completes a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. Parents bear all costs of the assessment and the cost of a re-test within 5 school days of the positive test notification. The student shall provide written proof of obtaining the assessment to the Principal or designee. The student is strongly encouraged to comply with the assessment recommendations.
3. The student must submit to a district administered test and the test must indicate a reduced result before the student is allowed to return to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 6 months or end upon graduation.
4. The student will be suspended from all activities for one calendar year.

### **Fourth Offense**

1. The student will be suspended from all activities for one calendar year.

### **Refusal to Test**

A student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall be deemed to have submitted a positive test.

### **Tampering**

Tampering is the use of any agent or technique, which is designed to avoid detection of a drug and/or compromise the integrity of a drug test and is prohibited. This includes providing false urine samples (for example, urine substitution), contaminating the urine sample with chemicals or chemical products, the use of diuretics to dilute urine samples, and the use of masking. If the Drug Testing Coordinator determines that a student tampered with a drug test, the student shall be deemed to have submitted a positive test.

The use of any such agent or technique shall be treated as a positive test for drugs prohibited by this Policy and shall be subject to the penalties set forth in Section 9 of this Policy.

### **Maintenance of Records**

All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no

circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

### **Appeal**

The school district will rely solely upon the opinion of the MRO to determine whether the positive test result was the result of the consumption of a drug. There shall be no appeal of the test result to any school administrator or the board of education.

### **Severability**

If any portion of this policy is deemed to be contrary to the law of the State of Nebraska or the United States by judicial decision or an act of Congress, then only such portion or provision directly deemed to be unconstitutional shall be stricken, and the remainder of the policy shall remain in full force.

### **Activity Participation Fee**

All 9-12 students that participate in any NSAA sponsored activity will be required to pay a one time \$30 fee. This fee will also provide the student with an all-sports season pass good for admission to all home sporting events during the year but not valid for Conference or District events.

### **Activity Season Tickets**

Prices for those activities for which Centura charges admission are generally \$5.00 for students and \$6.00 for adults. Preschoolers are admitted free. An All-Sports Season Pass, good for admission to all home sporting events during the year but not valid for Conference or District events, may be purchased at a cost of \$30 student, \$55 adult, or \$110 family. The All-Sports Ticket may be purchased at the office, or from ticket sellers at the gate during football, volleyball, and basketball seasons.

### **Activity Trips/Field Trips**

Activity trips involving Centura students will follow school guidelines.

1. Ordinarily, activity trips will leave from the school no earlier than necessary to be on time for the activity and will leave the site as soon as the activity, or Centura's part in it, is over, returning to the school. Where groups will leave earlier or stay later, prior announcement of the time schedule will be made.
2. For any trip, Centura reserves the right to search any student luggage, coolers, equipment, rooms, or any other place or possession for alcohol, tobacco, or drugs, as a condition of the students' participation in the trip.
3. Prior to beginning any trip, or during any trip, students may be asked to submit to a Breathalyzer or similar test to determine prior consumption of alcohol. A positive result on the test will result in removal from the trip roster and enforcement of applicable penalties.
4. The areas of prohibited conduct, as defined in the student handbook and the statutes of the State of Nebraska, shall be in effect during all school activities.
5. Violation of the rules of prohibited conduct or of this trip policy may result in the student being sent home at the parent's expense.

6. Students are expected to participate in all planned activities while on the trip unless expressly excused by the sponsor.
7. The use of alcohol, tobacco, or drugs while representing Centura on a school activity trip will result in consequences to be determined by “activity eligibility.”
8. Out-of-state trips and trips not involving participation in district or state sponsored activities are not allowed except by special approval of the **Board of Education**.
9. Overnight stays for activity trips are discouraged and will not be allowed unless absolutely necessary for Centura to participate.
10. When overnight trips are necessary, arrangements will be made by the administration for accommodations.
11. All students participating in the activity which occasions an overnight trip will stay in the accommodations provided by the school until the activity, or that student’s part in it, is over, at which time, the student may be released, but only to the parents of that student or **in cases of emergency**, another responsible adult expressly identified in writing by the parent.
12. On overnight trips, a predetermined time will be set when all students will return to their rooms and stay there.
13. Students shall not be in the rooms of members of the opposite sex, nor have members of the opposite sex in their rooms.
14. Students shall not be in rooms not under the direct supervision of a Centura sponsor nor shall they have persons in their rooms who are not responsible to a Centura sponsor.
15. Students engaging in vandalism, theft, undue noise, or any activity or behavior in violation of the rules of the establishment where they are staying, may be dropped from the activity and returned home at the parent’s expense.

The above language deals with Activity Trips involving overnight stays. For the more common, almost day-to-day travel issues such as away athletic events, music contests, field trips or extracurricular activity excursions such as Husker Harvest days or Career Day, the following rules – in addition to any relevant rules, above, apply:

1. Participants are to ride in school vehicles to the event unless other arrangements have been made with the coach/sponsor and approved by administration prior to departure.
2. Other arrangements will be approved if circumstances warrant, i.e., family commitment preventing arrival on time for departure; another school related conflict; medical, dental or other appointment.

Participants are to ride back to Centura, after the away event, as approved or established.

1. Students may ride home with parents after an event. Sponsors are to gain a parent signature before releasing the student.
2. Students may ride home with a responsible adult expressly designated (in writing) by the parent in cases of emergency.

### **Breathalyzer Use (Board Policy 504.13)**

The school district is committed to providing a safe, healthy, and orderly environment for its students, employees, and patrons and to discouraging and eliminating the use of alcohol by students. The school board believes that the use of breathalyzers for students at school and at school-sponsored events is an acceptable and appropriate deterrent to underage drinking.

**Random or Mandatory Breathalyzer Test.** Any student who attends a school-sponsored activity or athletic event, regardless of location, is subject to a random or mandatory breathalyzer test prior to entering or exiting the event and while attending the event.

**Reasonable Suspicion Testing.** Students may be required to submit to a breathalyzer when on school grounds, in a school vehicle, or at a school-sponsored event or athletic event at any time when school district personnel determine there is individualized reasonable suspicion based upon articulable facts to believe that the student has consumed alcohol.

**Refusal.** A student who refuses to submit to a breathalyzer authorized under this policy shall be deemed to have submitted a positive test.

**Testing Procedure.** The breathalyzer shall be administered by designated school personnel. If the student tests positive for alcohol, a second test shall be administered 15 minutes after the first test unless the student admits to the consumption of alcohol. The second positive test or the first positive test plus a student admission to the consumption of alcohol shall be considered testing positive for alcohol. School district personnel shall contact law enforcement after a positive test. School district personnel shall also contact the parents. If law enforcement does not take the student into custody, the parents shall take custody of the child. If parents do not respond, school district personnel shall contact the emergency contact or take other appropriate steps to make appropriate arrangements for the student.

**Consequences.** The student may face disciplinary action up to and including expulsion.

### **Communication Plan for Students and Parents (BOARD POLICY 504.01)**

Students have certain rights. Procedures are in place for students and parents/guardians to follow if they are not in agreement with school actions. It is important that students and parents/guardians visit first with the school person directly involved in the decision or incident. If the problem cannot be resolved at that level, it may be taken to a higher level of authority.

Generally, the following procedures should be taken if students or parents/guardians are not in agreement with school actions:

- Have a scheduled conference with the staff person involved in the complaint matter.
- Appeal to the Principal if the matter is not resolved at Step 1.
- Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Appeal to the Board of Education if the matter is still unresolved at Step 3. A written appeal should be made within five (5) days of the Superintendent's decision.

### **Drug-Free/Tobacco Free Campus (BOARD POLICY 1006.02)**

School District facilities, including school vehicles, shall be off limits for smoking or other uses of tobacco products. For purposes of this policy, it includes all products such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco and marijuana (CBD, Vapes, etc...) products. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Refer to the Activity Code of Conduct section of this handbook for consequences related to student violations of the Drug-Free/Tobacco Free Campus policy.

### **Freedom of Expression (BOARD POLICY 504.08)**

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the educational program. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the School District.

### **Gun-Free/Weapon Free School (BOARD POLICY 504.11)**

The Gun-Free Schools Act of 1994 requires the expulsion from school for a period of not less than one year of any student who brings a firearm or dangerous weapon to school, the superintendent or his designee may modify the expulsion requirement on a case by case basis.

### **Harassment/Bullying Policy (BOARD POLICY 504.18 and 504.20)**

It is the policy of Centura Schools to prohibit harassment, sexual harassment, or bullying of students anywhere where the school has jurisdiction. If a student feels he or she has been victimized verbally, physically, or in any other way, he or she should report the incident to the Principal or superintendent as soon as possible. The accuser will fill out a form provided by the school specifying the charges, and the school will undertake immediate and appropriate action within the bounds of the law. If requested, parents or legal guardians shall be provided a copy of the bullying policy and relevant information. ADDITIONAL INFORMATION CAN BE FOUND IN BOARD POLICY 504.18 and 504.20.

### **Illness & Communicable Diseases (BOARD POLICY 508.03)**

Children should come to school only when well. If your child has any of these symptoms: above-normal temperature (100 degrees Fahrenheit or more), upset stomach, headache, earaches, diarrhea, sore eyes, cough, rash or skin eruptions, and/or pain or swelling, it is best to keep them home until consulting with your physician. Students may return to school when they are fever and symptom-free for 24 hours.

Children with head lice **must** remain home until treated with an approved shampoo and all nits have been removed.

A child suspected of having a communicable disease might be excluded from school. The child will be readmitted upon presentation of a physician's certificate or on completion of the period of exclusion required by the State Health Department.

As germs may be spread through saliva, spitting on school grounds, school property, or another person is strictly prohibited. Individuals violating this reasonable expectation will be disciplined under the appropriate provisions of the Student Code of Conduct that could include, but is not limited to, out-of-school suspension and expulsion.

Students habitually absent due to illness will be required to provide the school with a doctor's written excuse for each absence. Absences due to illness **without a doctor's note** will count toward the absence limitations.

### **Pregnant or Parenting Students (Board Policy 503.07)**

The district recognizes that pregnant and parenting students have the right and the responsibility to attend school. This attendance right and responsibility applies to students regardless of their marital or parental status. Further, the district will educate pregnant and parenting student and will provide reasonable accommodations to support and encourage all pregnant and parenting students to obtain their high school diploma. No student will be excluded from, denied the benefit of, or discriminated against under any educational program or activity because of pregnancy or parenting responsibilities. For more information refer to Board Policy 503.07.

### **Passes from Class**

Passes are allowed on a discretionary basis within each classroom. Excessive or unreasonable requests can be denied.

### **Permanent Records (BOARD POLICY 507.01)**

Parents/guardians have the right to examine their child's permanent records. The following records are maintained as permanent records of the student:

- The record of dates of attendance
- Highest grade level completed
- A transcript of classes taken with grades and credits received
- The records of vaccinations and health examinations

Teachers, counselors, or school administrators shall have access to student records. Authorized representatives of the State or Federal government and state educational authorities connected with the enforcement of requirements of certain educational programs as prescribed by law shall have access to student records within the limitations of state statutes. No one else shall have access to the records unless permission is granted by parents/guardians or the courts. This policy does not apply to student directory information.

### **Physical Restraint and Seclusion (BOARD POLICY 505.07)**

#### **I. The Centura Public Schools' Statement of Values and Beliefs**

- A. Social and emotional skills form a foundation for young people's success not just in school, but also as healthy and caring adults, productive workers and engaged citizens. Positive student behavior in school is directly connected to increased motivation, efficient learning, high achievement, diminished disciplinary action and increased graduation rates.
- B. Students and school personnel should expect to work in a safe environment. Implementation of a school-wide systematic approach to positive student behavior will improve overall school safety, will minimize the need for the use of restraint and seclusion, and will ensure they are only used as a last resort in an emergency situation.

II. Physical restraint and seclusion should be used only as a last resort when necessary to protect the safety of a student or others, and never for punishment. This policy sets forth the limited circumstances when physical restraint and seclusion may be used by staff members.

#### **III. Authorized Use**

- A. Centura Public Schools supports school-wide programs and services that motivate, teach and support positive behavior to create a school climate that is highly conducive to learning.
  - 1. Each school will establish practices that have the goal of making the school climate and environment welcoming and supportive of learning, and that promote the recognition and reinforcement of appropriate student behavior.
  - 2. It is expected that school staff will implement positive behavior supports and interventions, functional behavioral assessments and related behavior plans, and constructive methods to de-escalate potentially dangerous situations.

3. When the district anticipates that a student is likely to behave in a way that climate and environment welcoming and supportive of learning, and that promote the recognition and reinforcement of appropriate student behaviors.
  - i. The plan will be developed in cooperation with the parent or guardian.
  - ii. This will occur whether or not the student is eligible for special education.
- B. Centura Public Schools authorizes staff members to use physical restraint and seclusion in limited situations. They may only be used under the circumstances specified in this policy.

### **Publication of Student Pictures and Products**

Sometimes students are photographed for the newspaper, television, or Internet web pages. The news media may do stories on events occurring in school or other newsworthy events. Since pictures of students are personally identifiable information, you may have concerns about your student's picture appearing in the news media or on the Internet. All families will be required to fill out a media publication form that will or will not permit Centura Public School to publish a photo of your child. This authorization is sent home at the beginning of year for your consideration and then returned to the school to be kept on file.

### **Public Display of Affection**

The display of affection between students in public by such acts as holding hands, hugging, kissing, and similar behavior is not allowed. Such actions will result in loss of privileges, detention, and possible suspension from school, depending upon the frequency and nature of the behavior.

### **Questioning of Students by Outside Agencies (BOARD POLICY 504.17)**

Police officers (or other authorities) do not have the automatic right to question students in school. Police officers do have access to directory information. If such questioning is desired, the principal or designee will attempt to contact parents for their permission and ask them to be present. In the event parents are not present during such questioning, the building principal or designee will sit in on the conference to protect the student's rights. Some situations (such as child abuse/neglect) are covered by special state statute and do not require parental permission for questioning. School officials will comply with court orders concerning the dealings of proper authorities with students. School officials will notify the proper legal authorities when a student engages in illegal activities.

### **Reasonable Physical Force (BOARD POLICY 505.06)**

Corporal punishment is the intentional physical punishment of a student and is prohibited. However, no employee is prohibited from: 1. Using reasonable and necessary force, not designed or intended to cause pain, in order to a) Quell a disturbance or prevent an act that threatens physical harm to any person; b) Obtain possession of a weapon or other dangerous object within a pupil's control; c) Defend one's self or defense of others; d) Protect school property; e) Remove a disruptive student from class or school premises or school-sponsored activity; f) Protect a student from the self-infliction of harm; g) Protect the safety of others. 2. Using incidental, minor, or reasonable physical contact to maintain order and control. Upon request, the student's parents shall be given an explanation of the reasons for physical force.

### **School Dances**

Students are expected to follow all school rules while in attendance at a school dance or sponsored event. The following dances at Centura are provided for students to have an opportunity to develop social skills. Photo identification of outside dates will be required.

- Homecoming (open to all Centura 9<sup>th</sup>-12<sup>th</sup> graders and outside dates that are under the age of 21, approved by the administration and in good standing in their resident school. Good standing will be determined either via a phone call from the Centura Principal to the resident school Principal of the outside date or an outside date form.)
  - Prom (open to Centura 11<sup>th</sup> and 12 graders, Centura 10<sup>th</sup> grade dates and outside dates that are at least 10<sup>th</sup> graders and under the age of 21, approved by the administration and in good standing in their resident school. Good standing will be determined either via a phone call from the Centura Principal to the resident school Principal of the outside date or an outside date form.)
  - Spring Dance (open to all Centura 9<sup>th</sup>-12<sup>th</sup> grade and outside dates that are under the age of 21, approved by the administration and in good standing in their resident school. Good standing will be determined either via a phone call from the Centura Principal to the resident school Principal of the outside date or an outside date form.)
- Dress Code for dances will be casual, but dressy, and follow the school dress code (exclusion Prom and Homecoming).

### School Supplies

Each student is expected to provide paper, notebooks, pencils, pens, and special materials required in classes. Some classes, such as industrial technology, welding, and art classes, have a fee for materials used by students on their projects. The band instructor has a supply of reeds and care supplies for purchase by students needing them.

### Student Attire and Grooming (BOARD POLICY 504.06R1)

A student's grooming and dress have bearing on behavior and reaction of others. When a student is dressed or groomed in such a manner as to violate the Board of Education Policy 504.06 and/or 504.50 or the administrative regulations associated with either policy, the school administration will advise the student of the violation and take appropriate disciplinary action. This list is not inclusive of all items that may be considered in violation.

1. Clothing articles, which are excessively soiled, baggy, torn or ragged.
  - Holes in jeans will be allowed as long as...
    - the holes are 'reasonable' in size;
    - the holes pose no safety risk to classroom expectations;
    - the holes are at or below the fingertips/short length; and
    - any frayed holes above the fingertips/short length must not reveal skin or undergarments.
2. Articles displaying *lewd*, *profane*, or vulgar writing or symbols.
3. Apparel that promotes products or behavior that are illegal for all students or which is in bad taste.
4. Articles that could cause damage to other individuals or property.
5. Clothing that is revealing.
  - a. Yoga pants or leggings may be worn during the school day as long as a shirt/sweater/sweatshirt is worn over the pants/leggings. The length of the top must cover the buttocks and all the way around hip area.
  - b. Sports bras are considered undergarments and, as such, are **not** allowed to be visible during the school day, sports practices and/or competition events.
6. The acceptable length for shorts, skirts and dresses is at or below the fingertips.
7. Shirts and Blouses/Sweaters
  - a. Shirts or blouses should have a 2" band or strap at the shoulder.
  - b. Necklines must not reveal cleavage.

- c. Shirts, blouses, sweaters, or other upper garments must extend at least to the waistband of the pants, or skirt.
  - d. Armholes on sleeveless shirts cannot reveal the wearer's torso.
8. Bare feet.
9. ~~Visible (other than the ear) body or skin piercing, including the tongue and lip.~~  
Flat surface studs will be allowed.
10. The wearing of hats in the building and during the school day.
- a. Hats may be worn, in the manner in which they were intended during indoor school activities when appropriate, not withstanding above rules 2 and 3.
  - b. Rule 10 shall not be interpreted to prevent any organization sponsor from establishing a rule restricting the wearing of hats by students within that organization who may be directly involved with the school activity.
11. The wearing of athletic equipment except during the event for which it was specifically purchased unless authorized by the Principal.

All staff members retain the right to address any article of clothing that does not meet the dress code standard established by Centura staff and administration.

### **Student Conduct Student Discipline Act (79-267) (BOARD POLICY 504.03)**

Centura Junior/Senior High School students have the right to the best educational experience available within the resources of the district. With this right come duties and obligations of the student to comply with the school rules. Any conduct that causes or creates disruption with any school function or activity is prohibited. Violations of the Student Conduct Code that occur during the summer may be subject to consequences including, but not limited to, activity suspensions.

Not all acts of misconduct can be itemized in this regulation. The following is an enumeration of areas of conduct which may lead to disciplinary action such as: detention, confiscation of material, revoking privileges, arrangement of schedules, probation, exclusion, mandatory program reassignment, suspension or expulsion in accordance with the standards established by state law as required.

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes an interference with school purposes, to include hazing;
2. Willfully causing or attempting to cause 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, 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 person for the purpose of, or with the intent of, obtaining money or anything of value from such person;
5. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered to be a weapon;
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, a substance represented to be a controlled substance, as defined in Nebraska and Federal law, or being under the influence of a controlled substance or alcohol;
7. Public indecency;
8. Engaging in bullying;
9. Sexually assaulting or attempting 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;

10. Engaging in any other activity forbidden by the laws of the State of Nebraska which constitutes a danger to other students or interferes with school purposes;
11. Repeated violation of rules of conduct established by the Board of Education, Superintendent, or Principals of the Centura Public Schools.
12. Possessing, selling, dispensing or use of any tobacco product such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products;
13. Causing a false fire alarm;
14. “Trespassing” (Being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when ordered to do so by school officials);
15. Unlawful assembly (assembly of students which disrupts the educational process);
16. Insubordination, repeated disrespect of authority;
17. Self-administration of medication. All medications must be dispensed through the school nurse. School district personnel may not dispense medication to students without prior written authorization from the physician and the parent/guardian. Prior authorization includes the original prescription container whose label includes the child’s name, physician’s name and directions for dispensing the medication.
18. False communication, verbal or written, of presence of a bomb or other explosive device or any other communication that disrupts the educational process;
19. Reckless endangerment, to include driving, which causes an interference with the education process;
20. Inappropriate use of technology, to include plagiarism or cheating, which causes an interference with the educational process;
21. Any violation of the Uniform Controlled Substances Act, to include, possessing, dispensing, delivering or administering anabolic steroids.

### **Complaint/Grievance Procedures**

Students have certain rights. Procedures are in place for students and parents/guardians to follow if they are not in agreement with school actions. It is important that students and parents/guardians visit first with the school person directly involved in the decision or incident. If the problem cannot be resolved at that level, it may be taken to a higher level of authority. Generally, the following procedures should be taken if students or parents/guardians are not in agreement with school actions:

- Have a scheduled conference with the staff person involved in the complaint matter.
- Appeal to the Principal if the matter is not resolved at Step 1.
- Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Appeal to the Board of Education if the matter is still unresolved at Step 3. A written appeal should be made within five (5) days of the Superintendent’s decision.

### **Due Process (BOARD POLICY 504.01)**

Due process is provided to all students. Students must have prior knowledge of the conduct which is required or prohibited at school. Students will be made aware of the specific behavior or charge against him/her. Prior to disciplinary action, students will have the opportunity to present his/her rebuttal regarding the behavior or charge.

### **Detention of Students**

The building Principal has the right to detain students within reasonable limits. Students may be detained after school (or before school, at the discretion of the Principal or teacher involved) for reasons related to academic performance as well as for disciplinary purposes. The school recognizes that students have

obligations outside of school including family or jobs, as well as school related activities; consequently, students will be granted (but may waive) one day's notice in order to allow the student to inform employer and/or parents and/or to arrange transportation.

### **Suspension/Expulsion (BOARD POLICY 505.03/505.04)**

The Principal may suspend a student from school for up to five school days for failure to follow the rules and regulations of the school.

For more serious or repeated offenses, the Principal may recommend to the superintendent that a long-term suspension (over five but less than 20 school days) or expulsion (for up to one year) be applied. The Superintendent will then proceed according to State Law (Sec. 79-4.170 to Sec. 89-4.205) as adopted by the Board of Education. The suspended student may reenter school only after a conference involving the administration, parents, and student, unless prior arrangements have been made with the parents. If the conference results indicate that the problem has been resolved, the student may reenter school.

The administration of the Centura Public Schools, in recognition of the rights and responsibilities of students, but also recognizing that the duty of the school is to provide instruction at public expense, establishes the following regulations with the purpose of not only insuring students' rights but also administrative responsibility and duty.

1. Due process as defined in the Student Discipline Act of 1994 (Section 79-4,170 through 79-4,205 Revised Statutes of Nebraska) will be followed in all situations that may involve emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment.

#### 2. Emergency Exclusion

A student may be excluded from school in the following circumstances by the Principal, Superintendent of schools, or other such persons as may be from time to time authorized by the Superintendent of schools

- a. If the student has a dangerous communicable disease transmittable through normal school contacts that poses an imminent threat to the health or safety of the school community; or
- b. If the student's conduct presents a clear threat of the physical safety of himself, herself, or others or is so extremely disruptive as to make the student's removal necessary to preserve the rights of other students to pursue an education.

Such exclusion shall be subject to the procedural provisions of Section III of this policy, provided that, if the Superintendent or his designee determines that such exclusion shall extend beyond five school days, the procedures set forth in Section VIII of this policy shall be followed, and a final determination shall be made by the hearing officer within ten school days after the initial date of the exclusion.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than necessary to avoid the dangers described in subparagraphs a and b above.

#### 3. Short Term Suspension

The Principal, Superintendent of Schools, or any other individual from time to time designated to have such authority by the Superintendent of schools may deny a student the right to attend school or take part in any school functions for a period of up to five school days on the following grounds:

- a. Conduct constituting grounds for suspension or expulsion (see "Student Conduct").
- b. Any other violation of rules and standards of behavior adopted by the Board of Education.

4. It shall be the policy of the district that students may not be allowed to make up work or credit missed due to any long-term or short-term suspension. This decision will be made by the administration, the teachers of the student and will follow the guidelines provided in the course syllabus for each class.

### **Student Directory Information (Family Educational Rights and Privacy Act (FERPA)) (BOARD POLICY 507.02)**

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Centura Public Schools District, with certain exceptions, obtain parents' written consent prior to the disclosure of personally identifiable information from a child's education records. However, Centura Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised Centura to the contrary in writing. The Primary purpose of directory information is to allow Centura Public Schools to include this type of information from a student's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists; Graduation programs; and, Sports activity sheets showing weight and/or height of team members.

Directory information, which is information that is generally not considered harmful or invasion of privacy if released, can also be disclosed to outside organizations with a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, address and telephone listings—unless parents have advised the school that they do not want their student's information disclosed without their prior written consent. If parents do not want Centura to disclose directory information from a child's education records without prior written consent, notify the District in writing. Centura Public Schools has designated the following information as directory information: student's name, address, telephone listing, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, awards received and the most recent educational agency or institution attended.

### **Student Valuables/Lost and Found**

Student valuables should be kept at home or in a locked car. Loss of personal items is not the responsibility of the school district. All articles found should be taken to the Centurion Store and an attempt will be made to return these articles to the rightful owner. Items that are turned into the lost and found are kept until the end of each grading period.

### **Surveillance Cameras (BOARD POLICY 504.05)**

Surveillance cameras are in use at all times in areas around school property and on school buses to exclude restrooms and locker rooms. The conduct of surveillance monitoring or recording, and the use of surveillance cameras at Centura Public Schools are limited to uses that do not violate federal or state constitutional protections against unreasonable search and seizure or other applicable laws including federal and state laws prohibiting wiretapping and electronic surveillance of aural communications.

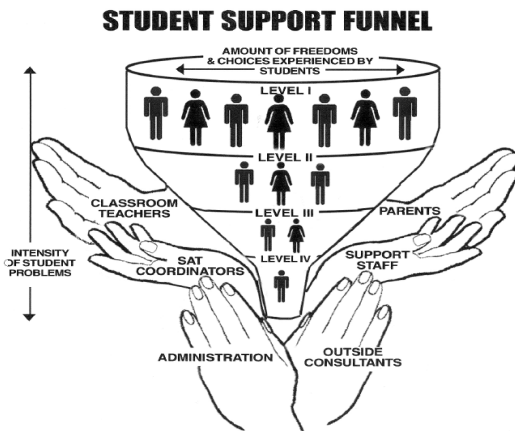
Only authorized personnel will be involved in, or have access to, surveillance monitoring. Surveillance cameras will be installed and configured to prevent tampering with or unauthorized duplication of recorded information.

**Systemic Student Support System General Description**

This school district’s mission for all students is to provide an education where academics and student learning are the primary focus and purpose. As part of this school district’s effort to fulfill this mission, a Systemic Student Support System has been developed.

Although most students are able to learn within the supportive environment provided by Centura Public School personnel, there are times when some students experience academic or behavior difficulties that cannot be resolved with the classroom teacher and student alone. In these situations, parents and teachers are directed to use the Centura Public School Student Support System. This dynamic system was designed to provide parents and teachers with a practical way to resolve student academic and/or behavior difficulties so students can master learning and performance goals.

The Student Support System is designed purposefully so the degree of home-school supervision and problem solving support are directly related to student performance. The system is also constructed to minimize the loss of student freedom and choices. In this step-by-step process, supervision and problem solving support are increased proportional to student problem intensity until the academic and/or behavior problem is resolved or an appropriate educational setting is identified. There are four levels of problem solving in this Student Support System: Level I Prevention, Level II Accommodation, Level III Correction and Level IV Remediation. The support system is illustrated as follows:



**Level I Prevention**

Before students are expected to successfully perform academic and behavior goals, teachers implement six steps of prevention. These steps help increase student performance of goal behaviors and decrease the likelihood of student performance problems. At the beginning of the school year, teachers prepare students to successfully perform the expected goals by working through the following steps:

1. State the expected goal behaviors. Teachers explain what each goal means to them and describes why the goal is important for each student. There are three student performance goals:

- Be Responsible
- Complete assigned tasks on-time
- Be Respectful
- Be Resourceful

2. Teach the expected performance goal behaviors. Teachers explain how students should perform each goal successfully.
3. State the tolerance for unacceptable performance. Teachers explain the extent to which student can perform unacceptably in the classroom before accommodating measures will be taken.
4. Provide practice opportunities. Teachers provide students with time to practice the performance of the goal behaviors in the classroom.
5. Provide performance feedback. Teachers provide students with feedback so they understand the accuracy of their performance before discipline policy is implemented.
6. Problem solve informally. Teachers re-explain their tolerance for unacceptable performance and provide students with opportunities to resolve their academic or behavior problems by conducting and documenting a student problem solving conference. Copies of the problem solving conference documentation will be mailed or emailed home so parents have the opportunity to visit with their child about the problem. After a student receives three problem solving conferences, the teacher will contact a parent by telephone to inform them about the identified problem.

### **Visitors (BOARD POLICY 1005.07)**

All visitors to the school, while welcome, are required to report to the office before going anywhere else in the school. Each visitor should have a visitor's pass, worn in a clearly visible manner. Anyone wishing to visit a teacher or a class during the school day should make arrangements with that teacher and/or the office prior to the visitation. Students who wish to bring a guest who will attend classes with them must get approval from the Principal and each of their teachers at least one day in advance of the visit. No children younger than seventh grade will be accepted as a student's guest, nor will persons who are no longer in school themselves be accepted as a student's guest.

## **ARTICLE 5 - SCHOOL DAY and POLICY**

### **Bulletins/Announcements/Calendars**

Bulletin boards are maintained throughout the school for the posting of general information and school announcements. The Principal must approve all postings. Posters should relate directly to school events or directly affect students at Centura. Students should make it a habit to read the material posted throughout the school to keep informed.

A bulletin is published daily for the purpose of informing all stakeholders of events concerning the school. Items for the bulletin should be turned in, in writing, by 4:00 pm. the previous day to ensure publishing. A bulletin will also be posted in the 100 pod.

No parties, picnics, shows, treats, social hours, etc., affecting the student body shall be planned or held by student organizations, faculty members, or parent organizations without prior placement on the school calendar. Plans for any activity must be approved by administration before being put on the calendar. All approved dates must be placed on the calendar by the superintendent, Principal, or athletic director. All school activities must be sponsored by school personnel and shall end no later than 11:00 pm. No school events shall be scheduled for Wednesday evenings after 5:45 pm.

### **Cell Phone Usage During School Hours**

Student cell phone usage will be allowed for students in grades 7-12 during passing periods and at lunch time.

- Students can have their phone from bell to bell during the passing period.
- Students can use their phone during the entire lunch period.

Cell Phones will **not** be available for use:

- During class
- During testing
- In the Red Zones...restrooms; locker rooms; etc.

4 strike policy

1. First offense: the teacher asks you to put the phone away OR turns it into the office
2. Second offense: the teacher keeps your phone for the rest of the class period OR turns it into the office
3. Third offense: the teacher keeps your phone for the rest of the day OR turns it into the office
4. Fourth offense: the phone is turned into the office, **parent is notified and plan is made with principal.**

### **Closed Campus/Parking Lot**

Students who drive vehicles to school must be properly licensed to do so by the State of Nebraska. Once at school, the vehicle is to be parked properly in the parking lot and left there until the student leaves school. Properly parked means between the yellow lines of a marked parking stall, on the paved lot, with the cars facing north or south. Students are not to move their cars to the circle drive after school. Unsafe driving will be reported to law enforcement. Improper parking of any sort while on school grounds will result in detention or a fine and may result in the loss of the privilege of driving to school. Students will not be permitted to return to the parking lot during the school day to retrieve items.

Juniors and Seniors that have early release or are a part of the Work Based Learning program may be able to return to school to attend practices and/or school sponsored meetings.

### **Daily Schedule/Entering & Leaving the Building**

The school day at Centura begins at 8:20 am with students in their classrooms, and ends at 3:30 pm. Students entering the building prior to 8:20 should remain in the pods or cafeteria unless engaged in a supervised activity. Teachers are available Monday through Friday (except on days when staff meetings are held), from 8:00 am until the first bell and from 3:30 to 4:00 for assistance with assignments or conferences with students. Students should make arrangements for before-school assistance from teachers in advance whenever possible. Students are not to be in their cars or in the parking lot during the school day. The elementary building is strictly off-limits to secondary students except for students in a class meeting in that building with a teacher, students who serve as aides, or athletes practicing in the gym area after school. After school, students should be out of the building unless they are supervised by a teacher or are at a supervised practice. All areas of the school are off-limits to unsupervised students after school except for practice areas. The classroom areas of both buildings will be locked at 4:00 P.M. If a student needs to leave the building before 3:30 pm, notice must be given to the front office by a parent.

### **Pledge of Allegiance**

Each public school district shall require each such district's schools to establish a period of time during the school day, when a majority of pupils is scheduled to be present, during which pupils will be led in the

recitation of the Pledge of Allegiance in the presence of the flags of the United States of America, in grades kindergarten through twelve. Pupil participation in the recitation of the Pledge of Allegiance shall be voluntary. Pupils not participating in the recitation of the Pledge shall be permitted to silently stand or remain seated but shall be required to respect the rights of those pupils electing to participate.

**School Food Services**

Breakfasts and hot lunches are available to students and faculty. Students bringing their lunches are to eat in the same area as those purchasing noon meals, it is recommended that those bringing a lunch do not bring pop to drink.

This financially self-supporting and non-profitting program is supervised by the State Department of Education. For families in need, lunches are available at free or at reduced prices if the family meets the criteria established by USDA. Forms explaining the programs and application procedures are mailed to each household at the beginning of the school year and are also available from the office at any time.

**Notice of Nondiscrimination**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

	<u><b>Lunch Fees</b></u>	<u><b>Breakfast Fees</b></u>
Students grades 7-12:	\$ 3.10	\$ 1.70
Second Milk:	\$ .40	\$ .40
Second Entree	\$ 1.50	\$ .75
Adults:	\$ 4.10	\$ 2.50

A la carte items will be available on a cash only basis.

**Severe Weather and School Cancellations**

School closings and cancellations will be posted in the following locations:

School Website: [www.centuraps.org](http://www.centuraps.org)  
 Centura Alert System  
 Channel 10/11/KOLN/KGIN  
 Channel 13/NTV  
 Channel 5/KHAS-TV

In case of emergency situations, Centura has developed plans for shelter and evacuation of the buildings with civil defense agencies and the State Fire Marshall. Plans include practice drills to insure that all parties know the proper procedures to follow in case of emergency. Fire drills will be conducted monthly, without advance warning, by the ringing of the alarm bell. Tornado procedures will be practiced two times each year.

**Supervision Responsibility**

Centura students may expect their teachers and other school personnel to model the behavior that they themselves are expected to exhibit the following 3R’s:

<b>Be Responsible</b>	<b>Be Respectful</b>	<b>Be Resourceful</b>
Complete assigned tasks on time.	Demonstrate Respect for Persons and Property.	Devise innovative ways and means of promoting student <b>academic</b> achievement.
Respond appropriately to directives.		Devise innovative ways and means of promoting positive student performance <b>behaviors</b> .
Arrive to class prepared.		Devise innovative ways and means of promoting student <b>civic</b> responsibility.
Use work time appropriately.		

(All Centura students and teachers will be expected to follow the 3R’s program that has been implemented. There are common rules for Respect, Responsibility, and Resourcefulness within the building; however there are also rules posted in areas that are specific to that area. )

**ARTICLE 6 - STATE AND FEDERAL PROGRAMS**

**Asbestos**

The Institute for Environmental Assessment was requested by Centura Public Schools to review and prepare an asbestos management plan identifying the presence of asbestos within district school buildings. The Institute’s federally certified inspectors, planners, public health and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products. The only asbestos exists in floor tile. The district implemented its management plan and will continue to conduct a periodic surveillance of all asbestos-containing building material. The detailed plan and updated information for each building, or for the entire district, is open for public review.

**Computer Fees (BOARD POLICY 504.19)**

Students will be charged a \$60 non-refundable computer usage fee.

**By participating in the Computer Usage program, it is agreed and understood that:**

- Student use of the school issued computer is available to all students 24 hours per day.
- Participation in the Computer Usage program is totally voluntary.
- A separate Computer Usage form will be needed for each student/computer.

- Computer malfunction or breakdown due to manufacturer’s defect will be repaired at no cost to the student/family.
- Minor repair damages that result from normal usage will be paid for through this fee.
- Theft or loss may be covered if the appropriate paperwork is received from law enforcement.
- For purposes of this program the maximum agreed-upon value of the computer shall be established at \$1400.00. In the event of damage, this agreement will pay 70% (up to \$980.00) of the amount of damage. Student/Parent will be responsible for 30% (up to \$420.00) of the amount of damage.
- Student/parents/guardians will be assessed a repair fee for irresponsible care of the computer and/or accessories such as a cracked screen, missing keys, liquid damage, etc. The amount of the repair fee will be dependent upon the severity of the damage.

ADDITIONAL INFORMATION AND FEE POLICY CAN BE FOUND IN BOARD POLICY 504.19

### **Copyright and Fair Use (BOARD POLICY 606.08R1)**

Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. Copyrighted works are protected regardless of the medium in which they are created or reproduced.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), and scholarship. The following factors help determine whether a particular use of a copyrighted work is a permitted 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.

Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

### **Designation of Coordinators**

Any person having inquiries concerning this district’s compliance with Title VI (discrimination or harassment), Title IX (gender equity), Section 504 of the Rehabilitation Act and the Americans with Disability Act, Homeless student laws, or Safe and Drug Free Schools and Communities should contact the Centura Public Schools’ Administrative Office.

### **Immunizations/Physical Examination (BOARD POLICY 508.01)**

Nebraska State Laws require all Nebraska children to be immunized against a number of specified diseases. Students are not allowed to attend school until such immunization is up to date. Students must submit proof of immunization against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus and Varicella for Kindergarten, 7<sup>th</sup> grade and new out-of-state transfer students or documentation of the disease.

A complete Physical Examination is required for all incoming 7<sup>th</sup> grade and out of state students. In addition, all students participating in athletic activities grades 8-12 will be required to have a current Physical examination.

### **Notice of Staff Qualifications (BOARD POLICY 406.02)**

Parents have the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Centura Jr.-Sr. High School will give parents the following information about their child's classroom teacher:

Whether the teacher has met Nebraska qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

Whether the teacher is teaching under an emergency or provisional teaching certificate.

The baccalaureate degree major/or masters degree of the teacher.

You may also ask for 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 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 the Principal. The information will be provided to you in a timely manner. Finally, Centura Jr.-Sr. High School will give timely notice to you if our 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.

### **Student Fees (BOARD POLICY 504.19)**

The District's general policy is to provide for free instruction in accordance with the Nebraska State Constitution. The District also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the District is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or Board regulations. Students may be eligible for a student fee waiver if they 1). are a foster child 2). receive food stamps; or if they 3). receive free/reduced meals. Students are encouraged to contact their building administration, teachers or their coaches/sponsors for further specifics and for information about **Student Fee Waivers (Board Policy 504.19R1)**.

FEES: This is a list of possible additional fees that students may encounter while being a student at Centura. This list is not meant to be all-inclusive; however, much of the information listed is to provide an overview of expense. The amounts listed may change on a yearly basis.

Activities: Each activity may have a fee attached. In most cases students are afforded the opportunity to fund raise in order to pay for their involvement:

1. Cheerleading: uniform, shoes, warm-up
2. Dance Team: uniform, shoes, warm-up
3. Flag Corp: uniform, shoes
4. FFA: **May have** cost of a jacket
5. FBLA: **\$30** (Dues and t-shirt)
6. Athletic Event Pass: **\$30 student, \$55 Adult, \$110 Family**
7. Band:
  - a. Elementary/Junior High - **\$25**, if renting a school instrument

- b. High School - \$25 (Mandatory dry cleaning fee); \$25, if renting a school instrument
- c. Other miscellaneous fees, as applicable
- 8. Athletic Programs: Students must provide their own shoes and undergarments
  - a. Football, basketball, volleyball, wrestling, track, cross country, softball, baseball
  - b. Golf: students must supply their own clubs
- 9. Choir: shoes, cleaning of uniform, jewelry
- 10. Art Classes: \$ 5.00
- 11. Summer School: students must pay the summer school tuition determined by contractual arrangement with another school district.
- 12. Class Dues:
  - a. Sophomores: \$40.00
  - b. Juniors: \$75.00
  - c. Seniors \$50.00
- 13. Dual Credit Classes: students must pay the tuition fees set by the post-secondary institution
- 14. Computer Usage Fee: \$60.00 non-refundable usage fee Students may be charged for intentionally removing keys and vinyl lettering. Approximate cost per key or letter is \$1.00 each.
- 15. One Act - \$30
- 16. Industrial Technology: Cost of project materials

OTHER COSTS: Some athletic groups may purchase warm-ups, T-shirts, etc. This is not a mandatory expense.

## **ARTICLE 7 – STUDENT SUPPORT SERVICES**

### **Asthma and Allergic Reaction Protocol (Board Policy 508.12)**

The district will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) protocol as required by the Nebraska Department of Education.

The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under this protocol. The waiver form will be provided to each student in the beginning of the year enrollment packet information or at the time of enrollment.

### **Abuse/Neglect (Nebraska State Law LB 28-710)**

School employees and all adults are bound by Nebraska State Law LB 28-710 to report any suspected case of child abuse or neglect to authorities for investigation. Proper protocol will be followed if a student is suspected of being abused.

### **Dating Violence Policy (BOARD POLICY 504.21)**

Centura Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the education program and are required for all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means 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.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District's dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student handbook. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information. (Neb. Rev. Stat. 79-2, 139 to 79-2, 142). **ADDITIONAL INFORMATION CAN BE FOUND IN BOARD POLICY 504.21.**

### **Equal Education Opportunity (BOARD POLICY 501.0)**

All students attending Centura Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education (homemaking and consumer education, trades and industrial education, business and office education, etc.) regardless of race, color, national origin, religion, age, handicap, or sex. Anyone needing this information in alternate formats please contact the Superintendent's office.

Students, their families and potential employees of Centura Public School are hereby notified that Centura Public School does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment career and technology programs or activities as set forth in compliance with federal and state statues and regulations. Any persons having inquiries concerning Centura Public School compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact:

Ryan Ruhl, Superintendent  
Centura Public School  
PO Box 430  
Cairo, NE 68824  
Phone: 308.485.4258 or 308.226.8224  
Email: ryan.ruhl@centuraps.org

### **Homeless Students Policy (BOARD POLICY 503)**

#### **Medication**

All medicine must be dispensed through the school nurse. School district personnel may not dispense medication to students without prior written authorization from the physician and the parent/guardian. Prior authorization includes the original prescription container whose label includes: the child's name, physician's name, and directions for dispensing the medicine. Aspirin, Tylenol, and other over-the-counter medicines are dispensed only when we have written or verbal authorization from the

parent or guardian. Whenever possible, ask your physician to write a prescription eliminating the need for dispensing medicine during school hours.

**Multicultural Policy (BOARD POLICY 0604.04)**

Students shall have an equal opportunity for a quality education without discrimination, regardless of their race, religion, color, sex, marital status, national origin or disability.

The education program shall be free of discrimination and provide equal opportunity for the students. The education program shall foster knowledge of and respect and appreciation for the culture, history and contributions of diverse cultural groups including, but not limited to, African Americans, Hispanic Americans, Native Americans, and Asian Americans. It shall place special emphasis on human relations and sensitivity toward all races.

The board shall adopt a written plan for the implementation of multicultural education and shall evaluate this plan periodically. During the evaluation process, the board shall involve parents, students, employees and a diverse representation of the community members in assessing the effectiveness and appropriateness of the program. The plan shall establish district goals for the multicultural program and will include staff development to assist the district in pursuing these goals. The plan shall include a process for selecting appropriate materials and shall incorporate multicultural education into all subject areas of the core curriculum of grades kindergarten through twelve.

**School Counseling Program (BOARD POLICY 608.01)**

A school counselor helps children with academic, social, and personal needs. A variety of resources are available to students including, but not limited to, counseling regarding personal/social issues, maintaining a current list of scholarships; and monitoring community service hours/graduation requirements.

**School Health Services (BOARD POLICY 608.02)**

The following health services are provided to all students:

- The school nurse provides first aid.
- All immunizations are referred to the parent. Parents will receive information from the school indicating which immunizations and booster shots are needed.
- Height, weight, vision, and hearing screenings are given annually to all students. Parents are notified if possible problems are identified.
- All state required immunizations must be taken care of before the student can attend school.

**Student Services (Section 504 Rehabilitation Act of 1973)**

In accordance with Section 504 Rehabilitation Act of 1973 there is a continuum of services provided to qualifying students throughout the district: 1) Speech pathologists work with children individually or in small groups; 2) Homebound instruction may be provided to children, who, according to medical recommendation, are physically unable to attend school over a period of time; 3) Enrichment and remedial instruction is designed to meet the needs of children who need extra challenges as well as those who need remedial assistance; and 4) Special Education programs are available to students who have verified handicapping conditions. Questions regarding any of these services may be directed to the Educational Consultant or the building principal. Guidance counselors, school psychologists, Crisis Team members, Response to Intervention Team, and Student Assistance Teams are also available to support and help students and their families.

## **ARTICLE 8 – Building and Grounds**

### **Care of School Property**

This is your school. Make it a point to take good care of it. Do not permit others to deface your property. Deliberate vandalism will not be tolerated and *damages may be assessed to the family*. In order to effectively discourage lack of respect and improper care of school property, a record is made at the beginning of the year of property assigned to each student, such as books, lockers, etc. If they show excessive wear or abuse, a fine will be assessed and must be paid before school records will be cleared.

### **Disaster Drills (BOARD POLICY 508.05)**

Fire drills are held on a regular basis. At least two tornado drills shall be conducted annually. In cooperation with the local Police and Fire Departments, a district Crisis Plan has been established for each attendance area. In case of an emergency, teachers and students may be evacuated from the school and taken to an alternative site. In such an event, parents will be notified through radio and television broadcasts and the Centurion Alert. Please do not come to the school or tie up the school’s telephone lines with incoming calls during this time.

### Disaster Drill Standard Response Protocol

**IN AN EMERGENCY  
TAKE ACTION**

---

**HOLD! In your room or area. Clear the halls.**

<b>STUDENTS</b> Clear the hallways and remain in room or area until the "All Clear" is announced Do business as usual	<b>ADULTS</b> Close and lock the door Account for students and adults Do business as usual
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**SECURE! Get inside. Lock outside doors.**

<b>STUDENTS</b> Return to inside of building Do business as usual	<b>ADULTS</b> Bring everyone indoors Lock outside doors Increase situational awareness Account for students and adults Do business as usual
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**LOCKDOWN! Locks, lights, out of sight.**

<b>STUDENTS</b> Move away from sight Maintain silence Do not open the door	<b>ADULTS</b> Recover students from hallway if possible Lock the classroom door Turn out the lights Move away from sight Maintain silence Do not open the door Prepare to evade or defend
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**EVACUATE! (A location may be specified)**

<b>STUDENTS</b> Leave stuff behind if required to if possible, bring your phone Follow instructions	<b>ADULTS</b> Lead students to Evacuation location Account for students and adults Notify if missing, extra or injured students or adults
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**SHELTER! Hazard and safety strategy.**

<b>STUDENTS</b> Use appropriate safety strategy for the hazard	<b>ADULTS</b> Lead safety strategy Account for students and adults Notify if missing, extra or injured students or adults
<b>Hazard</b> Tornado Hazard Earthquake Tsunami	<b>Safety Strategy</b> Evacuate to shelter area Seal the room Drop, cover and hold Get to high ground

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**SFP K-12 STANDARD RESPONSE PROTOCOL**

**Emergency Evacuation Parent-Reunification (BOARD POLICY 508.06)**

After an emergency evacuation is conducted, the Police/Sheriff/State Patrol will be notified immediately.

1. All teachers will take attendance at the off-site evacuation building.
2. The administration will go around to each teacher and collect names of students that are absent.
3. The absent students will be compiled on the master list.
4. The students will be released to their parents/guardian by alphabetical order according to their last name.
5. The first 40 students will be called up to the front of the evacuation site and loaded on a bus. They will be transported to a separate site where they will be reunified with their parent/guardian.
6. At the reunification site the students will be in a room and the parent/guardian will need to show a form of ID and sign out their child/children.
7. Once the sign out has been completed the child/children will be brought to the parent and they will then be encouraged to leave the site with their family.
8. In the event that a student has been injured or transported to the hospital, the parent will be accompanied to a parent support room so that all appropriate information can be given privately.
9. If parents/guardians at any time become angry/combative or verbally abusive teachers should not try to handle the situation. Law Enforcement will take over immediately.

**Electronic Devices/Computers (BOARD POLICY 606.06)**

The carrying of wireless phones and/or camera phones, MP3s, iPods is not prohibited but the use of such is restricted as specified below and violations shall result in the confiscation of the device by school officials as well as a discipline referral.

1. Conversing or text messaging is permitted during passing periods and lunch periods.
2. Cameras are not to be used in the classroom, hallways, locker rooms, or restrooms. Exceptions for assigned class or club activities may be given for the hallways and classroom use only.

\*Inappropriate content may lead to further disciplinary actions.

\*Computer suspension rules also apply to electronic devices.

**Insurance/Accidents**

No student may participate in athletic events without health insurance coverage. Students shall have the opportunity to participate in the health and accident insurance plan selected by the School District. The cost of the program shall be borne by the student. Participation in the plan is not a contract with the School District, but rather a contract between the insurance company and the student. Centura Public Schools does not assume financial responsibility for accidents or injuries to students engaged in school related activities. An accident report will be filled out and filed.

**Lockers/Searches (BOARD POLICY 504.09/504.16)**

All students are responsible for obeying state law, policies of the Board of Education, and the rules of the school. No student should bring anything to school that is prohibited by statute, policy, or school rule.

- The administration has the authority to search school property, student property (including cars), and students themselves when there is substantial reason to believe a student has violated a statute, policy, or rule or that the search may reveal items which may be injurious to the health, welfare, safety, or morals of the students or employees in the school. Lockers, computers, and

desks are the property of the school district and are made available to students for their convenience.

- Each student is responsible for the locker and gym locker issued to him/her as well as being responsible for the content and security of that locker. Therefore, students should refrain from sharing locker combinations with others.
- The school Principal may, within the scope of district policy and regulation, and without advance warning other than this clause, employ the use of specially trained canine for the purpose of determining the presence of illegal drugs or contraband on school grounds, whether in a desk, student locker, vehicle or any other place on school grounds including any and all student book bags.
- Any illegal drugs and/or contraband discovered pursuant to such inspections or searches shall be confiscated and turned over to law enforcement.
- Video cameras are used to record the activity of students and visitors 24 hours a day.

### **School Buses (BOARD POLICY 801.01)**

Bus service on a regular schedule is provided for rural students to and from the school and for all students from the towns to the school. Buses are also provided for all school activities. **Riding the school bus is a PRIVILEGE not a right** and privileges can and will be taken away at any time if student behavior warrants such action. Rules for conduct on the buses are necessary both by state law and by the need for the safety of the students. These rules will be strictly enforced.

#### **Proper Bus Etiquette:**

1. Under direction of the driver, each student is held responsible for that seat.
2. Pupils must be on time; the bus cannot wait for those who are tardy.
3. Unnecessary conversation with the driver is prohibited.
4. Outside of the ordinary conversation, classroom conduct is to be observed by all students. Any pupil who is guilty of unbecoming conduct, of using inappropriate language, of abusing or casting reflections upon the driver or other students or teachers may forfeit the right to ride the bus. No gum, candy, or other food or drink is allowed unless the driver gives permission to do so.
5. Students must not throw waste paper or other rubbish on the floor of the bus, nor put anything in the aisles.
6. No students shall at any time extend arms or head, or any part the body out of the bus windows.
7. Students must not get on or off or move about within the bus while it is in motion.
8. When leaving the bus, students should cross the road in front of the bus. Look both ways and make sure it is safe.
9. The driver is in full charge of the bus and the students. Students are to comply promptly, cheerfully, and fully with each driver's request.
10. If monitors or patrols are on duty, students must obey and respect their orders as well.
11. Any damage to the bus is to be reported at once to the driver.
12. Students will be especially quiet when the bus is stopped at a railroad crossing so the driver can hear oncoming trains.
13. No student will leave the bus other than at assigned stop or at the school except with permission of the driver.

Violation of any the above rules may render consequences from the driver, the building principal or both and parents contacted.

Buses are also provided for activities that take place at other schools. All students participating in an activity are required to ride the bus, both to and from the activity, unless excused to ride with their parents by **signature of their parents** with the coach or sponsor. Unless otherwise arranged in advance, activity buses will leave immediately following the event and will come directly back. Pick-up point for school activity trips is the school.

### **Student Internet and Computer Access (BOARD POLICY 606.06)**

Students are expected to use computers and the Internet as an educational resource. The following procedures and guidelines govern the use of computers and the Internet at school.

### **Student Expectations in the Use of the Internet**

#### **A. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.
6. Students shall use Team Blue applications in the appropriate manner on school computers.

#### **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
4. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
5. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
6. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
7. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
8. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
9. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system

administrator.

10. Students 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, but is not limited to, a bug, virus, worm, or Trojan Horse.
11. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
12. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
13. Students shall not forge electronic mail messages or web pages.

**C. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

**D. Consequences for Violation of this Policy**

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

**Protection of Students (Children's Online Privacy Protection Act (COPPA))**

**E. Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
  2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.
- F. **Education About Appropriate On-Line Behavior**
1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
  2. Staff will specifically educate students on
    - a. appropriate interactions with other individuals on social networking websites and in chat rooms.
    - b. cyberbullying awareness and response.
  3. The School District's superintendent or designee shall inform staff of this educational obligation and shall keep records of the instruction, which occurs in compliance with this policy.

### **Computers/Computer Use Policy (BOARD POLICY 606.06)**

Centura Public Schools shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Centura Public Schools. Centura Public School's network facilities and laptops are to be used in a responsible, efficient, ethical manner in accordance with the educational philosophy of Centura Public Schools. Access to the computer systems is a privilege not a right and should be revered as such. Students and parents must acknowledge their understanding of this policy as well as understand the financial responsibility within this policy. Failure to adhere to the standards set forth by Centura Public Schools will result in a suspension or revocation of the offender's laptop and network privileges.

- Students shall not access material that is obscene, child pornography, harmful to students, or otherwise inappropriate.
- Students shall not send or display offensive messages or pictures; type, or otherwise use obscene language.
- Students shall not use Centura Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security nor, to harass, insult, defame or attack others.
- Students shall not engage in any illegal activities on the Internet or other computer applications
- Students should use electronic mail, chat rooms, and other forms of direct electronic communications only for purposes related to education within the context of a school-related assignment activity, with permission of a teacher.
- Students shall not disclose personal identification information on the Internet or use other students' login passwords or share their password.
- Students shall not trespass in others' folders, work or files
- Students shall not intentionally or repeatedly neglectfully waste limited resources including excessive downloading and storage of images and/or computer games.
- Students shall not employ the network for commercial purposes.
- Laptops must be kept in the protective carrying case provided by the school.
- Students are not to deface their laptops with stickers, tape, or other means of destructive devices.

- Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, music, or graphic files that are not intended for a school project or activity should not be stored on the school computer.
- School administrators reserve the right to remove student access and accounts on the network.

**Laptop/Computer Suspensions**

The following suspension will be in effect for the laptop/computer used by the students. After three suspension periods a repeated offense will result in revoking the computer.

Offense	1 <sup>st</sup> Offense Days Suspended	2 <sup>nd</sup> Offense Days Suspended	3 <sup>rd</sup> Offense Days Suspended	4 <sup>th</sup> Offense
Unattended Laptop	3 days	5 days	10 days	Revocation
Playing inappropriate games				
Inappropriate Music				
Inappropriate Class Use				
Abuse of Laptop				
Printing inappropriately				
Inappropriate Desktop Pictures*				
Inappropriate pictures in history*				

\*If pictures show illegal action, a violation of school rules, etc. you will also be subject to other disciplinary actions. Information posted on social media (Instagram, Snapchat, Facebook, TikTok, etc...), or other student-generated sites can lead to discipline and non-school ramifications.

\* Note: Any student who has their laptop suspended will not be allowed to use it for any homework, class work, etc. at home. Laptop computers will be available in the building for assessments, assignments, and class projects.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. No student shall receive a computer until the student and parent/guardian complete forms signifying their understanding of these rules and accepting responsibility for loss or damage.

**ARTICLE 9 – PARENTS/GUARDIANS**

**Communication Plan for Students and Parents**

Students have certain rights. Procedures are in place for students and parents/guardians to follow if they are not in agreement with school actions. It is important that students and parents/guardians visit first with the school person directly involved in the decision or incident. If the problem cannot be resolved at that level, it may be taken to a higher level of authority.

Generally, the following procedures should be taken if students or parents/guardians are not in agreement with school actions:

- Have a scheduled conference with the staff person involved in the complaint matter.
- Appeal to the Principal if the matter is not resolved at Step 1.
- Appeal to the Superintendent if the matter is still unresolved at Step 2.

·Appeal to the Board of Education if the matter is still unresolved at Step 3. A written appeal should be made within five (5) days of the Superintendent’s decision.

### **Custody and Parental Rights**

Disagreements between family members are not the responsibility of the School District. The School District will not take the “side” of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the School District. It shall be the responsibility of the person requesting an action by the school to inform and provide the school with a copy of the court order allowing such action. This policy does not prohibit an employee from listening to a student’s problems and concerns.

### **Parental Involvement Policy (BOARD POLICY 1005.02/1005.03)**

Parents/Guardians are encouraged to become involved with school and to participate in school events and activities. Parents have access to all textbook, tests, curriculum materials, and any other instructional materials used by the school. Parents have the right to be informed and choose non-participation in any surveys of a sensitive nature in accordance with the No Child Left Behind Act of 2001.

### **School Visits (BOARD POLICY 1005.07)**

Parents/guardians are encouraged to visit school. Please check with your child’s teacher regarding the best time to visit (**A day’s notice, to visit the classroom, is required to the principal and/or teacher. This can be a note or phone call. Parents wishing to only eat lunch do not need to have a day’s notice, but need to call school by 9:00 a.m. so that the appropriate amount of food can be ordered.**). We request that parents not plan visits during the first two weeks or the last two weeks of school. All parents and visitors must enter and exit the building through the main doors during school hours. Before visiting a classroom, permission must be given through the school office.

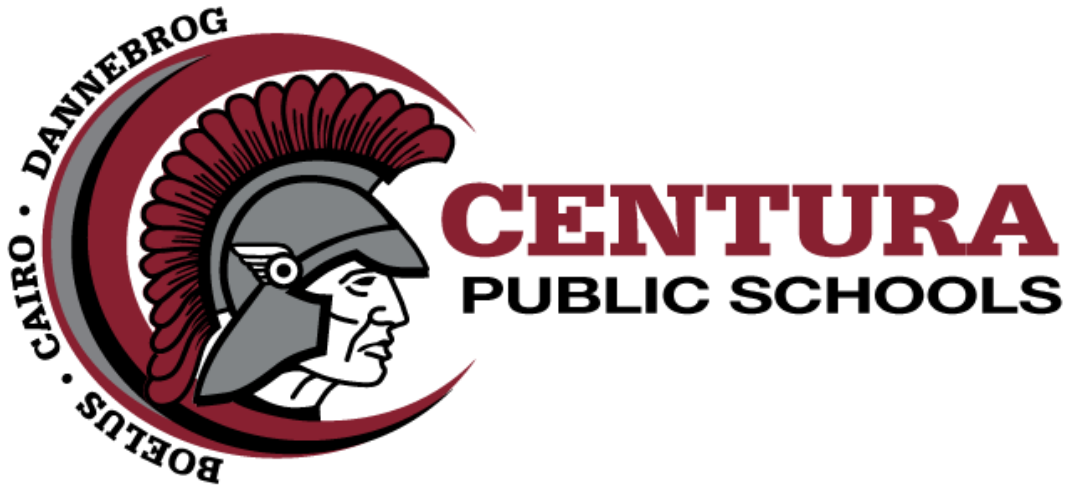
Visitor responsibilities:

- Give notice of 24 hours to the building principal.
- Check in at the office.
- Do not bring other children unless otherwise cleared with the building principal.
- Do not disrupt the learning of your child or others by: drawing attention to yourself, talking during teacher instruction, or any behavior known to be unacceptable in a school setting.
- Have fun and enjoy your time at Centura.

### **Use of Telephones**

The school telephone is for school business and should not be used for personal calls. The office will gladly cooperate with parents to give messages to students during school hours. However, calls for students during school hours are disturbing to the school routine and should be held to a minimum. Messages will be written down and given to the student. Students may be called to the telephone only in cases of emergency. Students may use the telephone in the office to place phone calls during the day, provided they have received permission and a pass from the office or supervising teacher. Long distance calls cannot be made without permission.

# CENTURA PUBLIC SCHOOL FACULTY HANDBOOK



2022-2023

## **Centura Vision Statement**

“A school community about kids, excellence and innovation.”

## **Centura Mission Statement**

“The mission of the Centura Public Schools is to assure quality educational programs and equal opportunities for all students to enable them to become caring, confident, competent, and productive members of a global society.”

## **Centura School Improvement Goals**

The current School Improvement goals and objectives have been derived from the review of data, interventions, and the needs of the students at Centura Public School:

### **District Reading Goal (Primary Goal)**

- All students will become proficient in reading

### **District Math Goal (Primary Goal)**

- All students will be proficient in math

### **District Writing Goal (Primary Goal)**

- All students will be proficient writers

## **Accreditation Goals**

- Develop formal processes and procedures to engage stakeholders in meaningful ways that meet their needs allowing the system to utilize and benefit from their unique abilities to support identified needs of the district.

Students, their families and potential employees of Centura Public School are hereby notified that Centura Public School does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex or disability in employment career and technology programs or activities as set forth in compliance with federal and state statutes and regulations. Any persons having inquiries concerning Centura Public School compliance with Title II, Title IV, Title VI, Title IX and/or Section 504 may contact:

Ryan Ruhl, Superintendent  
Centura Public School  
PO Box 430  
Cairo, NE 68824

Phone: 308.485.4258 or 308.226.8224  
Email: [ryan.ruhl@centuraps.org](mailto:ryan.ruhl@centuraps.org)

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## ***ABSENCES***

### Elementary Staff:

If you have to be absent because of illness or other emergencies, call and secure a substitute then inform (Ginney Spiels (C)402.984.4411) and let the principal (Abbey Cron (C)303.908.9861) know by 6:00 a.m. via either call or text.

### Secondary staff:

If you have to be absent because of illness or other emergencies, call and secure a substitute then inform Andrea Stubbs and building principal.

Andrea Stubbs - C) 308-379-8180

Melissa Beberniss – C) 308-379-6750

Sick leave and personal leave expectations are available via board policy.

**An odie absence request must be completed for every absence.**

## ***ACCIDENTS***

All accidents occurring during school hours must be reported to the principal and an accident report completed by the faculty member on duty at time of the accident. This will give information necessary for insurance reports and protect the school and school personnel.

### **Emergency Procedure:**

In case of an emergency the teacher shall--

- Contact the school nurse; if the nurse cannot be reached, contact the building principal. If it is critical call emergency personnel, rescue unit-firemen, etc. Office personnel will contact parents. Please refer to the Centura Public Schools Emergency/Crisis Protocol procedures.

In all other emergencies - sickness, possible broken bones, cuts, etc.

- Contact the school nurse, the nurse or administrator will then contact the parents/Guardians.
- If parents cannot be reached, contact alternate person listed on the emergency form.
- Verbal; contact with school nurse or office personnel.
- When student has been cared for (in case of accident), teacher should complete an accident form and place it in the office.

## ***ALARM SYSTEM***

The alarm system is self-activated beginning at midnight every evening and throughout the weekend. If for some reason you need to come into the building when the alarm is on, you will have 60 seconds to shut it off. We will give you instructions on this procedure.

## ***BULLETINS***

### Elementary Staff:

There will be a daily bulletin posted via e-mail by **approximately** 9:00 every morning. These bulletins will include business items and any other information that is needed for staff.

### Secondary Staff:

There will be a daily bulletin posted via e-mail by approximately 9:00 every morning. These bulletins will include business items and any other information that is needed for staff.

### ***BUSES***

Bus service on a regular schedule is provided for all students to and from school. Buses are also provided for all school activities that take place for off campus activities. All students participating in the school activity are required to ride the bus both to and from the activity, unless excused. Activity buses will leave immediately following the event and will come directly back to school. All students must ride back on the bus from a field trip.

### **BUS RULES**

- Under direction of the driver, each student is held responsible for that seat.
- Pupils must be on time; the bus cannot wait for those who are tardy.
- Unnecessary conversation with the driver is prohibited.
- Outside of the ordinary conversation, classroom conduct is to be observed by all students. Any pupil who is guilty of an unbecoming conduct, of using inappropriate language, of abusing or casting reflections upon the driver or other students or teachers may forfeit the right to ride the bus. No gum, candy, or other food or drink is allowed unless the driver gives permission to do so.
- Students must not throw waste paper or other rubbish on the floor of the bus, nor put anything in the aisles.
- No students shall at any time extend arms or head, or any part of the body out of the bus windows.
- Students must not get on or off or move about within the bus while it is in motion.
- When leaving the bus, students should cross the road in front of the bus. Look both ways and make sure it is safe.
- The driver is in full charge of the bus and the students. Students are to comply promptly, cheerfully, and fully with each driver's request.
- If monitors or patrols are on duty, students must obey and respect their orders as well.
- Any damage to the bus is to be reported at once to the driver.
- Students will be especially quiet when the bus is stopped at a railroad crossing so the driver can hear oncoming trains.
- No student will leave the bus other than at the assigned stop or at the school except with permission of the driver.

Violation of any of the above rules may render consequences from the driver, the building principal or both and parents contacted.

### ***CENTURA ALERTS***

Centura alerts will be used to notify staff, students, and parents of any weather days, upcoming events, or any other information that needs to be sent out in mass.

### ***CHILD PROTECTIVE SERVICES***

If you have any suspicions or concerns relative to possible neglect/abuse of a child, report these to the principal or counselor immediately. Do not ask too many questions that would

potentially create an issue with the witness. The administrator or counselor will make the official call to Health and Human Services.

### ***CLASS LIST/ROSTERS***

Each student enrolled in your classroom shall have a student I.D. number and have all demographic and educational information listed in the school's electronic data system. All efforts will be made to integrate all informational systems to eliminate duplication of student information in all local, State and federal data systems. Please do not enter students into the data systems, if a student is not entered or needs to be deleted contact the building administrator.

### ***CLASSROOM SCHEDULES***

Classroom schedules should be posted in the classroom and outside the classroom by the end of the second week of school and another copy turned into the principal's office. Classroom schedules will include all curricular areas even if they are integrated with other curricular areas. (This is a state requirement.)

### ***COMMUNICATION PLAN FOR STUDENTS AND PARENTS***

301.04 - Questions and problems shall be resolved at the lowest organizational level nearest to the complaint. School employees shall be responsible for conferring with their immediate supervisor on questions and concerns. Students and other members of the school district community shall confer with a certificated employee and then with the principal on questions and concerns. Policies referenced in this list shall serve as guidelines for additional resolution of conflicts (204.12 – Public Participation in Board Meetings; 402.05 – Employee Grievances; 504.01 – Student Due Process Rights; 506.06 – Student Publications; 1005.01 – Public Complaints).

It shall first be the responsibility of the administrators to resolve questions and problems raised by the employees and the students they supervise and by other members of the school district community.

### ***CONFIDENTIALITY***

At times, teachers have access to information that is confidential. This may come from the student, parent, or principal. If the information is given to you in confidence, it should be kept that way. Treat this information with a professional attitude. **Only disclose student issues to the appropriate staff that NEED to know certain information, do not share with those that do not need to know. Please Note: No student addresses, phone numbers, pictures or other demographic information can be released without parental permission.** Elementary class lists can be sent home with each student, if needed.

### ***DAILY SCHEDULE***

Teachers are to be at the school and in the classroom by 8:00 a.m. The time from 8:00 a.m. to 8:20 a.m. will be used for instructional, non-instructional time, supervision of students, and teachers to take care of any housekeeping chores such as helping students with assignments, giving extra help on daily work, organizing for the day's instructional activities, MTSS interventions, and meeting with grade level partners.

Teachers are to remain at school until **4:00 p.m.**, unless you request and receive permission from the principal to leave early.

**There will be a 3:09 p.m. dismissal time every Wednesday. Teachers are required to be at school until 4:00 p.m.**

### ***DISCIPLINE***

Discipline will be handled by the classroom teacher as much as possible. Teachers will have expectations posted at the beginning of the year. Communication with parents should be immediate to be proactive in changing the behavior. The first contact with parents should not be made by the principal.

### ***DISCRETIONARY LEAVE***

Discretionary leave is leave that is granted by the administrator for the staff member to take a short amount of time off during the day, but it is not guaranteed. This type of leave would be for medical, dental, legal, business, family, or personal reasons.

A form can be found in on the The Hub and needs to be filled out prior to granting the leave.

#### **Secondary Staff:**

~~A bank of time will be created for staff to use discretionary leave. If you cover for a class you can bank that time to use for your own personal discretionary leave at a later date without having to use personal or sick leave, or you can be paid the sub rate. If you choose the sub rate and do not have discretionary time built up, you will have to create an odie and use sick or personal leave.~~

### ***DISRESPECT***

A special note on disrespect. The administration of Centura Public Schools believes very strongly that students should show respect for teachers in both word and deed at all times. We will insist that they do so. (See student code of conduct) Bear in mind, however, that to command respect, a teacher must show the qualities that earn respect. The major quality in earning student respect is to show that you respect the students, *all of them*. Don't threaten. Don't lose your composure. Do not talk about students, staff, or personal displeasures openly in classrooms, hallways, or teacher's lounge. And do involve the principal whenever you feel it is necessary.

### ***DOCUMENTATION***

Please document any communications with parent(s)/guardian(s). All letters/notes that go home to students/parents/guardians require prior approval from the building principal. Complete log entries, as appropriate.

### ***DRESS CODE***

If students are in violation of the dress code, please address the violation and then send to the office to change if needed.

## ***EDUCATIONAL TELECOMMUNICATIONS***

All T.V., video, and computer instructional materials used in the classroom must have a direct relationship to the instructional curriculum being taught and be cleared through the principal.

## ***EMPLOYEE CODE OF ETHICS***

### **Putting Students First**

Teachers must model strong character traits, including perseverance, honesty, respect, lawfulness, fairness, patience, and unity. As an educator, teachers must treat every student with kindness and respect without showing any favoritism, prejudice or partiality. Teachers must maintain confidentiality unless a scenario warrants involvement from parents, school administration, or law enforcement, and never use relationships with students for a personal gain.

### **Showing Commitment on the Job**

Educators must commit wholly to the teaching profession itself. A classroom should promote safety, security, and acceptance, and should always avoid bullying, hostility, neglect, dishonesty or offensive conduct. Teachers must accurately describe their qualifications, licenses, and credentials to education boards or administration offices that look to hire them.

Teachers must also fulfill all contracts, obey school policies, and account for all funds and resources at their disposal. It's up to the teacher to design lesson plans to meet specific state standards and create a well-rounded education plan that appeals to learners of all backgrounds and abilities.

### **Promote and Uphold Healthy Relationships**

On top of fostering healthy relationships with students, educators must build strong relationships with school staff, parents, guidance counselors, coworkers, and administrators. Teachers must keep from discussing private information about colleagues and students unless disclosure is required under the law.

Teachers should always avoid gossip of any kind, including false comments about coworkers or students. Part of the code of ethics requires teachers to cooperate with fellow teachers, parents, and administrators to create an atmosphere that fosters learning and growth. Educators might be called upon to train student teachers who wish to serve as educators, so having the right mindset and attitude can make a positive difference.

### **Never Stop Learning**

An educator's code of conduct demands attentiveness to continuing education requirements and career development. Teachers must spend time researching new teaching methods, attend classes to maintain their certifications, consult colleagues for professional advice, stay informed on technical advancements for the classroom, and participate in curriculum improvements. A teacher must ensure that their teaching methods are relevant and

comprehensive for all students. Teachers must engage in educational research to continuously improve their strategies in the classroom.

### ***EMPLOYEE GRIEVANCE PROCEDURE***

The school district's policy on grievance is essential to the satisfactory solution of personnel problems. In fact, procedures for handling grievances have been described as the "heart" of personnel policies because their effectiveness determines in a large measure how well the policies of a school are observed. The grievance procedure provides a day-to-day test of the adequacy of performance in implementing policies, rules, and regulations, and the Code of Ethics of the Education Profession. Nothing contained in these procedures is intended to limit the right of any person with a grievance to discuss the matter informally with any appropriate member of the administrative staff, or the local professional association, or to proceed independently. (See 402.05R1)

### ***FACULTY DRESS***

All faculty members will dress in a professional manner. Denim jeans will be allowed on Fridays. There may be other times when faculty members dress in a casual manner but those times will be at the discretion of the building principal.

Teachers may wear jeans for field trips and field days.

### ***FACULTY LOUNGE***

The faculty lounge is an area for staff and faculty only. Students should not be allowed in the lounge during the school day. Faculty members need to remember that voices do carry and can be heard in the outer office where the public is likely to be present. Appropriate behavior and language should be consistently observed by all staff members. **Please keep the atmosphere positive.**

The faculty lounge should be cleaned and maintained by those who use it. All appliances, tables, counters, cupboards, and equipment should be cleaned on a daily basis by faculty members. Faculty Janitors will maintain the routine cleaning of carpets and windows, etc. **Please keep the atmosphere positive.**

### ***FACULTY MEETINGS***

#### Elementary Staff:

Faculty meetings will be held 2 times a month and will be communicated the week prior in the daily bulletin. Faculty meetings will be used to support school improvement initiatives, discuss instructional strategies, technology, and discuss faculty concerns/questions. Other meetings such as: grade level, school improvement, or other committee meetings will be held when the need arises and will be called by the principal or committee chair. Most business items that can be read will be posted in the daily bulletin.

#### Secondary Staff:

Faculty meetings will be held 2 times a month and will be communicated the week prior in the Friday bulletin. Faculty meetings will be used to support school improvement initiatives, discuss instructional strategies, technology, and discuss faculty concerns/questions. Other meetings such as: grade level, school improvement, or other committee meetings will be held when the need arises and will be called by the principal or committee chair. Most business items that can be read will be posted in the daily bulletin.

### ***FIELD TRIPS***

Field trips will be cleared through the Principal's office with an agenda of the day.

### ***FIRE DRILL***

There will be at least one fire drill each month.

Procedures:

- Use the exit outlined for use in respect to the room you are in.
- Check for alternative exits in case your exit is blocked.
- Walk at all times.
- See that everyone is out of the building.
- Close windows and doors when leaving the room.
- Instruct students to not stop for coats or equipment when leaving the building.
- Secondary Staff: Clear the building at least 150 feet.
- Elementary Staff: Organize students to the south of the playground swingset.
- Know where fire extinguishers are and who is to use them - but remember your first responsibility is student safety.
- When you have reached the destination, teachers will count students and hold up the red/green card. If you have a student missing, put up the red card and report the student's name(s) to the pod designee and/or administrator.

### ***FIRE EXITS/TORNADO SHELTERS***

Every classroom should be equipped with a map for tornado and fire drills, please note if you do not have one so that copies may be acquired.

### ***GRADING AND ASSESSMENT***

Grading and assessment is a part of each classroom instructional composition. Depending on the grade level/content you teach, grading and all assessment procedures will vary to meet your needs as a teacher.

- **Formative Assessments** shall be used on a daily basis to determine the needs of individual students in each curricular area. **Use this information to adjust lesson plans and instructional strategies.**
- **Summative Assessment** will be used at the designated times during the year. These include: Fall, Winter, and Spring MAP, NSCAS practice and summative. HS you are required to give a content matter semester assessment.
- Electronic report cards are used to report to parents on a quarterly basis about their children's classroom performance. HS will send home grade reports at the end of the 1st and 3rd 9-weeks and a report card at the end of each semester. Centura will make all attempts to integrate all electronic means of assessments to minimize the efforts to complete all entities requiring information on student performance.

### ***Common Assessments***

Common formative assessments will be utilized during the school year.

### ***STUDENT PREP EXPECTATIONS: (Secondary Staff Only)***

Students should not be in the halls, pods, or library without a pass. During the Student Prep time students are expected to:

- Be prepared and ready to work or read.
- Maintain a work environment with minimal conversation.
- Use the computer for academic purposes.

\*\*If a student wants to leave the room to work with another teacher, they will be expected to bring a pass from the teacher they are going to see.

### ***HOMEWORK***

Homework should not be sent home without the child's understanding of the learning objective. Homework should be a practice of concepts learned from the school day. Do not use homework as a punishment. Amount of homework needs to be appropriate for the student's age. Do not use homework as your primary assessment for student grades. **Avoid using worksheets everyday as your daily student assessment, look for authentic ways to have students practice concepts.**

It is your responsibility to enter grades, and update your grades on a weekly basis. Report cards are issued every nine weeks for each student. They are usually mailed out at the end of the grading period. Please make comments related to the individual student's report card.

### ***GRADING SYSTEM***

#### Elementary Staff:

When percentage grades are used, the following system will be used:

#### **Grades 4-5**

A----93-100

B----85-92

C----77-84

D----70-76

F----below 70

#### **Grades K-3**

A----Advanced

P----Proficient

D----Developing

B----Beginning

#### Secondary Staff:

Most classrooms use the default grade scale that is supplied in Power school. When percentage grades are used, the following system will be used:

- A----93-100
- B----85-92
- C----77-84
- D----70-76
- F----Below 70

### ***LEARNING OBJECTIVES/TARGETS***

It is mandatory for teachers to have all their learning objectives/targets posted for students to see for each subject area. (Ex. Use summarization skills to create a one-sentence explanation of chapter 1 in your science text; or use addition skills to add three two-digit numbers.) These can also be the exact standard being taught or the skill being introduced. **The learning objective has to be recorded in each teacher's lesson plans.**

### ***LESSON PLANS***

Lesson Plans are used by all teachers, so that appropriate classroom teaching and learning can be planned in advance. These plans need not be written in great length, but should include each learning objective/target (Concept or Skill), learning activities, assessment, and materials to be used each day. Lesson plans are expected to be ready every day; this is the responsibility of each individual teacher.

A copy of each teacher's lesson plans will be requested during informal and formal observations as well as at the end of the school year.

Teachers will submit lesson plans each week.

However, lesson plans will need to be visible either by posting them in the classroom or electronically via PowerSchool or a teacher webpage.

Information to be included in the lesson plan:

- the objective(s),
- activities,
- any assessments that may need to be given to include type (classroom, NSCAS, MAP, etc.)
- standards (and by strand, if possible) that are aligned with the lesson.

### ***BEHAVIOR REFERRALS***

Students that cross the classroom teachers, or staff members tolerance level for behavior, shall receive behavior referral. The teacher or staff member must notify the principal of the referral. Depending on the student's behavior record, the appropriate consequence will be administered.

### ***MAP ASSESSMENTS***

We are a part of the Nebraska On-line assessment system. You will be responsible for finding out within your curriculum area which assessments you are responsible to give.

The following are the required MAP assessments and grades responsible for giving them:

K-2: MAP Growth Fall, Winter, Spring

3-8: Through year state assessment Fall, Winter, Spring

9-11: MAP Growth Fall, Winter

## ***MILEAGE***

When driving somewhere on school business, the district prefers that you take a school vehicle with clearance through your administrator or transportation director. There may be times that you have to take your own vehicle, but this must be approved through your administrator. If it is approved there is a mileage form in the staff forms section that needs to be filled out and signed by the administrator.

## ***PARENT COMMUNICATION***

Communication with parents is very important. We cannot assume that parents will contact us. We need to make every effort to keep families informed of the progress of their student(s). This can be a call home, note, or email.

Ask parents to contact you at school and to prearrange appointments whenever possible. Document all parent communications.

It is the responsibility of the teacher to communicate poor performance to students and parents. No student or parent should be surprised by the grade they receive. Students that are performing at a high level should also receive communication and parents notified of their student(s) excellent performance.

**If you put a student on the down list you must contact the parent with a copy of that communication to the Principal. We cannot assume that parents will check PowerSchool.**

**Communication via FaceBook with students and parents is NOT recommended nor encouraged.**

### Elementary Staff:

Parent/teacher conferences are used to communicate progress or lack there of for each student. Grades, assessment scores, behaviors, and social issues need to be discussed during the conference. Every teacher needs to be present during conference hours. Each teacher must complete a conference note sheet and put it in the student's cumulative folder. If parents are absent from conferences, some form of communication must take place with the parent.

### ***PARTIES-Elementary Staff Only***

There will be three class parties during the school year: Fall, Winter, and Valentine's Day. Invitations to parties at students' homes are not permitted during school hours, *unless all boys and/or girls of the class are invited.*

## ***PHONE SYSTEM***

Every classroom is equipped with a phone. Each phone has an extension number, and a list of those numbers will be given to each staff member. Long distance calls cannot be made in your classroom. There is a phone in the teacher's study that you may use.

Cell phone use is limited for students and, therefore, teacher use is also restricted to limited use.

## ***PURCHASING***

No purchases are to be made without approval from the office prior to the purchase and the initiation of a purchase order. Local purchases are encouraged, as long as costs and service are competitive. Any major expense should be researched carefully to be sure of the best prices and service to the school. **All purchases must have been put into your yearly budget the spring prior, if they were not, it will be up to the superintendent to approve.**

There is no such thing as a department budget. A certain sum of money has been budgeted for the operation of the instructional phase of the school. That money will be spent in the best interest of all students.

The school may not honor claims for purchases made outside this procedure and the responsibility will rest upon the staff member making the purchase. **Please complete a Purchase Order and give it to the building principal.**

## ***REPORT CARDS***

Electronic report cards are used to report to parents on a quarterly basis about their children's classroom performance. Centura will make all attempts to integrate all electronic means of assessments to minimize the efforts to complete all required information on student performance. This information is required for the following entities: NSCAS, MAP, PowerSchool, PowerGrade, NCA School Improvement, etc.

### Elementary Staff:

Report cards are issued every nine weeks for each student. They will be handed out the Friday following the end of the grading period. Comments about students' progress or lack thereof needs to be on the report card.

## ***SCHOOL CLOSING***

In the event schools are closed because of inclement weather, the decision will be made as early as possible and a notification will be initiated through school administration. School closing will also be announced on KMMJ, KRGI, KHAS-TV, NTV, and KOLN-TV. Do not call the superintendent or principal about school closing. Their phone lines must be kept open for further updates. At the beginning of the year, please contact the Superintendent's Office to make sure your contact information is up-to-date in the alert system.

## ***SCHOOL EQUIPMENT AND FACILITIES***

The school has equipment and facilities which not many private individuals have, but which occasionally they may desire to use. The school has policies to govern this use by the general public, and no teacher should ever make a commitment to anyone, but rather refer them to the principal in charge.

Teachers may, upon occasion, borrow tools and equipment for their own use. The only restrictions are that it not be for a profit-making purpose, that it be for a short period of time, that the equipment be available at school when needed, **not for personal gain, must be school related in nature**, and that the Principal has given approval in advance and knows when the equipment will be used.

### ***STUDENT DISMISSAL***

During school hours all students must be dismissed from school through the office. Students who leave early because of appointments are to check out in the office. A parent-guardian must either contact or come to the office to sign a student out. Students will not be called to the office until the parent/guardian arrives, so as not to disrupt their learning.

### ***SUBSTITUTE TEACHERS***

It is very difficult for a substitute to take charge of a class for one day. Good lesson plans, seating charts and a schedule for classes make a substitute's teaching day much easier. If your class is well prepared, the substitute is more likely to say "yes" the next time when called.

Suggestions for a well prepared room:

1. Lesson plans are up to date and easy to follow.
2. Teacher's manuals are accessible.
3. Duplicated sheets are prepared ahead of time.
4. Plenty of **learning opportunities** are planned for children.
5. A method is devised for seating arrangements.
6. A substitute packet is provided and includes schedules for all students.

**Each teacher must have a subfolder to include the following:**

- **Lesson/Activities, by period**
- **Seating chart, if applicable**
- **Classroom rules accompanied by *what to do with students who do not follow the classroom rules***
- **Fire/Tornado/Intruder procedures and directions including Class Rosters**

### ***SUPERVISION***

The general rule for supervising students is to be there. Do not leave groups of students alone for any length of time. Do not pass the responsibility on to students, paraprofessionals or custodial staff. No students are to remain in the building after 4:00 p.m. unless accompanied by a teacher or another responsible adult.

Staff that have their own children stay after school must provide for their supervision.

### ***SUPPLIES***

All teachers order supplies in the spring for the following fall. However, general classroom supplies can be found in the room adjacent to the office. Please ask before taking items off of the shelves. There is also an abundance of paper in the copy room. Please feel free to help yourself, but understand that keeping things organized will allow for this practice to continue.

### ***SURVEILLANCE CAMERAS***

Surveillance cameras are in use at all times in areas to exclude restrooms and locker rooms. The conduct of surveillance monitoring or recording, and the use of surveillance cameras at

Centura Public Schools are limited to uses that do not violate federal or state constitutional protections against unreasonable search and seizure or other applicable laws including federal and state laws prohibiting wiretapping and electronic surveillance of aural communications.

Only authorized personnel will be involved in, or have access to, surveillance monitoring. Surveillance cameras will be installed and configured to prevent tampering with or unauthorized duplicating of recorded information.

### ***TARDINESS***

We are the role models for students. Attendance and punctuality to school and meetings is expected.

#### Elementary Staff:

Students that come to school after 10:00 or leave before 2:00 will be given a half day absence. Students will be given a tardy if they arrive before 10:00 or leave after 2:00.

### ***TICKET TAKING RESPONSIBILITY***

Every certified staff member is required to take tickets two times at activities that occur after school hours. If you take tickets three or more times you will receive a conference activities pass. A sign-up sheet will be available at the beginning of the school year.

### ***VISITORS***

Anyone wishing to visit a teacher or a class during the school day should make arrangements with that teacher at least one day in advance. Students who wish to bring a guest who will attend classes with them must get approval from the building Principal as well as each of their teachers at least one day in advance of the visit.

### ***APPENDIX A- Elementary Staff Classroom Discipline***

## **DISCIPLINE POLICY - STUDENT CONTROL**

Students at Centura Elementary are expected to fully abide by all rules that have been set forth by their teacher, principal, and district administration. Students are given the responsibility to maintain a level of character that demonstrates the beliefs of Centura Public Schools. Students need to be **taught** the appropriate ways to behave in certain situations and settings in order to be successful. To help with their success use these standards when creating rules and discipline within your classroom.

1. Create rules that are practical and can be met by all students within the classroom. Use the beginning of the year to demonstrate your expectations to students in multiple educational settings (i.e. classroom, bathroom, library, hallway, etc...). **Bathroom and Hallway rules must look alike in all classrooms.**

#### **Bathroom:**

1. Only 5 students from one classroom at a time or teacher takes the whole class.
2. No talking
3. Use bathroom, wash hands, and return to the classroom in a timely manner
4. Pick up paper towels

### **Hallway:**

1. No talking in hallway
  2. Keep hands to yourself
  3. No running
  4. Always walk in a single or double file line
  5. PE/Music teacher must walk students to the hallway water fountains and watch students until they get to their classroom.
- 
1. Students should participate in the development of basic classroom rules. Most people are willing to conform to certain standards when they have helped establish the parameters and know and understand what they are.

### **5 Steps of the Behavior Process**

- a. Brainstorm
- b. Model
- c. Practice
- d. Reinforce
- e. Retrain

### **6 Behavior Management Steps**

- a. Make NO Assumptions
- b. Set Your Limits and Stand Your Ground
- c. It's NOT Personal
- d. Never Attack the Kid – Attack the Problem
- e. Get out of Warning System
- f. No Mass Punishments

## **Teacher's Role in Discipline**

The teacher's first objective is to solve the problem within the confines of the classroom. Research the reasons for the behavior and what is causing it to happen. **Do NOT put students in the hallway unsupervised.** Teachers need to communicate how they have handled this behavior in the classroom with the administrator. This communication is important as to prevent the behavior from happening again.

## **Student's Role in Discipline**

The student's first objective is to follow the teacher's directive and control the behavior. If the student is sent to the office they are to come immediately without further incident. Once in the office the student shall listen to the administrative directive and together a solution will be created to prevent further incidents. Upon returning to the classroom, with the administrator, the student will make an appropriate apology to the person or persons affected by the behavior.  
**ex. I am sorry for shoving you in line. Next time I will keep my hands to myself. Do you accept my apology?**

## **Administrator's Role of Discipline**

The administrator will take the information given to them and conduct a meeting with the child. Together the administrator and child will come to an understanding of what is expected of the student in the classroom. An appropriate disciplinary action will be taken depending on the severity of the behavior. The administrator will then report to the teacher what was discussed with the child and how the situation was handled. Input from the teacher will also be used to help prevent other occurrences.

## **Parent/Guardian Role of Discipline**

In the event of an office referral, communication to the parent(s)/guardian(s) will be made by the teacher and/or principal. The parent(s)/guardian(s) will be informed of the infraction and the consequent punishment. Support from the student's parent(s)/guardian(s) is vital for the child's future success. When working together the school and parents can help the student succeed to prevent further incidents.

## ***APPENDIX B- Paraeducator Expectations***

### **Faculty meetings**

Attendance at your building level faculty meeting is encouraged but not mandatory.

### **Classroom/Caseload Expectations**

- Student confidentiality is to be preserved at all times.
- On time means the same as for students. Should you need to leave the classroom early or need to arrive late, please communicate with the classroom teacher.
- Expectations During class:
  - Monitor progress of students on caseload
    - During work times, you are interacting with all students with special attention to those on caseload
    - Testing, finding a location to read tests to students....maintain a level of professionalism by
      - not offering 'hints',
      - re-wording question but should not provide more information than contained in question
      - can offer examples provided in class
    - Study halls must maintain learning environment
      - On-task
      - Not leaving room
      - Quiet
      - Work with individuals or groups
  - Student Discipline...redirection communicated to classroom teacher; consequences assigned by classroom teacher
- Please create a folder to include:
  - Weekly schedule
  - Daily schedule

- Supervising teacher for questions with room number and contact information
- General tasks in each class
- List of students you primarily work with

## **Paraprofessional Classroom Responsibilities**

### During videos:

- Acquire/Create movie preview questions
- Watch the video with students
- Review the movie questions with students

### During lecture:

- Assist students with note-taking
- Take own notes, if applicable
- Following lecture ensure that students all have the necessary notes

### During Tests/Quizzes:

- Read test questions, if necessary
- Follow through with other modifications, as appropriate
- Do not provide hints.

### During reading:

- Ensure that students have opportunities to read with support
- Ask questions to check for understanding

### During Projects/Group Work:

- Offer suggestions & help students brainstorm ideas
- Encourage students to be an active participant in group
- Break down project into smaller chunks (Pacing Guide) to avoid procrastination, overwhelming feelings, etc...

### Prior to tests/quizzes:

- Assist students with flashcard creation & other study aids
- Encourage students to take notes during review games

### During work time:

- Walk around the classroom and help students as needed
- Check with students to see if they have recorded the assignment in their planner, stickies, iCal, etc...

### General:

Communicate with the classroom teachers any concerns you may come across with students not understanding information presented. You are to work with kids on caseload as the first priority; other students are secondary priority in terms of assistance or redirecting to get back on task.

# CENTURA ELEMENTARY SCHOOL



**2022-2023**

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**FORWARD**

**Intent of Handbook**

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Centura Elementary 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 make rule revisions at any time to implement the educational program and to assure the well being of all students. 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.

Abbey Cron, Elementary Principal

## Members of the Board of Education

Mr. Justin Caspersen  
Mrs. Teresa Grabowski  
Mr. Aron Hostetler  
Mr. Eric Hostetler  
Mr. Will Kempfar (President)  
Mrs. Sandra Davis

## Centura Elementary Faculty and Staff

<u>NAME</u>	<u>PHONE EXTENSION</u>	<u>POSITION</u>
Abbey Cron	105	Principal
Ginney Spiehs	104	Elementary Secretary
Clark Pedersen	138	School Nurse
Lisa Jones	219	Preschool
Taylor Harms	154	Preschool
Dori Dorsey	219	Family Coordinator
Danielle Sloan	213	Kindergarten
Rozy Dibbern	214	Kindergarten
Kim Vieth	218	First Grade
Allison Bartley	217	First Grade
Lisa Hermann	215	Second Grade
Rachel Sullivan	216	Second Grade
Sara Bierhaus	213	Third Grade
Jennifer Hadenfeldt	204	Third Grade
Jenifer Trumler	208	Fourth Grade
Thomas Yoachim	209	Fourth Grade
Barb Knopik	207	Fifth Grade
Deb Lemburg	206	Fifth Grade
Heather Evans	203	Special Ed Coordinator/Psychologist
Staci Hargens	201	Title I Reading
Ted Evans	146	Resource
Kelsey Safarik	150	Resource
Erin Taukiueva		Resource
Kiley Wrage	210	Speech Pathologist
Doris Anderson	201	Behavior Interventionist
Kim Killinger	211	Music
Shawn Koehn-Fairbanks	149	P.E.
Kelley Jordan	116	Band
Kris Simon	142	Librarian
Stacie Tagel	145	Library Paraprofessional
Diana Korinek		Preschool Paraprofessional
Stephanie Luhn		Preschool Paraprofessional
Angie Spotanski		Preschool Paraprofessional
Carrie Ahrens		Preschool Paraprofessional
Elaine Safarik		Paraprofessional
Brynn Korinek		Paraprofessional
Kira Riley		Paraprofessional/ELL teacher

## District Staff

<u>NAME</u>	<u>POSITION</u>
Ryan Ruhl	Superintendent
Melissa Beberniss	H.S. Principal
Leah Paulsen	Bus. Secretary
Holly Christensen	H.S. Secretary
Marty Brown	Head Custodian
Central Office	Transportation
Kenley Reimers	Technology
Teresa Yarrow	Kitchen

## **ARTICLE 1 MISSION AND GOALS**

### **SECTION 1: Mission Statement**

“The mission of Centura Public School, as an innovative educational system, is to provide for all students educational experiences that will prepare them for an ever-changing 21<sup>st</sup> Century society.”

### **SECTION 2: Vision Statement:**

A school community about kids, excellence, and innovation.

### **SECTION 3: Centura Elementary School Improvement Goals**

The current School Improvement goals and objectives have been derived from the review of data, interventions, and the needs of the students at Centura Public School:

#### **District Reading Goal (Primary Goal)**

- All students will become proficient in reading

#### **District Math Goal (Primary Goal)**

- All students will become proficient in math

#### **District Writing Goal (Primary Goal)**

- All students will become proficient writers

#### **Accreditation Goal**

- Develop formal processes and procedures to engage stakeholders in meaningful ways that meet their needs allowing the system to utilize and benefit from their unique abilities to support identified needs of the district.

## **ARTICLE 2 SCHOLASTIC ACHIEVEMENT**

### **SECTION 1: Homework**

Homework may be assigned to elementary students and is contingent upon factors such as curriculum requirements, student absences, the need for additional practice, or the lack of student effort or attention during school hours

when time is given to work. **Homework is required to be returned by the date set according to the teacher.** Lack of turning in homework may require Wednesday Assistance. Each teacher has a policy that will be shared with students and parents at the beginning of the school year.

**Students that have been suspended or put out of school for disciplinary reasons will still be required to complete homework and will be subject to the classroom teachers homework and grading policies.**

## **SECTION 2: Academic Progress**

Student academic progress is evaluated on a daily basis using curriculum guidelines and appropriate assessments. In addition, Nebraska academic standards and nationally normed tests are used to evaluate student achievement.

Student academic achievement, effort, and social development is communicated to parents in a variety of methods:

- Report cards are issued at the end of each quarter
- Regularly scheduled Parent/Teacher conferences provide parents, teachers, and students with the opportunity to exchange information about student progress.
- Student portfolios, used to document individual progress and accomplishments, may be shared with parents.
- Informal communication with parents may include telephone calls, after-school meetings, weekly progress reports, **electronic communication**, and notes.
- All standardized test scores will be reported to parents at the end of the school year or prior to the start of the next school year.

## **SECTION 3: High Ability Learners**

Centura Elementary will provide a High Ability Learners program to students who qualify. In order for students to qualify, they must meet a certain point total in several categories: **NSCAS**, MAP assessment, classroom grades, teacher assessment, and parent inventory. Students that qualify will be put into the HAL program that meets one time a week for 30-45 minutes of the day. Students in grades 3-8 can qualify for the program, exceptions may be made for students with special circumstances determined by the HAL coordinator and building principal. While in the program, students will be challenged to enhance their learning in multiple ways such as; providing them with opportunities for independent study, acceleration of curriculum, compacted curriculum, enrichment, special classes or competitions, mentoring or shadowing, as well as more activities that require the use of higher level thinking skills.

#### **SECTION 4: Multi-Tiered System of Support (MTSS)**

Multi-Tiered System of Support is a problem solving process to determine appropriate ways to affect students behavior and academic progress positively. Problem solving is defined as a process that includes a systematic analysis of a student's behavior or academic difficulties. The process uses this analysis to provide the foundation for a planned, systematic set of interventions. The student's progress in these interventions is then monitored and evaluated to determine effectiveness. The problem solving process involves continuous monitoring of progress, redefining the problem, and refining the plan. Throughout the MTSS process these steps will be repeated many times. A staff committee has been put into place to look at each student and assess the best possible way to affect their academic and behavior progress.

#### **SECTION 5: Cheating/Plagiarism**

Do not cheat. Teachers should be on alert for cheating or plagiarism and take preventive action in the classroom, as well as assigning the following penalties: A) A zero for that assignment; B) A discipline notice filed with the principal; C) Discipline notice sent to parent(s); D) Redo of assignment for partial credit

#### **SECTION 6: Promotion/Retention (611)**

Students will be promoted to the next grade level at the end of each school year based on the student's achievement, age, maturity, emotional stability, and social adjustment.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgement of the parents, teachers and the principal, such exceptions are in the best educational interest of the students involved. Exceptions will always be made after prior notification and explanation to the student's parents.

The building principal may require remediation at the parent's expense as a condition of promotion to the next grade level. Such remediation may include, but shall not necessarily be limited to, a mandatory summer school program focused on the areas of deficiency or other such alternatives conducted by the district outside of the regular school day.

Students in grade 6 will be required to attend summer school in order to progress to the next grade if they have not completed the necessary work required.

## **SECTION 7: After School Assistance**

Students in grades 3-5 will be required to stay for After School Assistance on Wednesdays from 3:10 – 4:00 if the following conditions occur:

- Student has multiple late assignments
- Student is failing a class as of the Monday of that week
- Student behavior is affecting their success in the classroom

A note will be sent home along with a phone call letting parents/guardians know that their student is required to stay after school. If a student intentionally misses After School Assistance they will be required to make up that time at the principal's discretion.

**Note: Students in K - 2nd grades will be held to these standards if their behaviors show a need for remediation.**

## **SECTION 8: Grading System**

Grading in the Centura Public Schools is as follows:

A - 93-100                  B - 85- 92          C - 77-84          D - 70-76          F - below 70

Letter grades (A, B, C, D, F) are recorded for Grades 4-6 on report cards. Levels of proficiency (C=Consistent, P=Progressing, B=Beginning, / = Area is not being assessed, NP= Not Yet Progressing) will be used for grades K-3.

Students and parents may access current grades via the Internet and PowerSchool at: <http://www.centura.k12.ne.us>. If at any time, you are not able to access your students' grades via the Internet, the school will be happy to send a report home, please contact the office. Report cards are sent home every nine weeks. Progress Reports are mailed weekly to parents whenever student performance fails to meet or exceeds expectations, as well as discipline infractions.

## **SECTION 9: Honor Roll**

Centura Elementary recognizes students for outstanding academic achievement.

HONOR ROLL - Honor Roll at Centura Elementary is a list of all students who have met the following requirements in grades 4-6:

A HONOR ROLL - Students that have all A's for the quarter

A/B HONOR ROLL - Students that have all A's/B's for the quarter

## ARTICLE 3 ATTENDANCE

### SECTION 1: Attendance/ Absence Policy (Nebraska State law, §79-209) (BOARD POLICY 503.01; 503.03; 503.04)

*Nebraska school law states that, "A child is of mandatory school age if the child will reach six years of age prior to January 1<sup>st</sup> of the current school year and has not reached 18 years of age."*

Regular attendance by the students at school is essential for students to obtain the maximum opportunities from the educational program. Parents and students alike are encouraged to ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

Students will be considered absent ½ day if the following occur:

- Student arrives after 10:00, it is a ½ day absence
- Student leaves prior to 2:00, it is a ½ day absence

Students will be considered tardy if the following occur:

- Student arrives between 8:35 and 10:00
- Student leaves school between 2:00 and 3:00

It shall be the responsibility of the parent to notify the school as soon as the parent knows the student will not be attending school on that day. Evidence or written verification of the student's reason for absence may be requested. Therefore the following attendance policy has been accepted and approved by the Centura Board of Education

1. Excused Absence – Students' absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. *These absences include, but are not limited to illness, college visits, family trips, doctor and dentist visits, documented medical conditions making attendance impossible or impracticable, family emergencies, recognized religious observances, appointments that cannot be scheduled outside of the school day, and school sponsored or approved activities, court appearances, and funerals.*
2. Unexcused Absence – All absences not approved by the Principal.
3. Excessive Absences – If any student has accumulated a total of five absences per quarter or the hourly equivalency, the school shall render all services in its power to compel the student's attendance.

- i. Investigation of the problem by the Principal to identify conditions contributing to the excessive absenteeism *through verbal or written communication with the person or persons who have legal or actual charge or control of any child; and/or*
- ii. Collaborative team meeting(s) between the Principal, the student and the student's parents to solve the excessive absenteeism problem. *The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:*
  - a) *Illness related to physical or behavioral health of the child;*
  - b) *Educational counseling;*
  - c) *Educational evaluation;*
  - d) *Referral to community agencies for economic services;*
  - e) *Family or individual counseling; and*
  - f) *Assisting the family in working with other community services.*
- iii. Educational counseling to explore curriculum changes, such as alternative education programs, to solve the excessive absenteeism problem.
- iv. Educational evaluation to assist in determining the specific conditions contributing to the excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.

b. In addition to the services rendered after 5 absences, a student who exceeds 10 absences in one semester may lose the opportunity to earn credits for that semester. For example, the following standard may be used

**14 (OR MORE) ABSENCES – LOSS OF THE OPPORTUNITY TO EARN A SEMESTER OF CREDIT**

c. If the student is absent more than 20 days per year, the Principal shall file a report with the County Attorney of which the student resides.

d. Students are subject to disciplinary action for excessive absenteeism, including suspension and expulsion.

e. It shall be within the discretion of the principal to determine, in light of the circumstances, whether the student may make up work missed because of excessive absenteeism.

1. Excused absence—Current make-up provisions will apply to all excused absences: Student work is to be made up in advance or at the teacher's discretion except for illness, and two days grace for each day missed for illness.

2. Out-of-school Suspension—Work missed because of a student's suspension for disciplinary infractions may be allowed to be made up for minimum credit.

3. In-school Suspension—All work assigned during an in-school suspension will be turned in by the deadline established by the teacher. Minimum credit will be allowed at the discretion of the building administrator. Teachers are responsible for informing students of any upcoming major exams (other than pop quiz) at least four school days in advance. Students who are duly informed, although absent, will be required to take exams on schedule.

4. School Activity – *Students who wish to participate in school-sponsored activities must attend school for the entire day the day of the activity unless permission has been given by the principal for the student to be absent. All participants must report to school ON TIME by 8:30 AM on the day of an activity and the day FOLLOWING the activity. Students that arrive more than 10 minutes late (after 8:40am) will be considered absent for that period.*

Exceptions to this are:

- a. predetermined doctors appointments
- b. unplanned doctors visits accompanied with a doctor's note
- c. family emergencies
- d. other circumstances approved by the Principal.

*If a student is counted 'Absent' at first period, they are ineligible to participate in any activity scheduled for that day.*

*Students absent from school on the Friday before a Saturday event will NOT be allowed to participate in the Saturday event unless absent due to one of the reasons listed above. The Principal retains the right to grant participation should exceptional circumstances arise.*

## **Make-Up Work**

- Excused absence - Current make-up provisions will apply to all absences: work to be made up in advance or at the teacher's discretion except for illness, and two days grace for each day missed for illness.
- Out-of-school Suspension—work missed because of a student's suspension for disciplinary infractions may be allowed to be made up and students can have the ability to earn full credit for the assignment, if it is turned in the day after returning to school.
- In-school Suspension—all work assigned during an in-school suspension will be turned in by the deadline established by the teacher. Teachers are responsible for informing students of any upcoming major exams (other than pop quiz) at least four school days in advance. Students who are duly informed, although absent, will be required to take exams on schedule.

## **Tardiness**

A student is considered tardy when (s)he is not in the proper assigned area prior to the day starting. If a student is detained in the hallway, or by other school personnel, the teacher will send a note with, or send an email to the student's teacher.

All students who are not in the assigned area will be marked absent by the classroom teacher. Any student arriving to school late, must stop in the office for a pass to class. Failure to sign in at the office will result in an unexcused absence.

Each student is allowed two tardies within each quarter. Each tardy in excess of this limit will be considered a discipline infraction and treated as such.

- **Third Plus Tardy:** The student's parents will be notified for each additional tardy.
- **Fifth Tardy:** One 30 minute detention will be assigned for the fifth *and all subsequent tardies* and the student's parents will be notified. The detention will be served with the Principal.

Students that arrive between 8:40 and 10:00 will be considered tardy, after 10:00 is considered a ½ day absence. Students that leave between 2:00 and 3:00 will be considered tardy, prior to 2:00 is considered a ½ day absence

## **ARTICLE 4 STUDENT RIGHTS/CONDUCT/RULES/REGULATIONS**

### **SECTION 1: Permanent Records**

Parents/guardians have the right to examine their child's permanent records. The following records are maintained as permanent records of the student:

- The record of dates of attendance
- Highest grade level completed
- A transcript of classes taken with grades and credits received
- The records of vaccinations and health examinations

Teachers, counselors, or school administrators shall have access to student records. Authorized representatives of the State or Federal government and state educational authorities connected with the enforcement of requirements of certain educational programs as prescribed by law shall have access to student records within the limitations of state statutes. No one else shall have access to the records unless permission is granted by parents/guardians or the courts. This policy does not apply to student directory information.

### **SECTION 2: Student Directory Information**

Student directory information may include the student's name, address, telephone number, date and place of birth, dates of attendance, the most recent previous school attended by the student, and other similar information. Directory information may be supplied to outside agencies without prior parent approval. Parents have the right to deny their child's information, be provided to other agencies. The school office must be notified if parents do not want their child included with directory information.

Notice of Rights Under FERPA /Student Privacy Protection Policy/Disclosure to Military

The *Family Educational Rights and Privacy Act* (FERPA), a Federal Law, requires that Centura Public School District, with certain exceptions, obtain parents' written consent prior to the disclosure of personally identifiable information from a child's education records. However, Centura Public School may disclose appropriately designated "directory information" without written consent, unless you have advised Centura to the contrary in writing. The primary purpose of directory information is to allow Centura Public School to include this type of information from a student's education records in certain school publications. Examples include: A playbill, showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and, sports activity sheets showing weight and/or height of team members.

Directory information, which is information that is generally not considered harmful or invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require schools receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories—names, address and telephone listings—unless parents have advised the school that they do not want their student's information disclosed without their prior written consent.

If parents do not want Centura to disclose directory information from a child's education records without prior written consent, notify the District in writing by September 1, 2022. Centura Public School has designated the following information as directory information: student's name, address, telephone listing, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, awards received and the most recent educational agency or institution attended.

### **SECTION 3: Publication of Student Pictures and Products**

Sometimes students are photographed for the newspaper, television, or Internet web pages. The news media may do stories on events occurring in school or other newsworthy events. Since pictures of students are personally identifiable information, you may have concerns about your student's picture appearing in the news media or on the Internet. All families will be required to fill out a media publication form that will or will not permit Centura Public School to publish a photo of your child. This authorization is located in your beginning of the year PowerSchool forms for your consideration.

### **SECTION 4: Illness & Communicable Diseases**

Children should come to school only when well. If your child has any of these symptoms: above-normal temperature (100°F or more), upset stomach, headache, ear aches, diarrhea, sore eyes, cough, rash or skin eruptions, and/or pain or swelling, it is best to keep them home until consulting with your physician. Students may return to school when they are fever and symptom-free for 24 hours.

Children with head lice **must** remain home until treated with an approved shampoo and all nits have been removed. A more detailed head lice handbook can be found on the Centura website.

A child suspected of having a communicable disease might be excluded from school. The child will be admitted upon presentation of a physician's certificate or on completion of the period of exclusion required by the State Health Department.

As germs may be spread through saliva, spitting on school grounds, school property, or another person is strictly prohibited. Individuals violating this reasonable expectation will be disciplined under the appropriate provisions of the Student Code of Conduct that could include, but is not limited to, out-of-school suspension and expulsion.

Students habitually absent due to illness will be required to provide the school with a doctor's written excuse for each absence.

Absences due to illness will count toward the absence limitations.

**Covid-19 related procedures/policies will be communicated through addendums or as needed.**

#### **SECTION 5: School Injury & Illness**

If a child becomes seriously ill or injured during school hours, every effort will be made to notify the parent/guardian or the person designated by the parent for emergency contact. No child will be sent home without this contact being made. If the illness or accident is of a serious nature and parents/guardians cannot be reached, the family physician will be contacted and their directions will be followed. In the event that none of these persons can be reached, reasonable judgment of school personnel regarding the interest of the child will be used.

If a child is well enough to come to school, the child is well enough to participate in the daily school program, (including recess and P.E.). A school official may grant short-term non-participation (one to two days) if requested by parents. Building principals reserve the right to require a written excuse for non-participation at any time it appears warranted.

The school does not provide student insurance. Refer to **Student Insurance**.

## **SECTION 6: Harassment by Students**

Harassment of students, staff or visitors by any students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

Harassment prohibited by the school district includes, but is not limited to, harassment on the basis of race, sex, creed, color, national origin, religion, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to the investigation procedure which may result in discipline, up to and including, suspension and expulsion.

Sexual harassment means unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
2. submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, offensive or hostile learning or work environment.

Sexual harassment as set out above, may include, but is not limited to the following:

- I. verbal or written harassment or abuse, or unwelcome communication implying sexual motives or intentions;
- II. pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications;
- III. unwelcome touching;
- IV. unwelcome and offensive public sexual display of affection;
- V. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, achievements, etc.

Harassment on the basis of race, creed, color, religion, national origin, marital status or disability means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble individuals when:

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidating, offensive or hostile learning or work environment.

Harassment as set forth above may include, but is not limited to the following:

1. verbal, physical or written harassment or abuse;
2. repeated remarks of a demeaning nature;
3. implied or explicit threats concerning one's grades, achievements, etc.;
4. demeaning jokes, stories, or activities directed at an individual.

The district will promptly and reasonably investigate allegations of harassment. The building principal will be responsible for handling all complaints by students alleging harassment.

Retaliation against an individual because the individual has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding is also prohibited. A student who is found to have retaliated against an individual in violation of this policy will be subject to discipline, up to and including, suspension and expulsion.

It shall also be the responsibility of the superintendent, in conjunction with the investigator and principals, to develop administrative rules regarding this policy. These rules will be printed and distributed to students and parents in the student handbook. The superintendent shall also be responsible for organizing training programs for students and employees. The training shall include how to recognize harassment and what to do in case an individual is harassed. The employee training will be documented in personnel files to ensure a record of training for each employee.

## **SECTION 7: Harassment/Bullying Policy (BOARD POLICY 504.18 and 504.20)**

It is the policy of Centura Schools to prohibit harassment, sexual harassment, or bullying of students anywhere where the school has jurisdiction. If a student feels he or she has been victimized verbally, physically, or in any other way, he or she should report the incident to the Principal or superintendent as soon as possible. The accuser will fill out a form provided by the school specifying the charges, and the school will undertake immediate and appropriate action within the bounds of the law. If requested, parents or legal guardians shall be provided a copy of the bullying policy and relevant information. ADDITIONAL INFORMATION CAN BE FOUND IN BOARD POLICY 504.18 and 504.20.

### **Students' Rights:**

The students at Centura Elementary have the right to the safety that school provides. Every student deserves an equal opportunity to work and play. No one student is better than any other. All students have something to offer and the teachers at Centura look forward to bringing that out of each and every student. All elementary students will be educated in what bullying is and how to prevent it by the school counselor.

### **Bullying Definition:**

Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The Center for Disease Control and Prevention defines bullying as “any unwanted aggressive behavior(s) by another youth or group of youths who are not siblings or current dating partners that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. These definitions include both in-person and cyberbullying behaviors.

### **Reporting Bullying:**

Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students may also confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

### **School Response to bullying:**

School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying. If a student is caught or is known to have bullied another student at Centura, they will be subject to the appropriate consequences for the

severity of the act. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior. A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment. Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law. Responses to bullying may include but are not limited to:

- Verbal or written apology to the victim
- Conference with the Principal
- Office Referral
- A parent-teacher conference
- Detention
- Suspension or expulsion from school

### **SECTION 8: Personal Property**

Personal property such as games, toys/fidgets/gadgets, phones, iPods, iPads, etc. are not allowed at school without teacher/principal permission. Such items may be confiscated by school personnel and will be returned to the student or their parent/guardian at the end of the school day or year. Generally, if an item is not requested by school personnel for school purposes, it should be left at home. Students are encouraged to mark personal items (coats, caps, lunchboxes, etc.) with names or initials enabling "lost and found" items to be more easily returned to their rightful owners. The school is not responsible for lost, stolen, or damaged items.

### **SECTION 9: Freedom of Expression**

Students will be allowed to express their viewpoints and opinions as long as the expression is responsible. The expression shall not, in the judgment of the administration, encourage the breaking of laws, defamation of persons, be obscene or indecent, or cause a material and substantial disruption to the educational program. Further, the expression must be done in a reasonable time, place, and manner that is not disruptive to the orderly and efficient operation of the School District.

## **SECTION 10: Complaint/Grievance Procedures**

Students have certain rights. Procedures are in place for students and parents/guardians to follow if they are not in agreement with school actions. It is important that students and parents/guardians visit first with the school person directly involved in the decision or incident. If the problem cannot be resolved at that level, it may be taken to a higher level of authority. Generally, the following procedures should be taken if students or parents/guardians are not in agreement with school actions:

- Have a scheduled conference with the staff person involved in the complaint matter.
- Appeal to the Principal if the matter is not resolved at Step 1.
- Appeal to the Superintendent if the matter is still unresolved at Step 2.
- Appeal to the Board of Education if the matter is still unresolved at Step 3.
- A written appeal should be made within five (5) days of the Superintendent's decision.

## **SECTION 11: Due Process**

Due process is provided to all students. Students must have prior knowledge of the conduct which is required or prohibited at school. Students will be made aware of the specific behavior or charge against him/her. Prior to disciplinary action, students will have the opportunity to present his/her rebuttal regarding the behavior or charge.

## **SECTION 12: Questioning of Students by Outside Agencies**

Police officers (or other authorities) do not have the automatic right to question students in school (police officers do have access to directory information). If such questioning is desired, the principal or designee will attempt to contact parents for their permission and ask them to be present. In the event parents are not present during such questioning, the building principal or designee will sit in on the conference to protect the student's rights. Some situations (such as child abuse/neglect) are covered by special state statute and do not require parental permission for questioning. School officials will comply with court orders concerning the dealings of proper authorities with students. School officials will notify the proper legal authorities when a student engages in illegal activities.

## **SECTION 13: Attendance and Behavior at School Activities**

Students will conduct themselves at school activities as they would during the regular school day. All students will have an adult supervisor at all activities after

3:40 p.m. No child will remain after school unless an adult (preferably a parent) is present with that child. All students will leave the campus after school (unless adult supervision is present) and come back for their respective evening activities.

Due to the possibilities of accidents and other problems concerning students and the general public, the following general guidelines will be exercised whenever attending school activities.

- Students will use good citizenship behavior and maintain a high level of character when attending school activities.
- Students will remain in the area where the activities are being played.
- Students will only play on the playground equipment during school hours.

### **Basketball and Volleyball Games**

Students should refrain from leaving the gym during play. Leave between quarters or half-time breaks unless unforeseen emergencies occur and waiting for a break cannot be avoided. Constant running in the halls or bleachers at ballgames, musicals, and all other activities is prohibited.

## **SECTION 14: Student Support System**

### **Centura Public School Student Support System General Description**

This school district's mission for all students is to provide an education where academics and student learning are the primary focus and purpose. As part of this school district's effort to fulfill this mission, a Student Support System has been developed.

Although most students are able to learn within the supportive environment provided by Centura Public School personnel, there are times when some students experience academic or behavioral difficulties that cannot be resolved with the classroom teacher and student alone. In these situations, parents and teachers are directed to use the Centura Public School Student Support System. This dynamic system was designed to provide parents and teachers with a practical way to resolve student academic and/or behavior difficulties so students can master learning and performance goals.

The Student Support System is designed purposefully so the degree of home-school supervision and problem solving support are directly related to student performance. The system is also constructed to minimize the loss of student freedom and choices. In this step by step process, supervision and problem solving support are increased proportional to student problem intensity

until the academic and/or behavior problem is resolved or an appropriate educational setting is identified. There are four levels of problem solving in this Student Support System: Level I Prevention, Level II Accommodation, Level III Correction and Level IV Remediation. The support system can be illustrated as follows:

For additional information about the **Centura Systemic Student Support System** contact either Abbey Cron (Elementary Principal) or Melissa Beberness (Secondary Principal) at: 308-485-4258

### **Level I Prevention**

Before students are expected to successfully perform academic and behavior goals, teachers implement six steps of prevention. These steps help increase student performance of goal behaviors and decrease the likelihood of student performance problems. At the beginning of the school year, teachers prepare students to successfully perform the expected goals by working through the following steps:

1. State the expected goal behaviors. Teachers explain what each goal means to them and describe why the goal is important for each student. There are three student performance goals:
  - Be Responsible
    - Complete assigned tasks on-time
  - Be Respectful
  - Be Resourceful
2. Teach the expected performance goal behaviors. Teachers explain how students should perform each goal successfully.
3. State the tolerance for unacceptable performance. Teachers explain the extent to which the student can perform unacceptably in the classroom before accommodating measures will be taken.
4. Provide practice opportunities. Teachers provide students with time to practice the performance of the goal behaviors in the classroom.
5. Provide performance feedback. Teachers provide students with feedback so they understand the accuracy of their performance before discipline policy is implemented.
6. Problem solve informally. Teachers re-explain their tolerance for unacceptable performance and provide students with opportunities to resolve their

academic or behavior problems by conducting and documenting a student problem solving conference. Copies of the problem solving conference documentation will be mailed or emailed home so parents have the opportunity to visit with their child about the problem. After a student receives three problem solving conferences, the teacher will contact a parent by telephone to inform them about the identified problem.

### **Level II Accommodation**

If student academic or behavior performance problems exceed a teacher's tolerance at level I or a parent identifies an academic concern within a classroom, they will initiate Level II problem solving.

1. When a student fails to perform a goal behavior at level II for a particular teacher, he/she will be required to complete a problem-solving conference. After the problem-solving conference is completed, a copy of the conference documentation will be emailed or mailed to a parent so they can discuss the problem situation with their child at home.
2. When a student fails to perform a goal behavior a second time at level II for a particular teacher, he/she will be required to complete a problem-solving conference. After the problem-solving conference is completed, a copy of the conference documentation will be emailed or mailed to a parent so they can discuss the problem situation with their child at home.
3. When a student fails to perform a goal behavior a third time at level II for a particular teacher, he/she will be required to complete a problem-solving conference. After the problem-solving conference is completed, a copy of the conference documentation will be emailed or mailed to a parent so they can discuss the problem situation with their child at home.

The student may also be required to call a parent to explain how his/her behavior created a need for a mandated meeting within five school days. The student is expected to attend the parent-teacher problem solving meeting. After receiving a third problem solving conference for a particular teacher, he/she moves to level III for all teachers.

The purpose for a parent-teacher problem solving meeting is to develop an action plan aimed at resolving the student's difficulty. During this 20 to 40 minute meeting, parents, teachers, student and Principal, if requested, will identify the problem, select a student goal, generate solution ideas, develop a home-school action plan, select a way to measure plan success, assure that each participant understands their part in the plan, and select a time to review the plan. The meeting can be illustrated as follows:

### **Level III Correction**

If student academic or behavior performance problems continue after a Level II Performance Improvement Planning meeting, the classroom teacher will begin level III problem solving.

1. When a student fails to perform a goal behavior at level III for a particular teacher, he/she will be required to complete a problem-solving conference. After the problem-solving conference is completed, a copy of the conference documentation will be emailed or mailed to a parent so they can discuss the problem situation with their child at home.
2. When a student fails to perform a goal behavior a second time at level III for a particular teacher, he/she will be required to complete a problem-solving conference. After the problem-solving conference is completed, a copy of the conference documentation will be emailed or mailed to a parent so they can discuss the problem situation with their child at home.
3. When a student fails to perform a goal behavior a third time at level III for a particular teacher, he/she will be required to complete a problem-solving conference. After the problem-solving conference is completed, a copy of the conference documentation will be emailed or mailed to a parent so they can discuss the problem situation with their child at home.

The student may also be required to call a parent to explain how his/her behavior created a need for a mandated meeting within five school days. The student is expected to attend the parent-teacher problem solving meeting. After receiving a third problem solving conference for a particular teacher, he/she moves to level IV for all teachers.

The purpose for a parent-teacher problem solving meeting is to develop an action plan aimed at resolving the student's difficulty. During this 30 to 60 minute meeting, the SAT Coordinator, parent(s), student, teacher(s), support staff and Principal, if requested, will identify the problem, select a student goal, generate solution ideas, develop a home-school action plan, select a way to measure plan success, assure that each participant understands their part in the plan, and select a time to review the plan.

### **Level IV Remediation**

If a student continues to experience academic or behavior difficulties after the corrective steps have been taken, a student may be referred to Level IV for intense problem solving. The purpose of level IV problem solving is to identify the appropriate educational setting and/or curriculum for the student with the problem situation. Contact an administrator to gather additional information about Level IV problem solving.

### **SECTION 15: Suspension From School**

The principal may suspend a student from school for up to five school days for failure to follow the rules and regulations of the school. For more serious or repeated offenses, the principal may recommend to the superintendent that a long-term suspension (over five but less than 20 school days) or expulsion (for up to one year) be applied. The superintendent will then proceed according to State Law (Sec. 79-4.170 to Sec. 89-4.205) as adopted by the Board of Education.

The suspended student may reenter school only after completing a conference, involving the administration, parents, and student, unless prior arrangements have been made with the parents. If the conference results indicate that the problem has been resolved, the student may re-enter school.

### **PROBATION, SUSPENSION, AND EXPULSION**

The administration of the Centura Public Schools, in recognition of the rights and responsibilities of students, but also recognizing that the duty of the school is to provide instruction at public expense, establishes the following regulations with the purpose of not only insuring students' rights but also administrative responsibility and duty.

I. Due process as defined in the Student Discipline Act of 1994 (Section 79-4,170 through 79-4,205 Revised Statutes of Nebraska) will be followed in all situations that may involve emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment.

II. Emergency Exclusion. The Principal may exclude a student from school in the following circumstances; Superintendent of schools, or the Superintendent of schools may from time to time authorize other such persons as such

A. If the student has a dangerous communicable disease transmissible through normal school contacts that poses an imminent threat to the health or safety of the school community; or

B. If the student's conduct presents a clear threat of the physical safety of himself, herself, or others or is so extremely disruptive as to make the student's removal necessary to preserve the rights of other students to pursue an education.

Such exclusion shall be subject to the procedural provisions of Section III of this policy, provided that, if the Superintendent or his designee determines that such exclusion shall extend beyond five school days, the procedures set forth in Section VIII of this policy shall be followed, and a final determination shall be made by the hearing officer within ten school days after the initial date of the exclusion.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than necessary to avoid the dangers described in subparagraphs A and B above.

C. It shall be the policy of the district that students will not be allowed to make up work or credit missed due to any long-term or short-term suspension.

### III. Short Term Suspension

The principal, Superintendent of Schools, or any other individual from time to time designated to have such authority by the Superintendent of schools may deny a student the right to attend school or take part in any school functions for a period of up to five school days on the following grounds:

A. Conduct constituting grounds for expulsion as set out in Paragraph VII of this policy (see "Prohibited Student Conduct").

B. Any other violation of rules and standards of behavior adopted by the Board of Education.

## **SECTION 16: Physical Restraint and Seclusion (BOARD POLICY 505.07)**

### **I. The Centura Public Schools' Statement of Values and Beliefs**

A. Social and emotional skills form a foundation for young people's success not just in school, but also as healthy and caring adults, productive workers and engaged citizens. Positive student behavior in school is directly connected to increased motivation, efficient learning, high achievement, diminished disciplinary action and increased graduation rates.

B. Students and school personnel should expect to work in a safe environment. Implementation of a school-wide systematic approach to positive student behavior will improve overall school safety, will minimize the need for the use of restraint and seclusion, and will ensure they are only used as a last resort in an emergency situation.

II. Physical restraint and seclusion should be used only as a last resort when necessary to protect the safety of a student or others, and never for punishment. This policy sets forth the limited circumstances when physical restraint and seclusion may be used by staff members.

### **III. Authorized Use**

A. Centura Public Schools supports school-wide programs and services that motivate, teach and support positive behavior to create a school climate that is highly conducive to learning.

1. Each school will establish practices that have the goal of making the school climate and environment welcoming and supportive of learning, and that promote the recognition and reinforcement of appropriate student behavior.

2. It is expected that school staff will implement positive behavior supports and interventions, functional behavioral assessments and related behavior plans, and constructive methods to de-escalate potentially dangerous situations.

3. When the district anticipates that a student is not likely to behave in such a way that climate and environment are welcoming and supportive of learning, and that promotes the recognition and reinforcement of appropriate student behaviors the following steps will be taken.

i. The plan will be developed in cooperation with the parent or guardian.

ii. This will occur whether or not the student is eligible for special education.

B. Centura Public Schools authorizes staff members to use physical restraint and seclusion in limited situations. They may only be used under the circumstances specified in this policy.

## **SECTION 17: Student Attire and Grooming Policy (BOARD POLICY 504.06R1)**

### **Student Attire and Grooming**

A student's grooming and dress have a bearing on behavior and reaction of others. When a student is dressed or groomed in such a manner as to violate the Board of Education Policy 504.06 and/or 504.50 or the administrative regulations associated with either policy, the school administration will advise the student of the violation and take appropriate disciplinary action. This list is not inclusive of all items that may be considered in violation.

1. Clothing articles, which are excessively soiled, *baggy*, torn or ragged.  
Holes in jeans will be allowed as long as...
  - o the holes are 'reasonable' in size;
  - o the holes pose no safety risk to classroom expectations;
  - o the holes are at or below the fingertips/short length; and
  - o any frayed holes above the fingertips/short length must not reveal skin or undergarments.
2. Articles displaying offensive, obscene, or vulgar writing or symbols.
3. Apparel that promotes products or behavior that are illegal, profane or lewd.
4. Articles that could cause damage to other individuals or property.
5. Clothing that is revealing.
  - a. Yoga pants or leggings may be worn during the school day as long as a shirt/sweater/sweatshirt is worn over the pants/leggings. The length of the top must cover the buttocks and all the way around the hip area.
6. The acceptable length for shorts, skirts and dresses is at or below the fingertips.
7. Shirts and Blouses/Sweaters
  - a. Shirts or blouses should have a 2" band or strap at the shoulder.
  - b. Necklines must not reveal cleavage.

- c. Shirts, blouses, sweaters, or other upper garments must extend at least to the waistband of the pants, or skirt.
  - d. Armholes on sleeveless shirts cannot reveal the wearer's torso.
8. Bare feet.
  9. Visible (other than the ear) body or skin piercing, including the tongue and lip.
  10. The wearing of hats in the building and during the school day.
    - a. Hats may be worn, in the manner in which they were intended during indoor school activities when appropriate, notwithstanding above rules 2 and 3.
    - b. Rule 10 shall not be interpreted to prevent any organization sponsor from establishing a rule restricting the wearing of hats by students within that organization who may be directly involved with the school activity.
  11. The wearing of athletic equipment except during the event for which it was specifically purchased unless authorized by the Principal.

All staff members retain the right to address any article of clothing that does not meet the dress code standard established by Centura staff and administration.

\*Dress for current weather conditions. Outside recess will take place whenever possible. ***Due to changing weather conditions, shorts will only be worn during the first and fourth quarters of school.***

### **SECTION 18: Student Conduct Student Discipline Act (79-267)**

Centura Elementary students have the right to the best educational experience available within the resources of the district. With this right come duties and obligations of the student to comply with the school rules. Any conduct that causes or creates disruption with any school function or activity is prohibited. Violations of the Student Conduct Code that occur during the summer may be subject to consequences including, but not limited to, activity suspensions.

Not all acts of misconduct can be itemized in this regulation. The following is an enumeration of areas of conduct which may lead to disciplinary action such as: detention, confiscation of material, revoking privileges, arrangement of schedules, probation, exclusion, mandatory program reassignment, suspension or expulsion in accordance with the standards established by state law as required.

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes an interference with school purposes, to include hazing;

2. Willfully causing or attempting to cause 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, 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 person for the purpose of, or with the intent of, obtaining money or anything of value from such person;
5. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered to be a weapon;
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, a substance represented to be a controlled substance, as defined in Nebraska and Federal law, or being under the influence of a controlled substance or alcohol;
7. Public indecency;
8. Engaging in bullying;
9. Sexually assaulting or attempting 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;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which constitutes a danger to other students or interferes with school purposes;
11. Repeated violation of rules of conduct established by the Board of Education, Superintendent, or Principals of the Centura Public Schools.
12. Possessing, selling, dispensing or use of any tobacco product such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products;
13. Causing a false fire alarm;
14. "Trespassing" (Being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when ordered to do so by school officials);
15. Unlawful assembly (assembly of students which disrupts the educational process);
16. Insubordination, repeated disrespect of authority;
17. Self-administration of medication. All medications must be dispensed through the school nurse. School district personnel may not dispense medication to students without prior written authorization from the physician and the parent/guardian. Prior authorization includes the original prescription container whose label includes the child's name, physician's name and directions for dispensing the medication.

18. False communication, verbal or written, of presence of a bomb or other explosive device or any other communication that disrupts the educational process;
19. Reckless endangerment, which causes an interference with the education process;
20. Inappropriate use of technology, to include plagiarism or cheating, which causes an interference with the educational process;

### **Teacher's Role in Discipline**

The teacher's first objective is to solve the problem within the confines of the classroom. Research the reasons for the behavior and what is causing it to happen. If the behavior is such that it disrupts the learning in the classroom, then that student shall be sent to the office with an official office referral completed. Teachers need to communicate how they have handled this behavior in the classroom with the administrator. This communication is important to prevent the behavior from happening again.

### **Student's Role in Discipline**

The student's first objective is to follow the teacher's directive and control the behavior. If the student is sent to the office, they are to come immediately without further incident. Once in the office, the student shall listen to the administrator's directive and together a solution will be created to prevent further incidents. Upon returning to the classroom, with the administrator, the student will make an appropriate apology to the person or persons affected by the behavior.

**ex. I am sorry for shoving you in line. Next time I will keep my hands to myself. Do you accept my apology?**

### **Administrator's Role of Discipline**

The administrator will take the information given to them and conduct a meeting with the child. Together the administrator, child, and the information from the teacher will create an understanding of what is expected of the student in the appropriate setting. Disciplinary action will be taken depending on the severity of the behavior. The administrator will then report to the teacher what was discussed with the child and how the situation was handled. Input from the teacher will also be used to help prevent other occurrences. Contact with the student's parent(s)/guardian(s), by way of phone call, will be made when the child receives a second office referral at any point during the year and every additional office referral following.

### **Parent/Guardian Role of Discipline**

In the event of an office referral, communication to the parent(s)/guardian(s) will be made by the principal. The parent(s)/guardian(s) will be informed of the infraction

and the consequent punishment. Support from the student's parent(s)/guardian(s) is vital for the child's future success. When working together the school and parents can help the student succeed to prevent further incidents.

**SECTION 19: Drug-Free/Tobacco Free Campus (BOARD POLICY 1006.02)**

School District facilities, including school vehicles, shall be off limits for smoking or other uses of tobacco products. For purposes of this policy, it includes all products such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products. This requirement extends to employees and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Refer to the Activity Code of Conduct section of this handbook for consequences related to student violations of the Drug-Free/Tobacco Free *Campus* policy.

**SECTION 20: Gun-Free/Weapon Free School (BOARD POLICY 504.11)**

The Gun-Free Schools Act of 1994 requires the expulsion from school for a period of not less than one year of any student who brings a firearm or dangerous weapon to school, the superintendent or his designee may modify the expulsion requirement on a case by case basis.

A student who is determined to have brought a firearm or weapon, such as a knife, to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirements on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means 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.

**\*No firearms or dangerous weapons will ever be allowed to be brought to school by a student. Firearms are only allowed to be possessed by police officers, the county sheriff, or other appropriate emergency personnel.**

**SECTION 21: Communication Plan for Students and Parents**

*Students have certain rights. Procedures are in place for students and parents/guardians to follow if they are not in agreement with school actions. It is important that students and parents/guardians visit first with the school person*

*directly involved in the decision or incident. If the problem cannot be resolved at that level, it may be taken to a higher level of authority.*

*Generally, the following procedures should be taken if students or parents/guardians are not in agreement with school actions:*

- Have a scheduled conference with the staff person involved in the complaint matter.*
  - Appeal to the Principal if the matter is not resolved at Step 1.*
  - Appeal to the Superintendent if the matter is still unresolved at Step 2.*
  - Appeal to the Board of Education if the matter is still unresolved at Step 3.*
- A written appeal should be made within five (5) days of the Superintendent's decision.*

## **SECTION 22: Surveillance Cameras**

Surveillance cameras are in use at all times in areas to exclude restrooms and locker rooms. The conduct of surveillance monitoring or recording, and the use of surveillance cameras at Centura Public Schools are limited to uses that do not violate federal or state constitutional protections against unreasonable search and seizure or other applicable laws including federal and state laws prohibiting wiretapping and electronic surveillance of aural communications.

Only authorized personnel will be involved in, or have access to, surveillance monitoring. Surveillance cameras will be installed and configured to prevent tampering with or unauthorized duplication of recorded information.

## **SECTION 23: Computer Fees (BOARD POLICY 504.19)**

Premium: Students will be charged an annual \$80 non-refundable computer loan agreement/use fee for the computer.

Computer malfunction or breakdown due to manufacturer's defect is covered at no cost to the student/parent(s). This agreement covers the computer loaned to the student against all damage or breakage. Theft or loss may be covered if the appropriate paperwork is received by law enforcement. Accessories are not covered. Coverage is 24 hours per day. Total value/repair cost will be determined at the time of damage. For purposes of this program the maximum agreed-upon value of the computer shall be established at \$1200.00. In the event of damage, this agreement will pay 70% (up to \$840.00) of the amount of damage. Student/Parent(s) will be responsible for 30% (up to \$360.00) of the amount of damage. Intentional damages are full responsibility of the student/parent, to be determined by the building Principal.

ADDITIONAL INFORMATION AND FEE POLICY CAN BE FOUND IN BOARD POLICY 504.19

### **SECTION 24: Student Fees**

The District's general policy is to provide for free instruction in accordance with the Nebraska State Constitution. The District also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the District is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or Board regulations. Students may be eligible for a student fee waiver if they 1). are a foster child 2). receive food stamps; or if they 3). receive free/reduced meals. Students are encouraged to contact their building administration, teachers or their coaches/sponsors for further specifics and for information about **Student Fee Waivers (Board Policy 504.19R1)**.

FEES: This is a list of possible additional fees that students may encounter while being a student at Centura. This list is not meant to be all-inclusive; however, much of the information listed is to provide an overview of expenses. The amounts listed may change on a yearly basis.

Activities: Each activity may have a fee attached. In most cases students are afforded the opportunity to fund raise in order to pay for their involvement:

1. Athletic Event Pass: \$30 student, \$55 Adult, \$110 Family
2. Band:
  - a. Elementary/Junior High - \$25, if renting a school instrument
  - b. High School - \$25 (Mandatory dry cleaning fee); \$25, if renting a school instrument
  - c. Other miscellaneous fees, as applicable

### **SECTION 25: Reasonable Physical Force**

Corporal punishment is the intentional physical punishment of a student and is prohibited. However, no employee is prohibited from:

1. Using reasonable and necessary force, not designed or intended to cause pain, in order to a) Quell a disturbance or prevent an act that threatens physical harm to any person; b) Obtain possession of a weapon or other dangerous object within a pupil's control; c) Defend one's self or defense of others; d) Protect school property; e) Remove a disruptive student from class or school premises or

school-sponsored activity; f) Protect a student from the self-infliction of harm; g) Protect the safety of others.

2. Using incidental, minor, or reasonable physical contact to maintain order and control. Upon request, the student's parents shall be given an explanation of the reasons for physical force.

**SECTION 26: Student Conduct Student Discipline Act of 1994 (Section 79-4, 170 through 79-4, 205 Revised Statutes of Nebraska)**

Centura Elementary School students have the right to the best educational experience available within the resources of the district. With this right come duties and obligations of the student to comply with the school rules. Any conduct that causes or creates disruption with any school function or activity is prohibited. *Violations of the Student Conduct Code that occur during the summer may be subject to consequences including, but not limited to, activity suspensions.*

Not all acts of misconduct can be itemized in this regulation. The following is an enumeration of areas of conduct which may lead to disciplinary action such as: detention, confiscation of material, revoking privileges, arrangement of schedules, probation, exclusion, mandatory program reassignment, suspension or expulsion in accordance with the standards established by state law as required.

1. *Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes an interference with school purposes, to include hazing;*
2. *Willfully causing or attempting to cause 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, 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 person for the purpose of, or with the intent of, obtaining money or anything of value from such person;*
5. *Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered to be a weapon;*
6. *Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, a substance represented to be a controlled substance, as defined in Nebraska and Federal law, or being under the influence of a controlled substance or alcohol;*
7. *Public indecency;*

8. *Engaging in bullying;*
9. *Sexually assaulting or attempting 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;*
10. *Engaging in any other activity forbidden by the laws of the State of Nebraska which constitutes a danger to other students or interferes with school purposes;*
11. *Repeated violation of rules of conduct established by the Board of Education, Superintendent, or Principals of the Centura Public Schools.*
12. *Possessing, selling, dispensing or use of any tobacco product such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products;*
13. *Causing a false fire alarm;*
14. *“Trespassing” (Being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when ordered to do so by school officials);*
15. *Unlawful assembly (assembly of students which disrupts the educational process);*
16. *Insubordination, repeated disrespect of authority;*
17. *Self-administration of medication. All medications must be dispensed through the school office. School district personnel may not dispense medication to students without prior written authorization from the physician and the parent/guardian. Prior authorization includes the original prescription container whose label includes the child’s name, physician’s name and directions for dispensing the medication.*
18. *False communication, verbal or written, of presence of a bomb or other explosive device or any other communication that disrupts the educational process;*
19. *Reckless endangerment, to include driving, which causes an interference with the education process;*
20. *Inappropriate use of technology, to include plagiarism or cheating, which causes an interference with the educational process;*
21. *Any violation of the Uniform Controlled Substances Act, to include, possessing, dispensing, delivering or administering anabolic steroids.*

## **ARTICLE 5 SCHOOL DAY**

### **SECTION 1: Elementary Daily Schedule**

School begins each day at 8:20 a.m.  
School dismisses at 3:40 p.m.

## SECTION 2: Adjusted Schedules

A shortened schedule will be utilized should weather conditions warrant. This schedule will be announced through local media (social media, radio, T.V., newspaper, Centura alert) and school notes. 1:45 p.m. dismissals will occur throughout the year and can be found on the school calendar. There will be a 2:30 dismissal every Wednesday unless noted otherwise.

## SECTION 3: School Hours

Office opens	7:30 a.m.
Breakfast	7:55 a.m.
Staff on duty	8:00 a.m.
School begins for all classes	8:20 a.m.
School ends for all classes	3:40 p.m.
Staff off duty	4:00 p.m.
Office closes	4:30 p.m.

## Lunch Period Schedule

Grade	Lunch	Noon Recess
K, 1	10:55 to 11:20	11:20 to 11:50
2, 3	11:20 to 11:45	11:45 to 12:15
4, 5	11:45 to 12:10	12:10 to 12:40

## SECTION 4: School Closings

School closing due to inclement weather will be announced on local radio and television stations before 8:00 a.m.

- School Website: <http://centuraps.org>
- Centura Alert System
- Channel 10/11/KOLN/KGIN
- Channel 13/NTV
- Channel 5/KHAS-TV

It may become necessary to dismiss classes during the school day because of bad weather. In such an event, it is important that parents/guardians provide ahead of time to the school, the procedures the child should follow (i.e., go home with a specific friend, go to a relative's home, babysitter's, etc.)

Parents may decide to keep their children home during inclement weather. Students absent due to severe weather when school is in session will be marked absent. The absence will be treated like any other absence. Parents may pick up their children during inclement weather at any time during the school day.

**SECTION 5: Staying After School**

State law 79-257 states that school personnel may keep students after school for disciplinary reasons or to further school purposes. When it is necessary to keep students after school, we try not to keep students past 4:30 p.m. without attempting to call parents first.

There will be a mandatory After School Assistance for students in 4<sup>th</sup> – 5<sup>th</sup> grades. Students in these grades that have missing assignments, are failing a class, or behaviors need remediation will be required to attend (See Article 2 Sec.7)

Detention may be used as a consequence for some students. The detention will take place the day the behavior occurs. Students may have to stay thirty minutes to an hour depending on the severity of the behavior.

**SECTION 6: Meals**

A hot lunch program is available at school. Children staying at school for lunch are expected to: 1) enter and leave the lunchroom in an orderly manner; 2) wash hands; 3) be considerate to others; 4) talk in a normal voice and use appropriate language; 5) use good manners while eating; 6) sit where assigned; and 7) abide by the district’s Code of Conduct. Lunchroom privileges can be denied if students do not follow these guidelines. Lunch will be conducted in the high school cafeteria.

Beginning at 7:45 a.m., a breakfast program is offered at Centura Public School for those students wishing to participate.

**Breakfast/Lunch Prices**

Prices will be determined annually and communicated to students and parent(s) /guardians by building principals. Money is collected throughout the school year for lunches. It is strongly encouraged that lunches be paid by the week or month whenever possible. Parents are notified, by Centura Alert, when a student’s lunch account is \$5 or less. Applications for free/reduced price meals are available at the school’s office. Names of students eligible for free/reduced price meals will be kept confidential.

	<b>Lunch Fees</b>	<b>Breakfast Fees</b>
K-5:	\$2.95	\$1.70
Second Milk:	\$.40	\$.40
Adults:	\$4.10	\$2.50

**Parents are encouraged to sign up for free and reduced lunches by guidelines sent home at the beginning of the school year or call the school.**

**We strongly recommend that parents DO NOT send cash to school.** It is impossible to track discrepancies and loose change can easily be lost or stolen.

If cash is sent, place all coins and currency in a sealed envelope with your child's name and homeroom on the outside. Please indicate the envelope is for lunch and/or milk. The lunch program is managed through a computer system that tracks "family" accounts. All money sent to school for lunch and milk will be credited to your family account and used according to how many lunches and milks were taken on each day.

### **Notice of Nondiscrimination**

*In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

*(1) Mail: U.S. Department of Agriculture*

*Office of the Assistant Secretary for Civil Rights*

*1400 Independence Avenue, SW*

*Washington, D.C. 20250-9410;*

(2) Fax: (202) 690-7442; or

(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*This institution is an equal opportunity provider.*

## **SECTION 7: Season Tickets**

Prices for those activities for which Centura charges admission are generally \$5.00 for students and \$6.00 for adults. Preschoolers are admitted free. An All-Sports Season Pass, good for admission to all home sporting events during the year but not good for Conference or District events, may be purchased at a cost of \$30 student, \$55 adult, or \$110 family. The All-Sports Ticket may be purchased at the office, or from ticket sellers at the gate during football, volleyball, and basketball seasons.

## **SECTION 8: Pledge of Allegiance**

*Each public school district shall require each such district's schools to establish a period of time during the school day, when a majority of pupils is scheduled to be present, during which pupils will be led in the recitation of the Pledge of Allegiance in the presence of the flags of the United States of America, in grades kindergarten through twelve. Pupil participation in the recitation of the Pledge of Allegiance shall be voluntary. Pupils not participating in the recitation of the Pledge shall be permitted to silently stand or remain seated but shall be required to respect the rights of those pupils electing to participate.*

## **SECTION 9: Cell Phone Usage During School Hours**

Student cell phone/watch phone usage will not be allowed for students in grades K-5 during the school day. Students may bring their phones, but must keep them in their bookbags during school hours.

- 3 strike policy

1. First offense: the teacher asks you to put the phone away *OR turns it into the office*
2. Second offense: the teacher keeps your phone for the rest of the day *OR turns it into the office*
3. Third offense: the phone is turned into the office and parents will have to pick it up.

NO pictures will be taken during the school day in the school building on student personal phones.

## **ARTICLE 6 STATE AND FEDERAL PROGRAMS**

### **SECTION 1: Notice of Nondiscrimination**

All students attending Centura Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education (home economics and consumer education, trades and industrial education, business and office education, etc.) regardless of race, color, national origin, religion, age, handicap, or sex. Anyone needing this information in alternate formats please contact the Superintendent's office. It is the policy of the Centura Public Schools not to discriminate on the basis of race, national origin, creed, age, marital status, sex, or disability in its educational programs, activities, or employment practices as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, Americans with Disabilities Act, and the Nebraska Equal Education Opportunity Act. Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, the American's with Disabilities Act, Section 504 or Title VI may be directed to Abbey Cron, Principal, Centura Elementary, Cairo, NE 68824, (308) 485-4258, or in the case of Title IX and the Rehabilitation Act, to the Director of the Region VII Office for Civil Rights, ED, 1150 Grand Avenue, 7<sup>th</sup> Floor, Kansas City, Missouri 64106, (816) 374-2474.

### **SECTION 2: Designation of Coordinators**

Any person having inquiries concerning this district's compliance with Title VI (discrimination or harassment), Title IX (gender equity), Section 504 of the Rehabilitation Act and the Americans with Disability Act, Homeless student laws, or Safe and Drug Free Schools and Communities should contact the Centura Public Schools' Administrative Office.

### **SECTION 3: Notice of Staff Qualifications**

Parents have the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Centura elementary will give parents the following information about their child's classroom teacher:

- Whether the teacher has met Nebraska qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major/or masters degree of the teacher.

You may also ask for 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 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 the principal. The information will be provided to you in a timely manner. Finally, Centura Elementary School will give timely notice to you if our 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.

#### **SECTION 4: Copyright and Fair Use**

Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. Copyrighted works are protected regardless of the medium in which they are created or reproduced.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), and scholarship. The following factors help determine whether a particular use of a copyrighted work is a permitted 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.

Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

## **SECTION 5: Entrance-Admissions**

Nebraska school law states that, “Any child not less than six and not more than sixteen years of age is to attend school each day that such schools are in session except when excused by school authorities.”

## **SECTION 6: Immunizations**

Nebraska State Laws require all Nebraska children to be immunized against a number of specified diseases. Students are not allowed to attend school until such immunization is begun. Students must submit proof of immunization against measles, mumps, rubella, poliomyelitis, diphtheria, pertussis, tetanus and Varicella for Kindergarten, 7<sup>th</sup> grade and new out-of-state transfer students or documentation of the disease.

Upon first time enrollment in the Centura Public Schools, children must receive a physical and eye examination and any needed immunizations or booster shots. A dental examination is encouraged as well. Parents may contact the school or their family physician for specific information.

Exemptions or temporary waivers from the immunization requirement in this policy will be allowed only for medical, military, or religious reasons recognized under the law.

## **SECTION 7: Asbestos**

The Institute for Environmental Assessment was requested by Centura Public Schools to review and prepare an asbestos management plan identifying the presence of asbestos within district school buildings. The Institute's federally certified inspectors, planners, public health and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products. Asbestos is a mineral fiber associated with increased levels of disease when inhaled. The risk rating procedures which the Institute used in commenting on the asbestos were developed in conjunction with national experts in the area of industrial medicine, toxicology, industrial hygiene, and engineering. After reviewing the characteristics of Centura buildings, we prepared a management plan for each building, a copy of which is maintained at the central district office and also in the administrative office for each major building describing the asbestos plan and the intended response.

Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. The only asbestos exists in floor tile, which poses minimal health risks and is required to be removed only when the building is demolished. The district implemented its management plan and will continue to conduct a periodic surveillance of all asbestos-containing building material. The periodic surveillance is conducted to provide a continuous assessment to assure safety-conscious management of asbestos-containing materials. The detailed plan and updated information for each building, or for the entire district, is open for public review.

## **ARTICLE 7 STUDENT SUPPORT SERVICES**

### **SECTION 1: Homeless Children and Youth**

Homeless children and youth are provided a free and appropriate education. Contact Centura Public Schools' administrative office if you are in need of services.

### **SECTION 2: Student Services (Section 504 Rehabilitation Act of 1973)**

In accordance with Section 504 Rehabilitation Act of 1973 there is a continuum of services provided to qualifying students throughout the district: 1) Speech pathologists work with children individually or in small groups; 2) Homebound instruction may be provided to children, who, according to medical recommendation, are physically unable to attend school over a period of time; 3) Enrichment and remedial instruction is designed to meet the needs of children who need extra challenges as well as those who need remedial assistance; and 4) Special Education programs are available to students who have verified handicapping conditions. Questions regarding any of these services may be directed to the Educational Consultant or the building principal. Guidance counselors, school psychologists, Crisis Team members, Multi Tiered Systems of Supports/Response to Intervention Team, and Student Assistance Teams are also available to support and help students and their families.

### **SECTION 3: School Health Services**

The following health services are provided to all students:

- The school nurse provides first aid.
- All immunizations are referred to the parent. Parents will receive information from the school indicating which immunizations and booster shots are needed.
- Height, weight, vision, and hearing screenings are given annually to all students. Parents are notified if possible problems are identified.

- Students in grade 6 are observed annually for scoliosis (curvature of the spine) and possible defects are referred to parents.
- All state required immunizations must be taken care of before the student can attend school.

#### **SECTION 4: Medication**

All medicine must be dispensed through the school office. School district personnel may not dispense medication to students without prior written authorization from the physician and the parent/guardian. Prior authorization includes the original prescription container whose label includes: the child's name, physician's name, and directions for dispensing the medicine. Aspirin, Tylenol, and other over-the-counter medicines are dispensed only when we have written or verbal authorization from the parent or guardian. Whenever possible, ask your physician to write a prescription eliminating the need for dispensing medicine during school hours.

#### **SECTION 5: Abuse/Neglect**

School employees and all adults are bound by Nebraska State Law LB 28-710 to report any suspected case of child abuse or neglect to authorities for investigation. Proper protocol will be followed if a student is suspected of being abused.

#### **SECTION 6: The School Counseling Program**

A school counselor helps children with academic, social, and personal needs. A major emphasis is placed on developing an awareness, understanding, and acceptance of self and others. Children are seen in the classroom, in small groups, or individually. A child sees the counselor through a referral process. The most common type of referral is self referral (a student refers to himself). Teachers and parents may also refer a child to the counselor. Parents of any child seeing the counselor are notified of this referral. If you do not wish your child to see the counselor, you must take the initiative to notify the school.

The counselor is an active member of Centura Elementary's educational team, which includes the administration, teachers, and parents. The counselor works with difficulties experienced by individual students. She also assists students with study skills, making positive decisions, interpersonal relationships, and communication skills. The mission of the counseling program at Centura Elementary School is to assist children in their learning process.

## **SECTION 7: Equal Education Opportunity**

All students attending Centura Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education (home economics and consumer education, trades and industrial education, business and office education, etc.) regardless of race, color, national origin, religion, age, handicap, or sex. Anyone needing this information in alternate formats please contact the Superintendent's office. It is the policy of the Centura Public Schools not to discriminate on the basis of race, national origin, creed, age, marital status, sex, or disability in its educational programs, activities, or employment practices as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, Americans with Disabilities Act, and the Nebraska Equal Education Opportunity Act. Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, the American's with Disabilities Act, Section 504 or Title VI may be directed to Abbey Cron, Principal, Centura Elementary, Cairo, NE 68824, (308) 485-4258, or in the case of Title IX and the Rehabilitation Act, to the Director of the Region VII Office for Civil Rights, ED, 1150 Grand Avenue, 7<sup>th</sup> Floor, Kansas City, Missouri 64106, (816) 374-2474 Any persons having inquiries concerning this district's compliance with Title VI, Title IX, Section 504, Homeless Students, Safe and Drug Free Schools, and accommodating special dietary needs should contact the Centura Public Schools Administrative Offices for reference.

## **SECTION 8: Differentiated Education**

We believe that each child has certain ability levels in all curriculum areas and our job as educators is to focus on those ability levels and continue to enhance them through differentiated instruction. No student learns the exact same as another student. The school district systematically looks at student ability levels and groups students with like-abilities to intensify their learning programs. An example of differentiated instruction is the guided reading groups performed at each grade level. Students are grouped together according to their ability, such as reading. Students that can read text with other students at their level are more likely to comprehend the text and most importantly enjoy the text.

When students are grouped together by similar ability levels, teachers are able to focus their instruction to meet the specific needs of those students. Students are then directly instructed in the areas that show the need for more improvement. The students that are grouped together can continue their learning at a pace that is appropriate for them with their needs in mind.

The overall goal of Centura Elementary is to educate each child at the level they are currently performing and take them to their grade level benchmark and above.

**SECTION 9: Multicultural Policy (BOARD POLICY 604.04)**

Centura Public School will provide equal educational opportunities for the racial, cultural and ethnic development of all students within the School District as of a significant value to the American way of life.

This school district recognizes that students of minority groups in many instances have special problems and needs. Such special needs may be due to the fact that English is not the primary language of these students or because of cultural differences.

It is the intent of the district to identify students with such special needs to the best of the district's ability, and provide them with an instructional program directed toward equalizing their educational opportunity.

This district furthermore, recognizes that cultural differences and the bilingual ability of some of its students are assets that should be recognized and encouraged without jeopardizing their performance in English.

- Teachers will document one multicultural unit and provide any additional documentation or handouts needed. This documentation and lesson will need to be submitted to the building principal.

**SECTION 10: Asthma and Allergic Reaction Protocol (Board Policy 508.12)**

The district will adopt and implement the Emergency Response to Life-Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis) protocol as required by the Nebraska Department of Education.

The parent or guardian of a student of minority age may sign a waiver requesting that their student not receive emergency treatment under this protocol. The waiver form will be provided to each student in the beginning of the year enrollment packet information or at the time of enrollment.

**SECTION 11: Dating Violence Policy (BOARD POLICY 504.21)**

Centura Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the

education program and are required for all students and staff. Dating violence will not be tolerated.

For purposes of this policy “dating violence” means 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.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student handbook. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information. (Neb. Rev. Stat. 79-2, 139 to 79-2, 142). **ADDITIONAL INFORMATION CAN BE FOUND IN BOARD POLICY 504.21.**

## **ARTICLE 8 BUILDING AND GROUNDS**

### **SECTION 1: Disaster Drills (BOARD POLICY 508.05)**

Fire and tornado drills are held on a regular basis. In cooperation with the local Police and Fire Departments, a district Crisis Plan has been established for each attendance area. In case of an emergency, teachers and students may be evacuated from the school and taken to an alternative site. In such an event, parents will be notified through radio and television broadcasts and the Centurion Alert. Please do not come to the school or tie up the school’s telephone lines with incoming calls during this time.



# STANDARD<sup>TM</sup> RESPONSE PROTOCOL EXTENDED

## STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

### SRP

Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions. Lockout, Lockdown, Evacuate, Shelter and Hold. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Get Inside. Lock Outside Doors"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

### TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://lovougays.org>

## LOCKOUT

### GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.



#### STUDENTS:

- Return to inside of building
- Do business as usual

#### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

## LOCKDOWN

### LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.



#### STUDENTS:

- Move away from sight
- Maintain silence

#### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

## EVACUATE

### TO A LOCATION

Evacuate is called to move students and staff from one location to another.



#### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

#### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

## SHELTER

### FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.



#### SAMPLE HAZARDS:

- Tornado
- Hazmat

#### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

#### STUDENTS:

- Appropriate hazards and safety strategies

#### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

## HOLD

### IN YOUR CLASSROOM

Hold is called when the hallways need to be kept clear, even during class changes.



#### STUDENTS:

- Remain in your classroom
- Do business as usual.

#### TEACHERS:

- Recover students and staff from hallways
- Close and lock classroom door
- Take roll, account for students



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## **SECTION 2: Emergency Evacuation Parent-Reunification (BOARD POLICY 508.06)**

After an emergency evacuation is conducted, the Police/Sheriff/State Patrol will be notified immediately.

1. All teachers will take attendance at the off-site evacuation building.
2. The administration will go around to each teacher and collect names of students that are absent.
3. The absent students will be compiled on the master list.
4. The students will be released to their parents/guardian by alphabetical order according to their last name.
5. The first 40 students will be called up to the front of the evacuation site and loaded on a bus. They will be transported to a separate site where they will be reunified with their parents/guardians.
6. At the reunification site the students will be in a room and the parent/guardians will need to show a form of ID and sign out their child/children.
7. Once the sign out has been completed the child/children will be brought to the parent and they will then be encouraged to leave the site with their family.
8. In the event that a student has been injured or transported to the hospital, the parent will be accompanied to a parent support room so that all appropriate information can be given privately.
9. If parents/guardians at any time become angry/combative or verbally abusive teachers should not try to handle the situation. Law Enforcement will take over immediately.

## **SECTION 3: Care of School Property and Vandalism**

Students shall treat School District property with care and respect. Students found to have destroyed, or otherwise harmed, School District property may be required to reimburse the School District. Students may be assessed fines, charges, or fees for damage beyond normal wear to the materials needed in a course, for overdue school materials, or for misuse of school property. Students

may be subject to discipline under Board policy and the School District rules, regulations, and student code of conduct. They may also be referred to local law enforcement authorities. State law 43-801 states that parents are ultimately liable for the willful and intentional destruction of property by their children.

#### **SECTION 4: Search and Seizure**

The principal or his/her designee may search a student's personal property (book bag, purse, clothing, etc.) and school property (desk, locker, etc.) at any time without notice, without student consent, and without a search warrant if there is a reasonable basis to believe that the student is in possession of material in violation of school policy and/or state and federal laws, and may seize illegal, unauthorized, contraband materials, or items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items").

#### **SECTION 5: Buses**

Bus service on a regular schedule is provided for Centura students to and from school. Buses are also provided for all school activities. ***Riding the school bus is a PRIVILEGE not a right*** and privileges can and will be taken away at any time if student behavior warrants such action.

#### **Proper Bus Etiquette:**

##### **BUS RULES**

1. Under the direction of the driver, each student is held responsible for that seat.
2. Pupils must be on time; the bus cannot wait for those who are tardy.
3. Unnecessary conversation with the driver is prohibited.
4. Outside of the ordinary conversation, classroom conduct is to be observed by all students. Any pupil who is guilty of unbecoming conduct, of using inappropriate language, of abusing or casting reflections upon the driver or other students or teachers may forfeit the right to ride the bus. No gum, candy, or other food or drink is allowed unless the driver gives permission to do so.
5. Students must not throw waste paper or other rubbish on the floor of the bus, nor put anything in the aisles.
6. No students shall at any time extend arms or head, or any part of the body out of the bus windows.
7. Students must not get on or off or move about within the bus while it is in motion.
8. When leaving the bus, students should cross the road in front of the bus. Look both ways and make sure it is safe.

9. The driver is in full charge of the bus and the students. Students are to comply promptly, cheerfully, and fully with each driver's request.
10. If monitors or patrols are on duty, students must obey and respect their orders as well.
11. Any damage to the bus is to be reported at once to the driver.
12. Students will be especially quiet when the bus is stopped at a railroad crossing so the driver can hear oncoming trains.
13. No student will leave the bus other than at an assigned stop or at the school except with permission of the driver.

Violation of any of the above rules may render consequences from the driver, the building principal or both and parents will be contacted.

### **SECTION 6: Playground Rules**

Students will be expected to:

1. Play in designated areas only, on the playground side of the trees, benches, and fence;
2. Play in a safe manner (no fighting, kicking, hitting, wrestling, pushing, grabbing, pulling, tripping, or throwing objects such as dirt, clods, rocks, sticks, snowballs, pine cones, and grass);
3. No chasing is allowed; only tag games taught by the P.E. teacher will be allowed;
4. Play touch football only if playing football;
5. Play ball or catch in open areas toward west or south areas of the play fields;
6. Take turns on the equipment;
7. Stay in a swing until it stops moving; no standing on swings;
8. Go feet first down slides in a sitting position;
9. Stay out of mud, water, and snow;
10. Leave the trees alone, don't climb in them;
11. Line up immediately when the whistle is blown for their class to return to the building;
12. Leave dangerous objects alone; No picking up of rocks, sticks, snow, or other harmful items.
13. Stay on the playground unless there is an emergency or an adult supervisor has given permission to leave;
14. Candy, gum, and food are not allowed on the playground;
15. Help keep the playground free from litter;
16. Leave personal play equipment at home unless special permission is received from the principal; return school equipment to the ball cage.

17. Remember that every adult is in charge and students must follow their directions.
18. Go immediately to the principal's office when asked to do so by the teacher on duty;
19. Settle differences peacefully--Stop/Think/Plan/Talk;
20. Abide by the Code of Conduct
21. Students must wear their coats if they take them out to recess, no taking coats off.
22. Students will not play on the equipment if it is wet or icy.
23. Keep all hands and feet to yourself.
24. Students must demonstrate good sportsmanship at all times.

## **Winter Recess Rules**

1. Teachers will encourage the children to bring appropriate winter clothing and boots.
2. Students will keep their coats on if they take them out.
3. Students will not be allowed to go back in the building to get coats, mittens, hats, toys, or equipment. Students should bring everything they need to the lunchroom.
4. Teachers will discourage going back in the building to use the bathroom. If it appears to be an emergency the child will be allowed to go in and use the restroom.
5. If the equipment is wet or icy, children will stay off of it. If necessary, recess will be conducted on the blacktop.
6. If the temperature allows students to go outside, but there is snow on the ground, recess needs to be conducted on the black top. There will be no picking up of snow or rocks.
7. Sliding on the ice is not permitted.
8. No playing in the field if it is muddy.

## **SECTION 7: Student Expectations in the Use of the Internet**

### **A. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about

current events.

4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.
6. Students shall use Team Blue applications in the appropriate manner on school computers.

**B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
4. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
5. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
6. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
7. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
8. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
9. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
10. Students 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, but is not limited to, a bug, virus, worm, or Trojan Horse.

11. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
12. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
13. Students shall not forge electronic mail messages or web pages.

## **II. Enforcement**

### **A. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

### **B. Consequences for Violation of this Policy**

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the

Nebraska Student Discipline Act; and

- d. Other disciplines as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

### III. **Protection of Students**

#### A. **Children's Online Privacy Protection Act (COPPA)**

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

#### B. **Education About Appropriate Online Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
  - a. appropriate interactions with other individuals on social networking websites and in chat rooms.
  - b. cyberbullying awareness and response.
3. The School District's superintendent or designee shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.

Legal Reference: 20 U.S.C. sec. 1232g (1988) (Family Educational Rights and Privacy Act)  
47 U.S.C. 201 et seq. (Communications Decency Act of 1995)

## **SECTION 8: Computers/Computer Use Policy**

Centura Public Schools shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Centura Public Schools. Centura Public School's network facilities and laptops are to be used in a responsible, efficient, ethical manner in accordance with the educational philosophy of Centura Public Schools. Access to the computer systems is a privilege not a right and should be revered as such. Students and parents must acknowledge their understanding of this policy as well as understand the financial responsibility within this policy. Failure to adhere to the standards set forth by Centura Public Schools will result in a suspension or revocation of the offender's laptop and network privileges.

- Students shall not access material that is obscene, child pornography, harmful to students, or otherwise inappropriate.
- Students shall not send or display offensive messages or pictures; type, or otherwise use, obscene language.
- Students shall not use Centura Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security nor, to harass, insult, defame or attack others.
- Students shall not engage in any illegal activities on the Internet or other computer applications
- Students should use electronic mail, chat rooms, and other forms of direct electronic communications only for purposes related to education within the context of a school-related assignment activity, with permission of a teacher. (Ichat, angel, facebook, youtube)
- Students shall not disclose personal identification information on the Internet or use other students' login passwords or share their password.
- Students shall not trespass in others' folders, work or files
- Students shall not intentionally or repeatedly neglectfully waste limited resources including excessive downloading and storage of images and/or computer games.
- Students shall not employ the network for commercial purposes.
- Laptops must be kept in the protective carrying case provided by the school.
- Students are not to deface their laptops with stickers, tape, or other means of destructive devices.

- Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, music, or graphic files that are not intended for a school project or activity should not be stored on the school computer.
- School administrators reserve the right to remove student access and accounts on the network.

**Laptop/Computer Suspensions**

The following suspension will be in effect for the laptop/computer used by the students. After three suspension periods a repeated offense will result in revoking the computer.

Offense	1 <sup>st</sup> Offense Days Suspended	2 <sup>nd</sup> Offense Days Suspended	3 <sup>rd</sup> Offense Days Suspended	4 <sup>th</sup> Offense
Unattended Laptop	3 days	6 days	10 days	Revocation
Playing inappropriate games				
Inappropriate Music				
Inappropriate Class Use				
Abuse of Laptop				
Printing inappropriately				
Inappropriate Desktop Pictures*				
Inappropriate pictures in history*				

- If pictures show illegal action, a violation of school rules, etc. you will also be subject to other disciplinary actions. Information posted on Instagram, Facebook, Tik Tok or any other social media sites can lead to discipline and non-school ramifications.
- Note: Any student who has their laptop suspended will not be allowed to use it for any homework, class work, etc. at home. Desktop computers will be available in the building for assessments, assignments, and class projects.
- Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. No student shall receive a computer until the student and parent/guardian complete forms signifying their understanding of these rules and accepting responsibility for loss or damage.

## **SECTION 9: Student Insurance**

No student may participate in athletic events without health insurance coverage. Students shall have the opportunity to participate in the health and accident insurance plan selected by the School District. The cost of the program shall be borne by the student. Participation in the plan is not a contract with the School District, but rather a contract between the insurance company and the student. Centura Public Schools does not assume financial responsibility for accidents or injuries to students engaged in school related activities. An accident report will be filled out and filed.

## **ARTICLE 9 PARENT(S)/GUARDIAN(S)**

### **SECTION 1: Telephone Calls**

Parents are encouraged to call the school with questions, concerns and suggestions. While it is not always possible to visit a teacher or administrator at that time, your phone call will be returned as soon as possible or you may schedule an after school appointment. Parents can contact the school using the following directory:

Centura Elementary School: 485-4258, 485-4465 or 226-2494

If parents/guardians have an emergency message for their student, please call the **school before 2:00 p.m.** to allow adequate time for the message to be delivered before the end of the school day.

The school telephones are for school business only. Students may use the phone only in case of an emergency (this does not include calling parents for forgotten items) or to notify parents if they must remain at school beyond the regular school day. Other plans or arrangements should be made at home by the student and parents/guardians prior to the school day.

### **SECTION 2: School Visits**

Parents/guardians are encouraged to visit school. Please check with your child's teacher regarding the best time to visit (**A day's notice to visit the classroom is required by the principal and/or teacher. This can be a note or phone call. Parents wishing to only eat lunch do not need to have a day's notice, but need to call school by 9:00 a.m. so that the appropriate amount of food can be ordered.**). We request that parents not plan visits during the first two weeks or the last two weeks of school. All parents and visitors must enter and exit the

building through the main doors during school hours. Before visiting a classroom, permission must be given through the school office. ***Children not attending this school may not visit unless accompanied by an adult and/or prior arrangements are made with the classroom teacher or building principal.***

Visitor responsibilities:

- Give notice of 24 hours to the building principal.
- Check in at the office.
- Do not bring other children unless otherwise cleared with the building principal.
- Do not disrupt the learning of your child or others by: drawing attention to yourself, talking during teacher instruction, or any behavior known to be unacceptable in a school setting.
- Have fun and enjoy your time at Centura.

### **SECTION 3: Parent Involvement (BOARD POLICY 1005)**

Parents/Guardians are encouraged to become involved with school and to participate in school events and activities. Parents have access to all textbook, tests, curriculum materials, and any other instructional materials used by the school. Parents have the right to be informed and choose non-participation in any surveys of a sensitive nature in accordance with the Every Student Succeeds Act. The Centura Elementary Parent/Teacher Organization supports the school in many ways. Parents and teachers are encouraged to participate in all activities this organization presents every year. These activities support the quality of learning taking place at Centura Elementary School and also encourages healthy parent, child and teacher relationships.

### **SECTION 4: Written Communication**

Monthly school newsletters, additional notes/flyers, and Seesaw posts are sent home on a regular basis to keep parents informed of classroom activities, calendar changes, and other school news.

### **SECTION 5: Custody and Parental Rights**

Disagreements between family members are not the responsibility of the School District. The School District will not take the “side” of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the School District. It shall be the responsibility of the person requesting an action by the school to inform and provide the school with a copy of the court order allowing such action. This

policy does not prohibit an employee from listening to a student's problems and concerns.

### **SECTION 6: Parties**

Three student parties are held throughout the school year in the fall, winter, and spring. Parents and guardians are encouraged to celebrate their child's birthday or special event at home, not at school. Please do not send "treats" to school unless first consulting with the classroom teacher or building administrator. Invitations to personal parties such as birthdays will need to be sent through the mail only. However, Invitations that include all boys/all girls or the whole class may be given to classmates at school.

## **CIVIL RIGHTS**

**1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.**

### **Nondiscrimination Statement**

**In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.**

**Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.**

**To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:**

**(1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue,  
SW  
Washington, D.C. 20250-9410**

**(2) Fax: (202) 690-7442; or**

**(3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)**

**This institution is an equal opportunity provider.**

**If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: “This institution is an equal opportunity provider.”**

**2. The USDA “And Justice for All” poster must be displayed at each feeding site in a location that is visible to students during meal service.**

**3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.**

**4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program**

**RIGHT TO FILE A COMPLAINT: Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.**

**ACCEPTANCE: All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate**

**the possibility of a violation. Anonymous complaints shall be handled as any other complaint.**

**VERBAL COMPLAINTS: In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:**

- 1) Name, address and telephone number or other means of contacting the complainant.**
  
- 2) The specific location and name of the entity delivering the program service or benefit.**
  
- 3) The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor**
  
- 4) The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).**
  
- 5) The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).**
  
- 6) The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.**

**5. Train staff on civil rights annually. Specific subject areas to include:**

**COLLECTING AND USING DATA: Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in an area of restricted access and retained for three years.**

**EFFECTIVE PUBLIC NOTIFICATION SYSTEMS:** Display the “And Justice for All” poster, include the nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed and convey equal opportunity in all photos and other graphics on websites, publications, etc.

**COMPLAINT PROCEDURES:** Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures. If there is a complaint, the SFA must contact the Nebraska Department of Education – Nutrition Services.

**COMPLIANCE REVIEW TECHNIQUES:** Ensure civil rights requirements are being followed during the review process.

**RESOLUTION OF NON-COMPLIANCE:** Inappropriate actions must cease. A corrective action plan is required and appropriate procedures must be implemented.

**REQUIREMENTS FOR REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES:** Entrances and exits must exist to accommodate the disabled. Braille signage and alternative arrangements for service must be available, when needed.

**REQUIREMENTS FOR LANGUAGE ASSISTANT:** Bilingual personnel and materials must be provided depending on need, resources available and cost.

**CONFLICT RESOLUTION:** Use alternative dispute resolution techniques when necessary. Treat others with respect.

**CUSTOMER SERVICE:** “Treat others the way they want to be treated (or at least be aware of what that is).”

**6. Attach documentation of annual training, including date and attendance roster.**

**Centura Public School  
School-Parent-Student Contract  
2021-2022**

The Centura Public School and the parents of students participating in activities, services, and programs funded by Title I agree that this Compact outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children meet or exceed the District's standards.

**School Responsibilities:**

We, as the faculty and staff of the District, will:

- Provide excellent curriculum and instruction through highly-qualified teachers.
- Consider the promises made in the Compact at parent-teacher conferences.
- Provide parents with progress reports as requested and pursuant to district policy.
- Communicate and work with families to support students' learning.

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**Abbey Cron, Principal**

**Parent Responsibilities:**

I, as a parent, will support my child's learning in the following ways:

- Value and support my child's attendance at school.
- Ensure that homework is completed.
- Promote positive use of my child's extracurricular time.
- Participate in parent groups that support the district's students.
- Endeavor to stay informed about my student's progress and request updates as needed.

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**Parent Signature**

**Student Responsibilities:**

I, as a student, will share the responsibility to improve my academic achievement in the following ways:

- Cooperate with my teachers in school and be responsible for my behavior.
- Complete all of my homework assignments on time.
- Participate to the best of my ability in all of my classes.
- Participate in extracurricular activities which will help me become a better student and stay active in my school and community.
- Let my teachers and family know when I need help.

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**Student Signature**

## 2022-2023 Centura Public School Fees

Student Fee descriptor	Cost to student	Student Fee descriptor	Cost
Consumable supplies (paper, pens, folders, etc.)	On own	<b>COMPUTER USAGE FEE</b>	\$60
<b>Student Activity Card</b>	\$30.00	<b>Art Club</b>	\$5
<b>Student Activity Fee (required by all students participating in an NSAA activity or other Extracurricular Activity)</b>	\$30.00	<b>Sophomore Class</b>	\$40
Industrial Tech	No fee	<b>Junior Class</b>	\$75
<b>Art Classes</b>	\$10.00	<b>Senior Class</b>	\$50
Family and Consumer Science Class	No fee	<b>One Act</b>	\$30
<b>Future Business Leaders of America (FBLA)</b>	\$30.00		
<b>National Honor Society</b>	No fee		
<b>Band</b>		<b>FOOD AND NUTRITION</b>	<b>Cost</b>
Elementary / Junior High--if renting an instrument	\$25.00	<b>ELEMENTARY</b>	
High School Uniform Cleaning	\$25.00	BREAKFAST	\$1.70
High School if renting an instrument	\$25.00	LUNCH	\$2.95
Cheer/Dance Spirit Squad	Uniform and shoe cost	<b>HIGHSCHOOL</b>	
Football	Cost of Shoes and undergarments	BREAKFAST	\$1.70
Golf	Use own golf clubs, clothing, and clubs	LUNCH	\$3.10
Track	Own shoes and undergarments	2ND ENTREE	\$1.50
Volleyball	Own shoes and undergarments	<b>ADULT</b>	
Wrestling	Own shoes and undergarments	BREAKFAST	\$2.50
Basketball	Own shoes and undergarments	LUNCH	\$4.10
FFA	May have to pay for jacket		
Summer School	No fee		
Dual Credit Classes	Tuition & Fees		

<b>Substitute Pay</b>	
Daily	\$140
Long Term-	\$150
<b>Sponsor Coach bus drive to activity</b>	
Within 50 mile radius	\$50
>50 miles radius	\$100

<b>Building Rental</b>	
Gym w/ Custodial--External group	\$500
School Associated Group gaining profit	\$200
Boosters or Student group	Free Will
Stage/Small Gym or Little Theatre	\$200
-With Custodial	\$400
Track Rental	\$1,000
Lunchroom (External Group)	\$100
FCCLA (HS Foods room)-External	\$100
Football Field-External	\$500

<b>Activity/ Gate Prices</b>	
Family pass	\$110
Individual Adult pass	\$55
<b>Game day Prices</b>	
Varsity	
Adults	\$6.00
Students	\$5.00
Junior High/ Freshman/ Reserve	
ADULT	\$4.00
Student	\$3.00

## POLICY ADOPTION, REVIEW, AND AMENDMENT

Each policy shall become the official policy of the school district when the board has approved it by majority vote of the members present at any lawfully convened meeting of the board. The board will periodically review, update, and approve the board's policy manual.

It shall be the responsibility of the superintendent to keep the board informed as to legal changes at both the federal and state levels. The superintendent shall also be responsible for bringing proposed policy statement reviews to the board's attention.

It shall generally be the practice of the board to adopt any new policy after ~~two~~ **one** reading at any regular or special board meeting. It shall general be the practice to amend any existing policy after a single reading at any regular or special board meeting. However, the board, may, in its discretion, review policies at multiple meetings prior to taking action.

Proposed policy changes as an action agenda item at a regular or special board meeting shall be made public and included as an attachment on the meeting agenda for public inspection and comment. This notice procedure shall be required except for emergency situations. If the board adopts a policy in an emergency situation, a statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The board shall have complete discretion to determine what constitutes an emergency situation.

Each policy shall bear the date when it was adopted, amended, or reviewed.

Policies, which have outlived their usefulness, can be eliminated by specific identification on the agenda of one meeting, ~~discussion, and reintroduction at the immediately following regular meeting~~, at which time a majority vote of the board can eliminate the item from the records.

The superintendent shall update all policies within current software available to the board, maintain a master paper copy in the central office, and see to it that policies are maintained on the school district's website. ~~If a policy is revised because of a legal change over which the board has no control or a change, which is minor, the policy may be approved at one meeting at the discretion of the board.~~

### Annual Review

The board shall review and/or hold special hearings on specific policies as per Nebraska State Statues and Nebraska Department of Education requirements. These policies shall include, but not limited to:

- Parental Involvement Policy
- Title I Parental Involvement Policy

- Student Fees Policy
- Bullying
- Multicultural Education
- Student Assessment
- Teacher Evaluation
- Student Academic Performance
- Safety and Security Committee
- Attendance and Excessive Absenteeism

Legal Reference:           Neb. Statute 79-520  
  79-526  
  84-712 et seq.  
  NDE Rule 10.004.01A1

Cross Reference:           201.01 Board Powers and Responsibilities

## STUDENT FEES

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. 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. Extracurricular 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 a 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.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

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

- Participation in extracurricular activities;
- Postsecondary education costs; and
- 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 nonspecialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. 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;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures *[to avoid the direct handling of fees; for the handling of fees]* for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school; and
7. 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.

The maximum dollar amount of each fee must be specified as part of this policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1005.01, Public 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 household.

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 fees)  
  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)

Cross Reference: 505.05 Fines for Lost or Damaged Items  
506 Student Activities  
507.01 Student Records Access  
801 Transportation  
802.05 Free or Reduced Cost Meals Eligibility  
1005.01 Public Complaints



- Football Students must provide their own football shoes and undergarments.
- Golf Students must provide their own golf shoes, undergarments, and clubs.
- Track, Volleyball, Wrestling & Basketball Students must provide their own shoes and undergarments
- Swing Choir Students may be required to purchase outfits and shoes selected by the sponsor and/or student group.
- Future Farmers of America Student may be required to purchase their own jackets.
- Summer School No fee
- Dual Credit Courses Students must pay the tuition fees set by the post-secondary institution
- Spanish Club \$ no fee
- Art Club \$ 5.00
- Sophomore Class Dues \$ 40.00
- Junior Class Dues \$ 75.00
- Senior Class Dues \$ 50.00
- One Act \$ 30.00

**STUDENT FEES WAIVER APPLICATION**

The school district will waive certain fees for students who qualify for free and reduced lunches under the income guidelines of the United States Department of Agriculture. If you would like the school district to waive specific student fees for your child, you must fill this form out in its entirety and submit it, along with any required documentation, to the office of the Superintendent of Schools.

**Part 1:** Name of the child on whose behalf you are requesting a fee waiver-

\_\_\_\_\_

**Part 2:** Specific fee(s) for which you are requesting a waiver-

\_\_\_\_\_

\_\_\_\_\_

**Part 3:** Eligibility. Select ONE of the following:

- A. Check here if your child is eligible for fee waivers because he/she is a foster child. Please attach official documentation from the agency sponsoring the child.
  
- B. Check here if your child is eligible for fee waivers because you receive Food Stamps, FDPIR, or TANF for the child. Please attach a copy of one of the following:
  - A Food Stamp, FDPIR, or TANF Certification Notice that shows dates of certification.
  - A letter from Food Stamp or Welfare Office confirming your receipt of Food Stamps, FDPIR, or TANF.
  - An ATP (Authorization to Participate) card with an expiration date. Do not send your EBT card.
  
- C. Check here if your child is currently receiving free or reduced meals.

**Part 4:** Signature and verification. An adult household member must sign this application.

**PLEASE READ THIS CERTIFICATION BEFORE SIGNING:**

I certify that all information on this application is true and that all income is reported. By my signature on this document, I give school authorities permission to disclose my child's eligibility for fee waivers to school personnel as necessary to affect the fee waiver. I understand that any clothing, equipment, or other materials used by my child during his/her participation in the activity for which student fees have been waived are and will remain the property of the school district.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## PARENTAL AND FAMILY INVOLVEMENT IN THE SCHOOLS

It is the policy of the district to provide full access to the parent and family members of any student of the district to review textbooks, tests, curriculum and instructional materials, records of a student of any such parent, unless otherwise prohibited by law, and to any surveys of students done by the school district. Summary information regarding the district's curriculum, testing, and surveys will be provided at the beginning of each school year. Requests for access to specific instructional materials should be addressed to the teacher or building principal.

Requests by parents and family members to attend and monitor courses, assemblies, counseling sessions and other instructional activities shall also be made to the building principal or teacher. While requests to monitor are usually granted, if the request is denied, reasons for the denial will be provided.

It is the policy of the district to provide as consistent an experience as possible in all classroom instruction, testing, surveys, and other school experiences. It is the policy of the district not to excuse students from classroom instruction, testing, and other school experiences unless an objection is submitted to the building principal or teacher outlining the specific experience, the basis for the objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and family members.

The request for the student to be excused will be reviewed by the building principal and a decision provided to the parents and family members. While verbal objections and decisions are valid, written follow-up to verbal communications is required from the parent and family members, and the principal. If a student is excused from the requested activity no penalty will be assessed but an agreed upon alternative activity must be performed to the satisfaction of the teacher and principal.

It is the policy of the district to use only testing methods and testing instruments that are not of an experimental nature and to avoid using any testing materials or testing techniques that are not generally recognized by educational professionals to be within sound educational standards and both educationally and academically appropriate. It is the policy of the district to notify parents and family members of any standardized testing that may be scheduled within the school district.

It is the policy of the district to notify parents and family members of any survey which may be scheduled and to conduct student surveys judiciously, with full consideration of the fact that parents may find items of the survey objectionable.

The following activities will also be included in the board's plan for parental and family involvement:

1. The board will involve parents in the development of the Title I plan, the process for school review of the plan and the process for improvement;

2. The board will provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective parental and family involvement activities to improve student academic achievement and school performance;
3. The board will build the schools' and parents' and 'family members' capacity for strong parental and family involvement;
4. The board will coordinate and integrate parental and family involvement strategies under Title I with other programs such as Head Start, Reading First, etc.;
5. The board will conduct with the involvement of parents and family members, an annual open meeting and evaluation of the content and effectiveness of the parental and family involvement policy in improving the academic quality of the school served including identifying barriers to greater participation by parents and family members in Title I activities (with particular attention to low-income parents and families who have low income, Limited English Proficient (LEP) minorities, disabilities and low literacy) and use the findings of the evaluation to design strategies for more effective parental and family involvement and to revise, as necessary, the parental and family involvement policies; and
6. The board will involve parents and family members in Title I activities.

The parent and family members or guardian of a student may have access to that student's records during normal business hours of the district according to Policy 507.01 Student Records Access.

This policy is adopted following a public hearing to receive public comments and suggestions.

Legal Reference:       Neb. Statute 79-530 to 533  
                              No Child Left Behind, Title I, Sec. 1118, P.L. 107-110

Cross Reference:       507.01 Student Records Access  
                              606.03 Objection to Instructional Materials  
                              611.01 Student Progress Reports  
                              1002. District Annual Report  
                              1005.01 Public Complaints

## USAGE FEES, ADMISSIONS AND ROYALTIES

The board may permit the use of district facilities for civic and recreational purposes. A schedule of fees to be charged nonschool related groups for the use of school facilities for various events may be established and periodically reviewed by the board. This revenue shall be used for the purpose of furthering the educational opportunity of the district's students. All such transactions will be carried out in accordance with state law.

Although the board will avoid lease arrangements that involve it in property management activities, temporary use of surplus real property by another public agency, private individual, or other legal entity may be authorized by the board.

Such use will be for a fixed term and subject to regulations and written agreement designed to protect the school district from any expense, loss, or liability arising out of such use. These lease arrangements will be based on a sealed bid for no more than a three-year period, with the district retaining the right to redeem the property for school purposes, if necessary.

When an application for use of a particular school facility has been approved, responsibility for maintaining records and for collecting and remitting and/or disbursing fees will rest with the principal of the specific school involved. The principal will collect all fees from the user at the time the approved application is filed, and will make necessary arrangements for custodial services required.

*[The principal will establish and maintain a special account titled "Building Rental and Service" for all collections and disbursements in connection with community use of the property.]*

*[Rental fees and any fees collected for use of school facilities will be deposited in the district's general fund unless otherwise specified by the board.]*

Cross Reference:     710     Disposition of School Property  
                          1006.01 Community Use of School District Buildings,  
  Sites and Equipment

Approved \_\_\_\_\_ Reviewed \_\_\_\_\_ Revised \_\_\_\_\_

**RESOLUTION OF THE BOARD OF EDUCATION TO SELECT THE  
CONSTRUCTION MANAGER AT RISK CONTRACT DELIVERY SYSTEM**

WHEREAS, the Board of Education ("Board") for **Howard County School District No. 47-0100**, commonly known as **Centura Public Schools** (the "School District") believes it is in the School District's best interest to use the construction manager at risk contract delivery system under the *Nebraska Political Subdivisions Construction Alternatives Act*, NEB. REV. STAT. §§ 13-2901 to 13-2914 (the "Act") to complete the School Facilities Improvement Project, comprised of new construction and/or remodeling of existing facilities likely resulting in, but not necessarily limited to, updated classrooms, creation of new commons space, remodeled food service kitchen, new weight rooms, and/or new locker rooms (the "Project").

BE IT THEREFORE RESOLVED that the Board previously adopted Policy 902.05 on "Construction Management at Risk Contracts."

BE IT THEREFORE RESOLVED that the Board assigns the following percentage of total points for evaluation of proposals:

<b>Criteria</b>	<b>Weight</b>
Financial resources of the construction manager to complete the project (maximum of 10%)	5%
Ability of the proposed personnel of the construction manager to perform (maximum of 30%)	20%
Character, integrity, reputation, judgment, experience, and efficiency of the construction manager (maximum of 30%)	20%
Quality of performance on previous projects (maximum of 30%)	20%
Ability of the construction manager to perform within the time specified (maximum of 30%)	20%
Previous and existing compliance of the construction manager with laws relating to the contract (maximum of 10%)	10%
Such other information as may be secured having a bearing on the selection (maximum of 20%)	5%
<b>Total</b> (must equal 100%)	<b>100%</b>

BE IT FURTHER RESOLVED that the Board hereby selects the construction manager at risk contract delivery system to complete the Project.

BE IT FURTHER RESOLVED that the Board directs the School District's administration to prepare a request for proposals and publish notice of the

same in a newspaper of general circulation within the School District and file it with the Nebraska Department of Education.

BE IT FURTHER RESOLVED that the Board hereby authorizes, empowers, and directs the School District's administration to take all actions necessary to comply with the terms of the Act in proceeding with the construction manager at risk contract delivery system.

BE IT FURTHER RESOLVED that the following individuals are designated as members of the Construction Manager at Risk Selection Committee:

- (1) Member(s) of the school board: \_\_\_\_\_.
- (2) Member(s) of the school administration or staff: \_\_\_\_\_.
- (3) The school's architect or engineer: \_\_\_\_\_.
- (4) Individual(s) having special expertise relevant to selection of a construction manager under the Act: \_\_\_\_\_.
- (5) A resident of the school district other than an individual included in subdivisions (1) through (4): \_\_\_\_\_.

[NOTE TO BE DELETED: A member of the selection committee designated under subdivision (4) or (5) shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the School District or the school's architect or engineer.]

BE IT FURTHER RESOLVED that all proposals received in response to the request for proposals are hereby referred to the Construction Manager at Risk Selection Committee.

Dated: \_\_\_\_\_, 2022

\_\_\_\_\_  
President of the Board of Education

ATTEST:

\_\_\_\_\_  
Secretary of the Board of Education

## CONSTRUCTION MANAGEMENT AT RISK CONTRACTS

This policy is adopted pursuant to the Political Subdivisions Construction Alternatives Act (Neb. Rev. Stat. § 13-2901 through § 13-2914).

The board shall adopt a resolution by a two-thirds affirmative vote selecting the construction management at risk contract delivery system prior to proceeding with any of the steps involved with solicitation or execution of any construction contract. For a project authorized under subsection (3) of section 13-2914, the resolution shall include a statement that the school district has made a determination that the construction management at risk contract delivery system is in the public interest based, at a minimum, on one of the following criteria: (a) savings in cost or time or (b) requirement of specialized or complex construction methods suitable for the construction management at risk contract delivery system.

**Definitions.** For purposes of this policy:

1. Construction management at risk contract means a contract by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the school district, (b) acts as a construction consultant to the school district during the design development phase of the project when the school district's architect or engineer designs the project, and (c) is the builder during the construction phase of the project;
2. Construction manager means the legal entity which proposes to enter into a construction management at risk contract pursuant to the Act;
3. Proposal means an offer in response to a request for proposals by a construction manager to enter into a construction management at risk contract for a project pursuant to the act;
4. Request for proposals means the documentation by which a school district solicits proposals; and
5. School district means Centura Public Schools.

**Procedures.**

1. Procedures for the preparation and content of requests for proposals shall include the following:
  - A. At least thirty days prior to the deadline for receiving and opening proposals, notice of the request for proposals shall be published in a newspaper of general circulation within the school district and filed with the State Department of

Education. The request for proposals shall contain, at a minimum, the following elements:

1. The identity of the school district for which the project will be built and the school district that will execute the contract;
  2. Policies adopted by the school district pursuant to the Act;
  3. The proposed terms and conditions of the contract, including any terms and conditions which are subject to further negotiation. The proposed general terms and conditions shall be consistent with nationally recognized model general terms and conditions which are standard in the design and construction industry in Nebraska. The proposed terms and conditions may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding;
  4. Any bonds and insurance required by law or as may be additionally required by the school district;
  5. General information about the project which will assist the school district in its selection of the construction manager, including a project statement which contains information about the scope and nature of the project, the project site, the schedule, and the estimated budget;
  6. The criteria for evaluation of proposals and the relative weight of each criterion; and
  7. A description of any other information which the school district chooses to require.
2. Procedures for the preparation and submission of proposals by the construction manager shall be determined on a project-by-project basis and included within the requests for proposals.
  3. Procedures for evaluating requests for proposals submitted to the school district by a construction manager shall include the following:
    - A. The school district shall refer the proposals for recommendation to a selection committee. The selection committee shall be a group of at least five persons designated by the school district. Members of the selection committee shall include (1) members of the school board, (2) members of the school administration or staff, (3) the school's architect or engineer (4) any person having special expertise relevant to selection of a construction manager under the Act, and (5) a resident of the school district other than an individual included in

- subdivisions (1) through (4) of this subsection. A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a construction manager who has a proposal being evaluated and shall not be employed by the school district or the school's architect or engineer.
- B. The selection committee and the school district shall evaluate proposals taking into consideration the criteria enumerated in subdivisions (1) through (7) of this subsection with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:
- (1) The financial resources of the construction manager to complete the project (five percent);
  - (2) The ability of the proposed personnel of the construction manager to perform (twenty percent);
  - (3) The character, integrity, reputation, judgment, experience, and efficiency of the construction manager (twenty percent);
  - (4) The quality of performance on previous projects (twenty percent);
  - (5) The ability of the construction manager to perform within the time specified (twenty percent);
  - (6) The previous and existing compliance of the construction manager with laws relating to the contract (ten percent); and
  - (7) Such other information as may be secured having a bearing on the selection (five percent).
- The records of the selection committee in evaluating proposals and making recommendations shall be considered public records for purposes of Neb. Rev. Stat. § 84-712.01.
- C. The school district shall then evaluate and rank each proposal on the basis of best meeting the criteria in the request for proposals and taking into consideration the recommendation of the selection committee.
4. Procedures for negotiations between the school district and the construction managers submitting proposals prior to the acceptance of a proposal if any such negotiations are contemplated shall include the following:

- A. The school district may attempt to negotiate a construction management at risk contract with the highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
  - B. The negotiations shall include a final determination of the manner by which the construction manager selects a subcontractor.
  - C. If the school district is unable to negotiate a satisfactory contract with the highest ranked construction manager, the school district may terminate negotiations with that construction manager. The school district may then undertake negotiations with the second highest ranked construction manager and may enter into a construction management at risk contract after negotiations.
  - D. If the school district is unable to negotiate a satisfactory contract with the second highest ranked construction manager, the school district may undertake negotiations with the third highest ranked construction manager, if any, and may enter into a construction management at risk contract after negotiations.
  - E. If the school district is unable to negotiate a satisfactory contract with any of the ranked construction managers, the school district may either revise the request for proposals and solicit new proposals or cancel the construction management at risk process under the act.
  - F. If the school district is able to negotiate a satisfactory contract with a construction manager, the school district shall file a copy of all construction management at risk contract documents with the State Department of Education within thirty days after their full execution. Within thirty days after completion of the project, the construction manager shall file a copy of all contract modifications and change orders with the State Department of Education.
5. Procedures for filing and acting on formal protests relating to the solicitation or execution of construction management at risk contracts shall include the following:
- A. Definitions.
    - (1) Interested party shall mean an actual or prospective bidder whose direct economic interest would be affected by the award of a contract by the school district to another party or by the failure of the school district to award a contract to such actual or prospective bidder.
    - (2) Protest shall mean a written objection by an interested party on any phase of the bidding process, including specification, preparation, bid solicitation, and intent to award.
  - B. Right to Protest. An interested party may protest to the Superintendent. The protest shall be submitted in writing on company letterhead within five working days after public notice of the bid. Protests based on alleged apparent improprieties in a solicitation or other request for proposals must be filed before bid opening or the closing date for receipt of proposals. In all other cases, the protest must be filed within five working days following the selection of the

construction manager. To expedite handling of protests, the envelope containing the protest should be clearly labeled "Protest". The written protest shall include as a minimum the following:

- (1) The name and address of the interested party;
- (2) Appropriate identification of the relevant solicitation, and if a bid has been opened, its number, and date of opening;
- (3) A detailed statement of reasons for the protest;
- (4) Supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time, in which case the expected availability date shall be indicated; and a list of all persons who have knowledge of facts relevant to the protest; and
- (5) The action(s) the protestor desires the school district to take to resolve the protest.

The Superintendent will immediately decide upon receipt of the protest whether or not the award of a contract shall be delayed, or if the protest is timely received after the award, whether the performance of the contract should be suspended. The school district shall not proceed further with the solicitation or with the award of the contract and shall suspend performance under the contract, if awarded, unless the Superintendent makes a written determination that the protest is clearly without merit or that award of the contract without delay is necessary to protect the substantial interests of the school district.

- C. Authority to Resolve Protests. Prior to the commencement of an administrative review by the Board concerning any protest, the Superintendent shall attempt to resolve any protest filed by an interested party concerning any solicitation. If the protest is not resolved by mutual agreement, the Superintendent shall create and deliver a Decision to the protestor within a reasonable time after the written protest was received. The Decision shall include a written summary of the Superintendent's investigation and a recommendation regarding the outcome of the protest. The Decision shall (1) state the reasons for the action taken, and (2) inform the interested party of their right to the administrative review by the Board. A copy of the Decision shall be mailed or otherwise furnished immediately to the interested party and any other party intervening protestor and all other bidders. If not satisfied with the decision of the Superintendent, any interested party protestor may appeal to the Board, but the decision shall be final unless the interested party protestor files a timely appeal with the Board.
- D. Board Appeal Procedures. Any interested party protestor, within five working days of receipt of a decision of the Superintendent, may file with the

Superintendent a written notice of appeal for an administrative review before the Board. The Notice of Appeal must clearly state the action protested and the basis of appeal. The Board will conduct an administrative review at its next regularly scheduled meeting or at a special meeting. The school district board of education shall consider the Decision of the Superintendent and shall make the final decision on the protest. The school district board of education's decision shall be final.

6. A construction management at risk contract may be conditioned upon later refinements in scope and price and may permit the school district in agreement with the construction manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the request for proposals.

**Prohibitions.** The school district shall not use a construction management at risk contract for any construction project excluded by Neb. Rev. Stat. § 13-2914 or any other applicable law.

Approved on one reading only.

Approved: October 9, 2017    Reviewed \_\_\_\_\_ Revised \_\_\_\_\_