

Centura Board of Education Regular Meeting  
Thursday, July 17, 2025 6:00 PM  
Centura Board Room  
P.O. Box 430  
Cairo, NE 68824

## Agenda

1. Opening the Meeting
  - 1.1. Call the meeting to order: The regular July Meeting of the Centura Public Schools District Board of Education is called to order on Thursday, July 17, 2025 at \_\_\_\_\_ P.M. in the Board Room 201 Highway 11, Cairo, NE 68824.
  - 1.2. Pledge of Allegiance
  - 1.3. Nebraska Open Meetings Act/Notice of Publication
  - 1.4. Centura Public Schools' Mission Statement: Centura and its collaborative partners are an innovative community empowering all students to be successful today and in the future.
  - 1.5. Centura Public Schools' Vision Statement: A Community about students, excellence and innovation
  - 1.6. Roll Call - excuse/not excuse board members who are absent. Excused Board Member:
  
2. Recognition of visitors and public comment per Centura Public Schools Policy No. 2009.
3. Public hearing to discuss, consider and receive input on School Board Policy 5045: Student Fees.
4. Celebration of Excellence: Appreciation for our Summer Maintenance Crew
5. Discuss monthly financial report
6. Approval of Consent Agenda
  - 6.1. Minutes from previous month's meeting(s)
  - 6.2. General Fund Claims - \$654,162.66 (Payroll \$512,067.43, Payables \$142,095.23)
  - 6.3. Building Fund Claims - \$36,935.00
  - 6.4. Depreciation Fund Claims - \$141,875.00
7. Information Items: Reports
  - 7.1. Superintendent report
  - 7.2. Board President report
  - 7.3. Board Committee Reports
    - 7.3.1. Facilities, Finance and Transportation Committee
8. Action Items
  - 8.1. Human Resources
    - 8.1.1. Approval of certified staff resignations
    - 8.1.2. Approval of certified new hires
  - 8.2. Discuss, consider and potentially approve renewal of the Voluntary Student Accident and Catastrophic Insurance through Student Assurance Services.
  - 8.3. Discuss, consider and potentially approve the adoption of the 2025-2026 PK-12 Student Handbook.
  - 8.4. Discuss, consider and potentially approve the adoption of the 2025-2026 Centura Public Schools' Staff Handbook.

## 9. Discussion/Information Items

### 9.1. Advanced Planning:

- Board Meetings:
  - August 11, 2025 at 2:30 Work Session in Board Room
  - August 11, 2025 at 6:00 Regular Board Meeting in Board Room
- NASB Training:
  - August 21 - Area Membership Meeting in Kearney
    - Check in 4:30-5:00, Session starts at 5:00.

### 10. Adjournment

## **5045 Student Fees**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and the Nebraska statutes. 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 are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

### **A. Definitions.**

- 1.** "Students" means students, their parents, guardians or other legal representatives.
- 2.** "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.
- 3.** "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **B. Listing of Fees Charged by this District.**

#### **1. Guidelines for Clothing Required for Specified Courses and Activities.**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

## **2. Safety Equipment and Attire.**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

## **3. Personal or Consumable Items.**

The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

## **4. Materials Required for Course Projects.**

The district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.

## **5. Technological Devices**

The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$40. As with all school property, students may be charged for damage to such devices, the amount to be determined on individual basis.

Additionally, the district may allow students or staff to purchase technological devices by arranging for the students or staff to purchase these devices through a single payment.

## **6. Extracurricular Activities.**

The district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- Optional Student Activity Annual Pass: \$40
  - Covers admission to all extracurricular events
- Student Participation Fee: \$50
  - Required of all students who participate in NSAA-sanctioned athletics and/or other activities
- Future Business Leaders of America: \$30 plus expenses if attending State or National Conference
- Future Farmers of America: \$25 plus expenses for the purchase of the jacket and attending State or National Convention
- National Honor Society: \$10
- Competitive Robotics: \$20
- Cheerleading: Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- Football: Students must provide their own football shoes, undergarments, and mouthguards
- Golf: Students must provide their own golf shoes, undergarments, and clubs.
- Softball and Baseball: Students must provide their own shoes, gloves, and undergarments.
- Basketball, Track, Volleyball, and Wrestling: Students must provide their own shoes and undergarments.

## **7. Post-Secondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the district's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

## **8. Transportation Costs.**

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

## **9. Copies of Student Files or Records.**

The district will charge a fee for making copies of a student's files or records for the parents or guardians of such students. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records.

The district will charge a fee of \$0.10 per page for reproduction of student records.

## **10. Participation in After-School Services.**

The district will charge reasonable fees for participation in after school services offered by the district pursuant to statute. The dollar amount charged by the district for these services shall be \$60 per month from August to May. Additional fees may be charged for students who are not picked up on time.

## **11. Charges for Food Consumed by Students.**

The district will charge for items that students purchase from the district's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

- Breakfast Program – Grades K-5
  - Regular Price \$1.82
- Breakfast Program – Grades 6-12
  - Regular Price \$1.82
- Lunch Program – Grades K-5
  - Regular Price \$3.16
- Lunch Program – Grades 6-12
  - Regular Price \$3.32

## **12. Charges for Musical Extracurricular Activities.**

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. The following list details the maximum dollar amount of all musical extracurricular activities fees and the equipment or attire required for participation in musical extracurricular activities:

- Band: \$30 uniform cleaning fee
  - Students must provide their own instruments and marching band shoes. If students are unable to provide their own instrument and there is one available, they may rent an instrument for an annual \$50 refundable deposit.

## **13. Contributions for Junior and Senior Class Extracurricular Activities.**

Students are eligible to participate in a number of unique extracurricular activities during their last two years in high school, including prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund. This contribution is completely voluntary.

Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$20.

#### **14. Credit Recovery.**

Students failing a class required for graduation will repeat that course when available in the schedule. If availability doesn't fit in the schedule, the student will be responsible for paying for the online credit recovery course.

#### **C. Waiver Policy.**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

#### **D. Distribution of Policy.**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

#### **E. Voluntary Contributions to Defray Costs.**

The district will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

#### **F. Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund-raising activity was meant to defray.

**G. Student Fee Fund.**

The school board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund that will not be funded by tax revenue, and that will serve as a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

Adopted on: June 17, 2024

Revised on: \_\_\_\_\_

Reviewed on: \_\_\_\_\_

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

07/16/2025 01:06 PM

User ID: STUBANDR

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01	General Fund								
1100	REGULAR INSTRUCTIONAL PROGRAMS	2,765,341.00	231,987.59	2,549,502.37	92.33	215,838.63	0.00	3,787.20	212,051.43
1150	LIMITED ENGLISH PROF PROGRAMS	20,916.00	2,525.48	28,227.43	134.96	(7,311.43)	0.00	0.00	(7,311.43)
1160	PROVERTY PROGRAMS	806,828.00	64,720.86	723,232.89	89.64	83,595.11	0.00	0.00	83,595.11
1190	EARLY CHILDHOOD ED PROGRAMS	134,437.00	10,875.65	125,426.07	93.30	9,010.93	0.00	0.00	9,010.93
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	646,227.00	32,490.20	566,417.25	87.70	79,809.75	0.00	291.98	79,517.77
1291	SPED Instructional Programs-Ages 3-5	5,250.00	270.83	3,772.33	71.85	1,477.67	0.00	0.00	1,477.67
1292	SPED Instructional 0-2	5,000.00	270.83	3,772.33	75.45	1,227.67	0.00	0.00	1,227.67
2110	ATTENDANCE AND SOCIAL WORK SERVICES	10,100.00	3,032.64	14,776.16	146.30	(4,676.16)	0.00	0.00	(4,676.16)
2120	GUIDANCE SERVICES	190,594.00	13,278.75	159,668.80	83.77	30,925.20	0.00	0.00	30,925.20
2141	Psychological Serv SPED School Age	135,431.00	10,991.29	122,174.21	90.21	13,256.79	0.00	0.00	13,256.79
2151	Speech Path SPED School Age	165,283.00	9,143.06	148,043.22	89.57	17,239.78	0.00	0.00	17,239.78
2152	Speech Pathology SPED-Age 3-5	250.00	17.05	3,774.77	1,509.91	(3,524.77)	0.00	0.00	(3,524.77)
2153	SPED Speech Path 0-2	4,000.00	440.62	5,708.47	142.71	(1,708.47)	0.00	0.00	(1,708.47)
2161	Occupational Therapy SPED School Age	14,100.00	0.00	15,164.35	107.55	(1,064.35)	0.00	0.00	(1,064.35)
2162	Occ Therapy SPED Age 3-5	5,550.00	0.00	2,427.06	43.73	3,122.94	0.00	0.00	3,122.94
2163	Occ Therapy SPED Age 0-2	570.00	0.00	380.82	66.81	189.18	0.00	0.00	189.18
2171	Physical Therapy SPED School Age	9,900.00	0.00	9,905.38	100.05	(5.38)	0.00	0.00	(5.38)
2172	Physical Therapy SPED Age 3-5	500.00	0.00	990.00	198.00	(490.00)	0.00	0.00	(490.00)
2173	PT SPED 0-2	750.00	0.00	748.35	99.78	1.65	0.00	0.00	1.65
2181	Vision Services SPED School Age	6,000.00	0.00	0.00	0.00	6,000.00	0.00	0.00	6,000.00
2182	Vision Services SPED 3-4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2190	OTHER PUPIL SUPPORT SERVICES	8,500.00	466.28	6,321.79	74.37	2,178.21	0.00	0.00	2,178.21
2211	School Improvement	3,000.00	0.00	0.00	0.00	3,000.00	0.00	0.00	3,000.00
2212	Instruction and Curriculum Dev	130,000.00	10,589.15	119,566.42	109.48	10,433.58	0.00	22,751.95	(12,318.37)
2213	Instructional Staff Training	28,500.00	1,929.18	7,304.26	25.77	21,195.74	0.00	40.00	21,155.74
2220	Library/Media Sevices	147,784.00	9,097.05	129,921.98	89.22	17,862.02	0.00	1,924.18	15,937.84
2230	Instruction-Related Technology	218,537.00	6,131.95	215,932.57	98.81	2,604.43	0.00	0.00	2,604.43
2240	Academic Student Assessment	1,100.00	0.00	0.00	0.00	1,100.00	0.00	0.00	1,100.00
2310	BOARD OF EDUCATION	29,000.00	1,879.83	30,123.06	103.87	(1,123.06)	0.00	0.00	(1,123.06)
2320	EXECUTIVE ADMINISTRATION	210,855.00	23,574.65	215,488.05	102.20	(4,633.05)	0.00	0.00	(4,633.05)
2330	District Legal Services	30,000.00	154.00	14,269.99	47.57	15,730.01	0.00	0.00	15,730.01
2410	Office of Principal	640,318.00	51,399.65	553,061.56	86.37	87,256.44	0.00	0.00	87,256.44
2510	GENERAL ADMIN-BUSINESS SERVICE	179,189.00	12,511.91	138,279.22	77.86	40,909.78	0.00	1,230.77	39,679.01
2580	Admin Technology Services	795.00	0.00	0.00	0.00	795.00	0.00	0.00	795.00
2610	Operation of Buildings	440,400.00	27,743.77	405,019.63	92.01	35,380.37	(56.58)	227.00	35,209.95
2620	Maintenance of Buildings	1,143,279.00	41,968.29	393,054.65	34.66	750,224.35	0.00	3,175.00	747,049.35
2630	Care and Upkeep of Grounds	100,000.00	26,328.15	47,481.00	49.83	52,519.00	0.00	2,350.00	50,169.00
2650	Vehicle Acquisition and Maintenance	66,000.00	15.99	216,903.17	328.64	(150,903.17)	0.00	0.00	(150,903.17)
2660	Safety & Security	2,800.00	0.00	1,986.53	70.95	813.47	0.00	0.00	813.47
2670	Safety	10,050.00	609.50	7,008.66	69.74	3,041.34	0.00	0.00	3,041.34
2710	Vehicle Operation-Regular Educ	1,105,454.00	12,790.13	227,557.80	20.59	877,896.20	0.00	0.00	877,896.20
2712	Vehicle Operation-School Age SPED	31,500.00	0.00	30,420.59	96.57	1,079.41	0.00	0.00	1,079.41
3300	COMMUNITY SERVICES	15,400.00	0.00	12,188.10	79.14	3,211.90	0.00	0.00	3,211.90
3535	High Ability Leaners	2,000.00	0.00	1,733.50	86.68	266.50	0.00	0.00	266.50
3551	CTE Grant	7,500.00	0.00	3,678.70	49.05	3,821.30	0.00	0.00	3,821.30
3599	Safety Grant	102,598.00	27,610.84	113,528.92	110.65	(10,930.92)	0.00	0.00	(10,930.92)
4700	Building Improvements	100,000.00	0.00	0.00	0.00	100,000.00	0.00	0.00	100,000.00
6200	Title I, Part A ESSA	83,153.00	5,892.78	65,817.29	79.15	17,335.71	0.00	0.00	17,335.71
6406	IDEA Preschool (619) Base	2,233.00	0.00	2,164.46	96.93	68.54	0.00	0.00	68.54
6408	IDEA Part B - Base/EP	144,184.00	9,595.01	137,466.90	95.34	6,717.10	0.00	0.00	6,717.10
6412	IDEA Part B Proportionate Share	6,792.00	559.48	6,242.75	91.91	549.25	0.00	0.00	549.25
6700	Fed Voc & Applied Tech Ed (Carl Perkins)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6992	REAP	40,769.00	3,270.22	36,523.66	89.59	4,245.34	0.00	0.00	4,245.34

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

07/16/2025 01:06 PM

User ID: STUBANDR

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
6994	Homeless	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	ESSER III Cares Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	45,000.00	0.00	0.00	0.00	45,000.00	0.00	0.00	45,000.00
01	General Fund	10,003,717.00	654,162.66	7,623,157.47	76.56	2,380,559.53	(56.58)	35,778.08	2,344,838.03

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Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total:	10,003,717.00	654,162.66	7,623,157.47	76.56	2,380,559.53	(56.58)	35,778.08	2,344,838.03

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0101	ACTIVITIES	(29,110.00)	14,434.49	4,000.00	0.00	0.00	(39,544.49)
05 704 0102	SPIRIT SQUAD	45.22	(855.00)	200.00	0.00	0.00	1,100.22
05 704 0103	FOOTBALL	3,032.99	0.00	0.00	0.00	0.00	3,032.99
05 704 0104	GIRLS BASKETBALL	7,193.00	2,833.05	2,800.00	0.00	0.00	7,159.95
05 704 0105	BOYS BASKETBALL	5,674.57	0.00	0.00	0.00	0.00	5,674.57
05 704 0106	VOLLEYBALL	684.15	0.00	0.00	0.00	0.00	684.15
05 704 0107	CROSS COUNTRY / TRACK	1,562.73	168.85	46.00	0.00	0.00	1,439.88
05 704 0109	GOLF	(147.81)	0.00	0.00	0.00	0.00	(147.81)
05 704 0110	WRESTLING	807.38	0.00	0.00	0.00	0.00	807.38
05 704 0111	Girls Softball	2,337.18	0.00	0.00	0.00	0.00	2,337.18
05 704 0112	BOYS BASEBALL	803.66	0.00	0.00	0.00	0.00	803.66
05 704 0113	Girls Wrestling	170.47	0.00	0.00	0.00	0.00	170.47
05 704 0222	Class of 2022	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0223	Class of 2023	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0224	Class of 2024	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0225	Class of 2025	1,280.86	0.00	0.00	0.00	0.00	1,280.86
05 704 0226	Class of 2026	2,835.32	0.00	0.00	0.00	0.00	2,835.32
05 704 0227	Class of 2027	280.00	0.00	0.00	0.00	0.00	280.00
05 704 0228	Class of 2028	100.00	0.00	0.00	0.00	0.00	100.00
05 704 0229	Class of 2029	135.00	0.00	0.00	0.00	0.00	135.00
05 704 0230	Class of 2030	176.57	0.00	0.00	0.00	0.00	176.57
05 704 0231	Class of 2031	118.20	0.00	0.00	0.00	0.00	118.20
05 704 0300	Grant Accounts	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0301	ACCELERATED READER	265.80	0.00	0.00	0.00	0.00	265.80
05 704 0302	ART	212.05	0.00	0.00	0.00	0.00	212.05
05 704 0303	BOOKFAIR	1,117.15	107.50	0.00	0.00	0.00	1,009.65
05 704 0304	DUNLAP GRANTS	(53,607.01)	275.26	0.00	0.00	0.00	(53,882.27)
05 704 0306	GREENHOUSE	10,065.44	0.00	0.00	0.00	0.00	10,065.44
05 704 0307	COURTESY FUND	739.77	0.00	0.00	0.00	0.00	739.77
05 704 0308	BAND	7,229.49	9.00	94.00	0.00	0.00	7,314.49
05 704 0309	PRESCHOOL	(4,225.00)	0.00	0.00	0.00	0.00	(4,225.00)
05 704 0310	REVOLVING FUND	1,804.36	218.50	0.00	0.00	0.00	1,585.86
05 704 0311	SHOP	3,250.86	0.00	0.00	0.00	0.00	3,250.86
05 704 0313	GENERAL CONCESSIONS	6,406.90	370.43	0.00	0.00	0.00	6,036.47
05 704 0314	WOODS	1,470.07	0.00	0.00	0.00	0.00	1,470.07
05 704 0315	HELPING HANDS - ELEM	1,640.91	0.00	0.00	0.00	0.00	1,640.91
05 704 0316	FACULTY FUND	642.47	893.23	0.00	0.00	0.00	(250.76)
05 704 0317	ELEM COURTESY	311.55	108.15	0.00	0.00	0.00	203.40
05 704 0318	SPANISH CLUB	41.14	0.00	0.00	0.00	0.00	41.14
05 704 0319	Robotics	(302.74)	0.00	0.00	0.00	0.00	(302.74)

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0320	Strength & Conditioning	1,616.81	255.69	0.00	0.00	0.00	1,361.12
05 704 0321	Centura Wellness	2,896.49	186.46	0.00	0.00	0.00	2,710.03
05 704 0322	Computer Fee	10,033.00	0.00	120.00	0.00	0.00	10,153.00
05 704 0323	Library	1,000.00	0.00	0.00	0.00	0.00	1,000.00
05 704 0324	Elementary Playground	2,694.00	0.00	0.00	0.00	0.00	2,694.00
05 704 0325	BACK PACK PROGRAM	17,627.45	0.00	0.00	0.00	0.00	17,627.45
05 704 0328	Prom Committee	1,313.93	0.00	0.00	0.00	0.00	1,313.93
05 704 0400	FFA	24,206.74	0.00	500.00	0.00	0.00	24,706.74
05 704 0401	YEARBOOK	924.20	0.00	0.00	0.00	0.00	924.20
05 704 0403	ALUMNI	24.00	0.00	0.00	0.00	0.00	24.00
05 704 0404	CBI	4,819.87	0.00	0.00	0.00	0.00	4,819.87
05 704 0405	SPEECH	938.63	0.00	0.00	0.00	0.00	938.63
05 704 0406	DRAMA - One Act	3,398.82	0.00	0.00	0.00	0.00	3,398.82
05 704 0407	CHARACTER COUNCIL - ELEMENTARY	688.98	0.00	0.00	0.00	0.00	688.98
05 704 0408	FBLA	7,057.38	569.00	250.00	0.00	0.00	6,738.38
05 704 0410	MEDIA CLASS	1,756.52	0.00	0.00	0.00	0.00	1,756.52
05 704 0411	FFA SCHOLARSHIPS	4,444.00	0.00	0.00	0.00	0.00	4,444.00
05 704 0412	MIXED CHORUS	2,736.66	0.00	110.00	0.00	0.00	2,846.66
05 704 0413	NHS	15.39	4,500.00	4,500.00	0.00	0.00	15.39
05 704 0415	STUDENT COUNCIL	3,231.45	0.00	0.00	0.00	0.00	3,231.45
05 704 0416	TECHNOLOGY	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0502	INTEREST	30,554.60	0.00	37.81	0.00	0.00	30,592.41
05 704 0503	MONEY MARKET	597.91	0.00	12.29	0.00	0.00	610.20
05 704 0600	24/7 Student Insurance	8,964.41	0.00	0.00	0.00	0.00	8,964.41
Fund Total: 05		106,583.94	24,074.61	12,670.10	0.00	0.00	95,179.43

**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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 110 002	Salaries Non-Instructional Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
110	Salaries Non-Instructional Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 210 002	Group Insurance Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	Group Insurance Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 220 001	Social Security Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 220 002	Social Security Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220	Social Security Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 230 001	Retirement Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 230 002	Retirement Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230	Retirement Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 237 001	Increased Retirement Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 237 002	Increased Retirement Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
237	Increased Retirement Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 350 001	Technical Services	0.00	0.00	4,544.65	0.00	(4,544.65)	0.00	0.00	(4,544.65)
06 3100 350 002	Technical Services	0.00	0.00	7,258.86	0.00	(7,258.86)	0.00	0.00	(7,258.86)
350	Technical Services	0.00	0.00	11,803.51	0.00	(11,803.51)	0.00	0.00	(11,803.51)
06 3100 431 001	Non Tech Repairs	0.00	337.50	337.50	0.00	(337.50)	0.00	0.00	(337.50)
06 3100 431 002	Non Tech Repairs	0.00	337.50	337.50	0.00	(337.50)	0.00	0.00	(337.50)
431	NON-TECHNOLOGY RELATED REPAIRS & MAINTEN	0.00	675.00	675.00	0.00	(675.00)	0.00	0.00	(675.00)
06 3100 570 001	Food Service Management	0.00	27,547.44	137,076.05	0.00	(137,076.05)	0.00	0.00	(137,076.05)
06 3100 570 002	Food Service Management	0.00	27,547.44	137,076.08	0.00	(137,076.08)	0.00	0.00	(137,076.08)
570	Food Service Management	0.00	55,094.88	274,152.13	0.00	(274,152.13)	0.00	0.00	(274,152.13)
06 3100 610 001	General Supplies	0.00	0.00	5,957.12	0.00	(5,957.12)	0.00	0.00	(5,957.12)
06 3100 610 002	General Supplies	0.00	0.00	5,957.13	0.00	(5,957.13)	0.00	0.00	(5,957.13)
610	General Supplies	0.00	0.00	11,914.25	0.00	(11,914.25)	0.00	0.00	(11,914.25)
06 3100 733 001	Furniture and Fixtures	0.00	0.00	2,809.58	0.00	(2,809.58)	0.00	0.00	(2,809.58)
06 3100 733 002	Furniture and Fixtures	0.00	0.00	2,809.58	0.00	(2,809.58)	0.00	0.00	(2,809.58)
733	Furniture and Fixtures	0.00	0.00	5,619.16	0.00	(5,619.16)	0.00	0.00	(5,619.16)
06 3100 739 001	Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 739 002	Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
739	Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 890 002	Miscellaneous Expenses	0.00	0.00	44.36	0.00	(44.36)	0.00	0.00	(44.36)
890	Miscellaneous Expenses	0.00	0.00	44.36	0.00	(44.36)	0.00	0.00	(44.36)
3100	Food Service Operations	0.00	55,769.88	304,208.41	0.00	(304,208.41)	0.00	0.00	(304,208.41)
06	Hot Lunch Fund	0.00	55,769.88	304,208.41	0.00	(304,208.41)	0.00	0.00	(304,208.41)

**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	55,769.88	304,208.41	0.00	(304,208.41)	0.00	0.00	(304,208.41)

Fund: 01 General Fund

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Taxes Levied by School District	0.00	371,628.97	4,322,747.21	0.00	(4,322,747.21)
01 1115	Carline Taxes	0.00	0.00	10,045.81	0.00	(10,045.81)
01 1125	Motor Vehicle Taxes	0.00	22,581.63	231,952.12	0.00	(231,952.12)
01 1140	PENALTIES & INTEREST ON TAXES	0.00	0.00	2,086.28	0.00	(2,086.28)
01 1510	Interest on Investments	0.00	3,070.32	20,334.75	0.00	(20,334.75)
01 1800	REVENUE FROM COMMUNITY SERVICES ACTIVITIES	0.00	460.00	15,540.00	0.00	(15,540.00)
01 1911	Local License Fees	0.00	0.00	1,710.00	0.00	(1,710.00)
01 1990	Miscellaneous Local Revenue	0.00	6,010.00	15,511.11	0.00	(15,511.11)
	Subtotal: LOCAL RECIEPTS	0.00	403,750.92	4,619,927.28	0.00	(4,619,927.28)
01 2110	County Fines and License Fees	0.00	2,308.14	26,032.57	0.00	(26,032.57)
01 2210	ESU Receipts	0.00	0.00	450.00	0.00	(450.00)
	Subtotal: COUNTY AND ESU RECEIPTS	0.00	2,308.14	26,482.57	0.00	(26,482.57)
01 3110	State Aid	0.00	109,123.00	1,096,344.00	0.00	(1,096,344.00)
01 3120	Special Education-School Age	0.00	188,554.00	610,378.00	0.00	(610,378.00)
01 3125	SPED Transportation-School Age	0.00	0.00	22,483.00	0.00	(22,483.00)
01 3130	Homestead Exemption	0.00	24,222.66	96,890.63	0.00	(96,890.63)
01 3131	Property Tax Credit	0.00	(3,722.81)	2,100,741.72	0.00	(2,100,741.72)
01 3180	Pro-Rate Motor Vehicle	0.00	0.00	13,056.67	0.00	(13,056.67)
01 3400	State Apportionment	0.00	0.00	167,724.18	0.00	(167,724.18)
01 3535	High Ability Learners	0.00	0.00	3,656.00	0.00	(3,656.00)
01 3599	School Safety/Security Grant	0.00	5,572.00	5,572.00	0.00	(5,572.00)
	Subtotal: STATE RECEIPTS	0.00	323,748.85	4,116,846.20	0.00	(4,116,846.20)
01 4309	HEAD START	0.00	0.00	14,000.00	0.00	(14,000.00)
01 4310	REAP	0.00	0.00	40,769.00	0.00	(40,769.00)
01 4505	Title I-Part A ESSA	0.00	0.00	61,872.00	0.00	(61,872.00)
01 4509	Title II-Part A ESSA	0.00	0.00	15,112.00	0.00	(15,112.00)
01 4516	IDEA PART B PRESCHOOL	0.00	0.00	3,630.00	0.00	(3,630.00)
01 4518	IDEA Part B (611) Base/EP	0.00	0.00	178,654.00	0.00	(178,654.00)
01 4521	IDEA Non-Public	0.00	0.00	5,915.00	0.00	(5,915.00)
01 4708	MEDICAID IN PUBLIC SCHOOLS	0.00	0.00	14,869.15	0.00	(14,869.15)
	Subtotal: FEDERAL RECEIPTS	0.00	0.00	334,821.15	0.00	(334,821.15)
01 5690	OTHER NON-REVENUE RECEIPTS	0.00	0.00	1,603.57	0.00	(1,603.57)
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	1,603.57	0.00	(1,603.57)
	Fund Total:	0.00	729,807.91	9,099,680.77	0.00	(9,099,680.77)

**Revenue Summary Report**

Processing Month: 06/2025

User ID: STUBANDR

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	729,807.91	9,099,680.77	0.00	(9,099,680.77)

**Treasurer's Report for the 2024-25 School Year  
as of June 30, 2025**

**General Fund**

Beginning Balance		<u>\$3,643,728.44</u>		
June	Income	\$729,807.91		
June	Expenses	(\$713,528.77) <	\$0.00	June expenditures
June	Adjustments		\$0.00	June Pre-pay
Ending Balance		<u>\$3,660,007.58</u>	<u>\$0.00</u>	

Cash Found In: Balance Per Bank		\$3,732,703.80	
Outstanding Checks		(\$72,696.22)	
Adjustments		<u>\$0.00</u>	
Total		<u>\$3,660,007.58</u>	

**General Fund CD's**

#202828	\$196,161.02	Western National	4.0%. Matures 04-11-2026
#15608	\$158,916.36	Pathway Bank	4.43% Matures 04-19-2026
#45419	\$108,769.44	Pathway Bank	4.50% Matures 01-23-25
#45435	\$108,769.45	Pathway Bank	4.50% Matures 01-23-25
#118240	\$178,246.58	Pathway Bank	4.43% Matures 04-11-2025
#881244 (MM)	<u>\$269,908.03</u>	Pathway Bank	2.47% Money Market
Total	<u>\$1,020,770.88</u>		

**Building Fund**

Beginning Balance		\$820,250.85	
June	Income	\$24,773.29	
June	Expenses	\$0.00	
June	Adjustments	\$0.00	
Ending Balance		<u>\$845,024.14</u>	

Cash Found In:			
Checking Acct.		\$845,024.14	
Outstanding Checks		<u>\$0.00</u>	
Total		<u>\$845,024.14</u>	

**Depreciation Fund**

Beginning Balance		\$203,663.38	
June	Income	\$12,697.42	
June	Expenses	\$0.00	
Ending Balance		<u>\$216,360.80</u>	

Cash Found In: Checking Acct.		\$216,360.80	
Outstanding Checks		<u>\$0.00</u>	
Total		<u>\$216,360.80</u>	

**Unemployment Fund**

Beginning Balance		\$15,622.39	
June	Income	\$0.00	
June	Expenses	\$0.00	
Ending Balance		<u>\$15,622.39</u>	

Cash Found In:			
Checking Acct		\$15,622.39	
Outstanding Checks		<u>\$0.00</u>	
Total		<u>\$15,622.39</u>	

**Student Fees**

Beginning Balance		\$2,571.65
June	Income	\$0.00
June	Expenses	\$0.00
Ending Balance		<u>\$2,571.65</u>

Cash Found In:		
	Checking Acct.	<u>\$2,571.65</u>
	Total	<u>\$2,571.65</u>

#### Activity Accounts

Beginning Balance		\$106,583.94
June	Income	\$12,670.10
June	Expenses	(\$24,074.61)
June	Adjustments	
Ending Balance		<u>\$95,179.43</u>

Cash Found In:		
	Checking Acct.	\$37,426.60
	Outstanding Checks	(\$27,391.48)

#### Activity Fund CDS

#118	\$10,000.00	Boelus State Ban 4.3%. Matures 03/4/26
#259	\$20,000.00	Boelus State Ban 4.4% Matures 03/28/25
#427	\$20,000.00	Boelus State Ban 2.5% Matures 12/19/24
#1229	\$22,668.07	Boelus State Ban 4.50% Matures 07/19/25
Money Market	<u>\$12,476.24</u>	Boelus State Bank
	<b>\$95,179.43</b>	

#### Lunch Account

Beginning Balance		\$105,246.74
June	Income	\$5,056.55
June	Expenses	(\$55,769.88)
June	Adjustments	
Ending Balance		<u>\$54,533.41</u>

Cash Found In:		
	Checking Acct.	\$54,584.89
	Outstanding Checks	<u>(\$51.48)</u>
	Total	<u>\$54,533.41</u>

**Centura Public Schools**

**MONTHLY FINANCIAL REPORT TO THE BOARD**

**July 2025**

General Fund Expenses for July		
	2023-2024	2024-2025
GF Payable	\$70,339.69	\$142,095.23
GF Payroll	\$490,060.31	\$512,067.43
<b>Total</b>	<b>\$560,400.00</b>	<b>\$654,162.66</b>

General Fund Receipts for June		
	2023-2024	2024-2025
State Aid	\$99,360.00	\$109,123.00
SPED State Pmt	\$124,963.00	\$188,554.00
Buffalo County	\$47,454.94	\$46,914.88
Hall County	\$255,774.79	\$207,728.99
Howard County	\$131,611.82	\$147,371.42
Sherman County	\$14,566.60	\$15,003.30
Other Receipts	\$13,902.16	\$15,112.32
<b>Total</b>	<b>\$687,633.31</b>	<b>\$729,807.91</b>

GENERAL FUND			
Three Year Comparison			
EXPENSES			
MONTH	2022-23	2023-24	2024-2025
September	\$629,772	\$739,055	\$728,156
October	\$626,717	\$663,668	\$667,145
November	\$612,456	\$655,628	\$648,094
December	\$640,399	\$715,008	\$729,498
January	\$583,706	\$632,011	\$635,889
February	\$609,613	\$613,913	\$737,187
March	\$651,595	\$596,945	\$608,934
April	\$595,809	\$602,092	\$639,431
May	\$582,393	\$629,941	\$645,331
June	\$556,301	\$650,136	\$917,336
July	\$570,420	\$560,400	\$654,163
<b>YTD Total</b>	<b>\$6,659,182</b>	<b>\$7,058,797</b>	<b>\$7,611,165</b>
<b>Annual Budget</b>	<b>\$8,282,000</b>	<b>\$9,145,550</b>	<b>\$10,003,717</b>
<b>Budget % Spent</b>	<b>80.41%</b>	<b>77.18%</b>	<b>76.08%</b>

GENERAL FUND			
Three Year Comparison			
REVENUE			
MONTH	2022-23	2023-24	2024-25
September	\$1,386,125.88	\$1,527,019.03	\$1,429,688.29
October	\$365,036.66	\$365,893.40	\$524,689.88
November	\$363,597.90	\$195,581.90	\$193,179.68
December	\$136,301.04	\$392,528.41	\$374,442.70
January	\$1,243,994.23	\$1,340,823.48	\$945,361.77
February	\$657,935.16	\$759,909.13	\$1,491,463.11
March	\$375,132.71	\$323,589.33	\$614,778.41
April	\$350,706.83	\$424,447.71	\$408,919.15
May	\$1,749,125.50	\$2,176,961.83	\$2,387,349.87
June	\$831,337.67	\$687,633.31	\$729,807.91
<b>YTD Total</b>	<b>\$7,459,293.58</b>	<b>\$8,194,387.53</b>	<b>\$9,099,680.77</b>

**Items to Note:**

<b>Critical Response Group Inc</b> <i>Mapping Solution</i>	<b>\$5,572.00</b>
<b>Grone's Outdoor Power</b> <i>New Lawn Mower</i>	<b>\$25,249.00</b>
<b>Mid Nebraska Fence</b> <i>Playground Fence</i>	<b>\$11,300.00</b>
<b>Platte Valley Communications</b> <i>New Bus Cameras</i>	<b>\$16,310.84</b>
<b>PowerSchool</b> <i>Evaluation Tool</i>	<b>\$4,729.40</b>

## 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 9, 2025 4:00 PM  
Centura High School; Cairo, NE**

**Attendance Taken at 4:00 PM. Present: Sandra Davis, Brooke Fries, Teresa Grabowski, Mark Johnson, Todd Nitsch, Brooke Schmitt.**

**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 Davis called the meeting to order at 4:00pm.

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

Pledge of Allegiance and Recognition of the Nebraska Open Meetings Act

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

**4. Centura Vision Statement: A Community about students, excellence and innovation**

**5. Roll Call - excuse/not excuse board members who are absent**

**6. Public hearing to discuss, consider and receive input on School Board Policy 5015: Protection of Pupil Rights and Policy 5018: Parent Involvement in Education Practices.**

Public hearing opened at 4:02pm by President Davis. There were no patrons present to offer support, opposition, criticism, suggestions, or observations regarding the public hearing to discuss, consider and receive input on School Board Policy 5015: Protection of Pupil Rights and Policy 5018: Parent Involvement in Education Practices. The public hearing was closed at 4:03pm by President Davis.

**7. Recognition of visitors and public comment per Centura Public Schools Policy No. 2004-12**

No patrons addressed the board.

**8. Approval of Consent Agenda**

I move to approve the consent agenda as presented. Passed with a motion by Teresa Grabowski and a second by Brooke Fries.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea

Yea: 6, Nay: 0

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

**8.2. General Fund Claims - \$917,336.30 (Payroll \$539,513.91, Payables \$377,822.39)**

Amazon Capital Services 1,144.29, AS Central Services 292.87, Aurora Coop 1,403.00, Baasch & Sons 110.00, Black Hills Energy 4,728.72, Bomgaars 609.58, CAPSTONE PRESS, INC. 1,150.00, Centurylink 77.60, Column Software PBC 13.20, Computer Hardware 8,442.00, DELL MARKETING 1,230.00, Digital

Theatre (US) LLC 644.26, Eakes Office Solutions 1,785.72, Ecolab 121.02, ESU #10 5,195.29, ESU #7 112.00, GO Physical Therapy 4,224.85, Grone's Outdoor Power 12.75, Hamilton 28.27, HD Supply 2,241.81, Heartland Disposal 754.88, HEINEMANN PUBLISHING 39,916.95, HIRERIGHT LLC 551.25, Jackson Services, Inc. 262.17, Jostens, Inc. 198.13, KSB School Law 1,500.00, Matheson Tri-Gas 82.67, MCGRAW-HILL EDUCATION, INC 42,185.79, Menards 362.27, Midwest Floor Specialists 5,915.00, NE ASSOC OF SCHOOL BOARDS 3,145.90, OneSource 147.00, Pathway Insurance 14,272.85, Platte Valley Communications 30.00, Pony Express Chevrolet 215,800.00, PowerSchool Group LLC 5,099.02, Prairie Hills Wireless LLC 49.95, Robinson, Bev 1,134.00, Robinson, Lanny 1,724.10, S.E. Smith & Sons 54.06, Servi-Tech, Inc. 326.00, Sewer Rooter & Plumbing, Inc. 4,500.00, Software Unlimited, Inc. 150.00, Stukent, Inc 2,500.00, US Bank 2,293.15, Village of Cairo 280.41, Wal-Mart 161.92, Wex Bank 857.69, Fund Number 377,822.39

## **9. Action Items**

### **9.1. Human Resources**

#### **9.1.1. Approval of certified staff resignations**

There are no staff resignations to report.

#### **9.1.2. Approval of certified new hires**

There are no new hires to report.

### **9.2. Discuss, consider and potentially approve a General Fund transfer to the Activity Fund to cover expenses for the 24-25 school year.**

Laethion Brown provided an overview of the current athletic budget, the history of the athletic budget and potential future expenditures.

I move to approve a General Fund transfer to the Activity Fund in the amount of \$43,000. Passed with a motion by Brooke Schmitt and a second by Teresa Grabowski.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea

Yea: 6, Nay: 0

### **9.3. Approve Dr. Heneger to have access to all Pathway Bank and Boelus State Bank accounts, similar to what Dr. Tomjack has.**

Dr. Tomjack explained this is a procedural item and action is required as part of the Superintendent transition process.

I move to approve Dr. Heneger to obtain access to all Pathway Bank and Boelus State Bank accounts, effective 6-30-2025. Passed with a motion by Brooke Schmitt and a second by Todd Nitsch.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea

Yea: 6, Nay: 0

### **9.4. Discuss, consider and potentially approve Laethion Brown as a signer on the activity fund account.**

Dr. Tomjack reported that now that Laethion Brown is in an administrative position, allowing him to be an additional signer on the activity fund account will ensure prompt payment for activity expenditures. The account will continue to require two signatures on all checks.

I move to approve Laethion Brown as a signer on the activity fund account. Passed with a motion by Mark Johnson and a second by Brooke Fries.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea  
Yea: 6, Nay: 0

**9.5. Discuss, consider, and potentially approve which Board members are on the Pathway Bank and Boelus State Bank accounts.**

Current Finance, Facilities, and Transportation Committee members include Todd Nitsch, Mark Johnson and Sandra Davis.

I am move to approve assigning the Finance, Facilities, and Transportation Committee members as signers on Pathway Bank and Boelus State Bank accounts Passed with a motion by Todd Nitsch and a second by Mark Johnson.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea  
Yea: 6, Nay: 0

**9.6. Discuss, consider, and potentially approve continuation of the baseball cooperative with Central City for the 2025-2026 and 2026-2027 school years.**

I move to approve continuation of the baseball cooperative with Central City for the 2025-2026 and 2026-2027 school years. Passed with a motion by Teresa Grabowski and a second by Brooke Schmitt.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea  
Yea: 6, Nay: 0

**9.7. Discuss, consider, and approve required revisions to policies from KSB Law.**

Board Member Teresa Grabowski made a motion to approve the required policy numbers 1002: Creation, Amendment, and Distribution of Policies; Policy 2006: Complaint Procedure; Policy 3003: Bedding for Construction, Remodeling, Repair, or Site Improvement; Policy 3004.1: Fiscal Management for Purchasing and Procurement Using Federal Funds, during the motion there was interruption with a discussion in the public gallery. After the discussion ended, the motion continued to include Policy 3023: Record Management and Retention, option 1; Policy 3026: Handbooks; Policy 3036: Purchasing (Credit) Card Program to include a spending limit of \$5,000; Policy 3043: Design-Build Contracts; Policy 4051: Staff and District Social Media Use; Policy 4059: Behavioral and Mental Health Training; Policy 5001: Compulsory Attendance and Excessive Absenteeism, to include the removal of the recommended wording removal; Policy 5051: Protection of Pupil Rights and Policy 5018: Parent Involvement in education Practices; Policy 5031: Student Appearance; Policy 6031: Emergency Exclusion; Policy 6034: Concussion Awareness. Motion second by Board Member Brooke Fries. Fries, Grabowski, Johnson, Nitsch, Schmitt, and Davis all voted Yea. Motion passed. There continued to be discussion regarding the original motion and if it included all policies listed, due to the interruption, the policy numbers were not listed all at one time. Because of this, Board Member Teresa Grabowski amended her motion.

I move to amend the previous motion to approve revision to School Board Policies 1002, 2006, 3003, 3004.1, 3023, using option 1, 3026, 3036 with a limit of \$5,000, 3043, 4051, 4059, 5001 to include removal of recommended wording removal, 5015, 5031, 6031, and 6034. Passed with a motion by Teresa Grabowski and a second by Mark Johnson.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea  
Yea: 6, Nay: 0

**9.7.1. Policy 1002: Creation, Amendment, and Distribution of Policies.**

**9.7.2. Policy 2006: Complaint Procedure.**

**9.7.3. Policy 3003: Bidding for Construction, Remodeling, Repair, or Site Improvement.**

**9.7.4. Policy 3004.1: Fiscal Management for Purchasing and Procurement Using Federal Funds.**

**9.7.5. Policy 3023: Record Management and Retention.**

**9.7.6. Policy 3026: Handbooks.**

**9.7.7. Policy 3036: Purchasing (Credit) Card Program.**

**9.7.8. Policy 3043: Design-Build Contracts.**

**9.7.9. Policy 4051: Staff and District Social Media Use.**

**9.7.10. Policy 4059: Behavioral and Mental Health Training.**

**9.7.11. Policy 5001: Compulsory Attendance and Excessive Absenteeism.**

**9.7.12. Policy 5015: Protection of Pupil Rights and Policy 5018: Parent Involvement in Education Practices.**

**9.7.13. Policy 5031: Student Appearance.**

**9.7.14. Policy 6031: Emergency Exclusion.**

**9.7.15. Policy 6034: Concussion Awareness.**

**9.8. Discuss, consider, and potentially approve revision to Policy 3047: Data Breach Response.**

I move to approve KSB's recommended revisions to Policy 3047: Data Breach Response Passed with a motion by Mark Johnson and a second by Teresa Grabowski.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea  
Yea: 6, Nay: 0

**9.9. Discuss, consider, and potentially approve revision to Policy 3057: Title IX.**

I move to approve KSB's recommended revisions to Policy 3057: Title IX, the slim version. Passed with a motion by Todd Nitsch and a second by Mark Johnson.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea  
Yea: 6, Nay: 0

**9.10. Discuss, consider, and potentially approve revision to Policy 4057: Superintendent Evaluation.**

I move to approve KSB's recommended revisions to Policy 4057: Superintendent Evaluation Passed with a motion by Teresa Grabowski and a second by Brooke Fries.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea  
Yea: 6, Nay: 0

**9.11. Discuss, consider, and potentially revision to Policy 5016: Student Records.**

I move to approve KSB's recommended revisions to Policy 5016: Student Records; using Option #2. Passed with a motion by Todd Nitsch and a second by Teresa Grabowski.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea  
Yea: 6, Nay: 0

**9.12. Discuss, consider and potentially approve Policy 6045: Behavioral Intervention.**

I move to approve the addition of Policy 6045. Passed with a motion by Brooke Schmitt and a second by Brooke Fries.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea  
Yea: 6, Nay: 0

**9.13. Discuss, consider and potentially approve Policy 6044: Participation and Assignment of Athletic Teams.**

I move to approve the addition of Policy 6044, noting Centura currently does not offer bowling. Passed with a motion by Teresa Grabowski and a second by Mark Johnson.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea  
Yea: 6, Nay: 0

**9.14. Discuss, consider, and potentially review elimination of Policy 5034: Handbooks.**

Dr. Tomjack explained that Policy 5034 is a one sentence policy and has been added to Policy 3026.

I move to approve KSB's recommended elimination of Policy 5034: Handbooks. Passed with a motion by Mark Johnson and a second by Teresa Grabowski.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea  
Yea: 6, Nay: 0

**9.15. Discuss, consider, and potentially approve revisions to Policy 6005 Graduation Requirements.**

I move to approve revisions to Policy 6005. Passed with a motion by Todd Nitsch and a second by Brooke Schmitt.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea  
Yea: 6, Nay: 0

**10. Discussion/Information Items**

**10.1. Discuss handbook changes for 2025-2026.**

Dr. Tomjack read the Intent of Handbook to the Board and guests. The intent can be found on page 6 of the Centura Student Handbook 2024-2025. Principals Beberniss and Brown provided a brief overview of the potential handbook changes for the 2025-2026 school year.

**11. Next Meeting date and time - Board Meeting on July 14th at 6:00pm**

Due to scheduling issues, the next Regular Board Meeting will be held July 14th at 4pm.

**12. Adjournment**

Motion to adjourn meeting at 4:59 p.m. Passed with a motion by Teresa Grabowski and a second by Todd Nitsch.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd

Nitsch: Yea, Brooke Schmitt: Yea

Yea: 6, Nay: 0

**Centura Board of Education Working Meeting Minutes  
District #47-0100 – Howard County Nebraska  
Tuesday, July 1, 2025 2:00 PM  
Centura High School; Cairo, NE**

**Attendance Taken at 2:00 PM. Present: Sandra Davis, Brooke Fries, Teresa Grabowski, Mark Johnson, Todd Nitsch, Brooke Schmitt.**

**1. Call meeting to order.**

Notice of the working 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 Davis called the meeting to order at 2:00 pm.

**2. Pledge of Allegiance**

Board President Davis 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**

All members were present.

**4. Recognition of visitors and public comment per Centura Public Schools Policy No. 2004-12**

No patrons addressed the board.

**5. Work session/discussion items**

**5.1. Research and engage in discussion regarding facilities improvement plans with Wilkins Architecture.**

Jacob Sertich from Wilkins Architecture led the board work session.

**6. Adjournment**

Motion to adjourn working meeting at 4:21 p.m. Passed with a motion by Teresa Grabowski and a second by Brooke Fries.

Sandra Davis: Yea, Brooke Fries: Yea, Teresa Grabowski: Yea, Mark Johnson: Yea, Todd Nitsch: Yea, Brooke Schmitt: Yea

Yea: 6, Nay: 0

Vendor Name	Invoice Number	Description	Amount
Checking Account ID	Fund Number	General Fund	
Amazon Capital Services	13MP-1T7H-M741	ELM Korinek Pre-K Supplies	165.35
Amazon Capital Services	13NL-XVGT-H41Y	Maintenance Supply Filter	8.88
Amazon Capital Services	14WH-QGXR-6QXH	ELM Supplies Hostetler Kindergarten	127.10
Amazon Capital Services	19Y4-TL7L-QXTQ	Books ELM Principal	81.90
Amazon Capital Services	1C9R-6G9L-GMXT	Bookkeeping Office Supplies	18.34
Amazon Capital Services	1DLG-YLV3-GL6H	Maintenance Supplies Trailer Lights	15.99
Amazon Capital Services	1GKR-MP49-9HLN	ELM Hermann 2nd grade Supplies	99.09
Amazon Capital Services	1GKR-MP49-D1CK	ELM Jones Pre-K Supplies	224.05
Amazon Capital Services	1HV4-NG43-CFDK	ELM Dibbern Kindergarten Supplies	238.15
Amazon Capital Services	1HX1-3QXY-F4N3	ELM Sullivan 2nd grade Supplies	89.30
Amazon Capital Services	1JLG-JKDT-CJ7X	ELM Counselor Supply	37.99
Amazon Capital Services	1LLN-TGT7-99TP	ELM Knopik 5th grade Supply	34.81
Amazon Capital Services	1NXY-VK4V-HX3K	Bookkeeper 3 Drawer Cabinet	84.99
Amazon Capital Services	1PQJ-HM66-LYC3	Smart Teaching Prof. Dev.	16.69
Amazon Capital Services	1T6W-DPVL-LFJ9	Bookkeeper Paper Holder	9.66
Amazon Capital Services	1WRM-QTX4-RPMG	ELM Office Supplies	254.79
Amazon Capital Services	1WYC-FRPL-KG6X	Maintenance Supplies	30.97
Amazon Capital Services	1X9Q-X1KQ-9XTG	ELM Trumler & Yoachim 4th Grade Supplies	79.85
Amazon Capital Services	1XQP-WW79-CVWN	ELM Counselor	46.56
Amazon Capital Services	1Y1J-QQGF-DVKW	Bookkeeper HDMI/USB Splitter	22.99
Amazon Capital Services	1YQG-64DK-3PLX	ELM Steffen Tech. Supplies	74.90
<b>Total Amazon Capital Services</b>			<b>1,762.35</b>
Amplify Education, Inc.	INV-362883	mCLASS DIBELS 8th Ed. 1 year student	2,025.00
<b>Total Amplify Education, Inc.</b>			<b>2,025.00</b>
Armbruster Electric	250624	HS Hallway Remodel Elec. Work	2,986.34
<b>Total Armbruster Electric</b>			<b>2,986.34</b>
AS Central Services	1477991-0002	Distance Education Services	292.87
<b>Total AS Central Services</b>			<b>292.87</b>
Aurora Coop	6,906,270	Tire	166.95
<b>Total Aurora Coop</b>			<b>166.95</b>
Baasch & Sons	C151740	3/4 Shaft	15.00
<b>Total Baasch &amp; Sons</b>			<b>15.00</b>
Beberniss, Melissa	20250714	Meal Reimb. - Cog. Coach Conf.	18.78
<b>Total Beberniss, Melissa</b>			<b>18.78</b>
Berger, Garret	20250713	ELM Solid Surface Window Sills	300.00
<b>Total Berger, Garret</b>			<b>300.00</b>
Black Hills Energy	June 2025-0001	Natural Gas	0.00
<b>Total Black Hills Energy</b>			<b>0.00</b>
BOUND TO STAY BOUND BOOKS INC.	243140	Books for Circulation GS 25/26	57.87
<b>Total BOUND TO STAY BOUND BOOKS INC.</b>			<b>57.87</b>
Boys Town	CINV-00001-0006	SPED Tuition Boys Town- Junel 2025	0.00
<b>Total Boys Town</b>			<b>0.00</b>

Vendor Name	Invoice Number	Description	Amount
Centurylink	334163016	Communications	79.60
Total Centurylink			<u>79.60</u>
Column Software PBC	6409CE87-0042	BOE Notices	5.60
Column Software PBC	6409CE87-0043	BOE Notices	178.80
Column Software PBC	6409CE87-0044	BOE Notices	196.00
Column Software PBC	6409CE87-0045	BOE Notices	45.20
Column Software PBC	6409CE87-0046	BOE Notices	6.80
Total Column Software PBC			<u>432.40</u>
CRESCENT ELECTRIC SUPPLY CO	S513353026.001		17.54
Total CRESCENT ELECTRIC SUPPLY CO			<u>17.54</u>
Eakes Office Solutions	9146300-0	Rolling Computer Cart/Desk	379.47
Eakes Office Solutions	9153125-0	Office Furn. Delivery Fee	175.00
Eakes Office Solutions	INV659350	Copiers - Contract	37.99
Eakes Office Solutions	INV661244	Copiers - Contract	3,879.54
Eakes Office Solutions	INV661245	Copiers - Contract	1,494.65
Total Eakes Office Solutions			<u>5,966.65</u>
Ecolab	8325214-0001	Service-Pest Control	121.02
Total Ecolab			<u>121.02</u>
ESU #10	June 2025-0001	ESU10 SPED Services	6,466.26
Total ESU #10			<u>6,466.26</u>
ESU #16	2333	HS Secretary - Med Aide	15.00
Total ESU #16			<u>15.00</u>
ESU #3	EM15389	Prof Learning Cognitive Coach	500.00
Total ESU #3			<u>500.00</u>
ExploreLearning	CI-00104588	Reflex Site License SMALL district	2,965.50
Total ExploreLearning			<u>2,965.50</u>
GO Physical Therapy	May 2025-0002	SPED OT/PT/SLP Services	0.00
Total GO Physical Therapy			<u>0.00</u>
Grainger	9543939178	Maintenance Supplies for ELM Proj	212.48
Grainger	9543939186	Maintenance Supplies for ELM Proj	558.79
Total Grainger			<u>771.27</u>
Grone's Outdoor Power	241221	932G3 Mower Grasshopper with bagger	25,249.00
Grone's Outdoor Power	241457	Backup Mower Repair	836.15
Total Grone's Outdoor Power			<u>26,085.15</u>
Gustave A. Larson Company	5900527	Maintenance Supplies 200 Pod Motor	508.00
Gustave A. Larson Company	5901372	Maintenance Supplies for HS Hallway Proj	3,080.32
Total Gustave A. Larson Company			<u>3,588.32</u>
Hamilton	11063827	Communications	19.51
Total Hamilton			<u>19.51</u>

Vendor Name	Invoice Number	Description	Amount
Heartland Disposal	239693-0001	Service-garbage disposal	805.86
Total Heartland Disposal			<u>805.86</u>
HOLIDAY EXPRESS	13407	DOT Maintenance Bus #17	2,483.12
HOLIDAY EXPRESS	13408	DOT Maintenance Bus #22	1,172.95
Total HOLIDAY EXPRESS			<u>3,656.07</u>
Howard Greely RPPD	July 2025-0001	Service-electricity	6,617.56
Total Howard Greely RPPD			<u>6,617.56</u>
INSULATION SYSTEMS, INC.	16051	Supplies-Wrap & Tape	102.38
INSULATION SYSTEMS, INC.	16066	Supplies-Wrap	425.32
Total INSULATION SYSTEMS, INC.			<u>527.70</u>
Jackson Services, Inc.	5534192-0002	Rug Service	0.00
Total Jackson Services, Inc.			<u>0.00</u>
Johnson Controls, Inc.	1-135921423098	Signed Agreement July to Sept. 2025	3,241.75
Total Johnson Controls, Inc.			<u>3,241.75</u>
JW Pepper & Sons	367494970	Band Music	27.98
Total JW Pepper & Sons			<u>27.98</u>
Kelly Supply Company	S1426452-0	ELM & HS Repair Chilled Line	425.24
Total Kelly Supply Company			<u>425.24</u>
KSB School Law	19134-0001	Legal Services	154.00
Total KSB School Law			<u>154.00</u>
Learning Without Tears	INV229528	Cursive Handwriting 2025	619.25
Total Learning Without Tears			<u>619.25</u>
Marcia Brenner Associates	INV-251555	Behavior SPED Plug in for Power School	375.00
Total Marcia Brenner Associates			<u>375.00</u>
Matheson Tri-Gas	0031716659	Voigt Class Supplies	370.27
Total Matheson Tri-Gas			<u>370.27</u>
Menards	6013	Maintenance Supplies	214.28
Menards	6154	Maintenance Supplies	224.70
Menards	6649	Maintenance Supplies	239.09
Menards	6906	Maintenance Supplies	27.93
Menards	7361	Maintenance Supplies	165.24
Menards	7764	Maintenance Supplies	20.22
Menards	7994	Maintenance Supplies	36.17
Total Menards			<u>927.63</u>
Mid Nebraska Fencing, LLC	06122025-2	Down Payment for Playground Fence	11,300.00
Total Mid Nebraska Fencing, LLC			<u>11,300.00</u>
Moeller, Rebecca	20250713	ELM Hallway Proj insulation tape	60.00
Total Moeller, Rebecca			<u>60.00</u>

Vendor Name	Invoice Number	Description	Amount
NCS PEARSON, INC.	28786552	SPED Testing Supplies	7.60
Total NCS PEARSON, INC.			<u>7.60</u>
NE Assoc for Curriculum, Instruction & Assessment	20250714	Membership Dues 25-26	120.00
Total NE Assoc for Curriculum, Instruction & Assessment			<u>120.00</u>
NE COUNCIL OF SCHOOL ADMIN	86444	Legal Implications Session Janet Brown	75.00
NE COUNCIL OF SCHOOL ADMIN	86739	NCE Conf A. Hadenfeldt & J. Kaslon	600.00
Total NE COUNCIL OF SCHOOL ADMIN			<u>675.00</u>
NRCSA	1038	25-26 NRCSA Membership Dues	850.00
Total NRCSA			<u>850.00</u>
OneSource	2022182880	Background Checks	107.00
Total OneSource			<u>107.00</u>
Opaa! Food Mgt. of NE, LLC	NE00064088	ACT Jr Testing Breakfast	60.06
Total Opaa! Food Mgt. of NE, LLC			<u>60.06</u>
Pathway Insurance	June 2025-0001	Property Insurance/Work Comp	15,305.41
Total Pathway Insurance			<u>15,305.41</u>
Platte Valley Communications	042500117	New Bus Cameras for 6 Route Buses	16,310.84
Platte Valley Communications	062725017-0001	Service-Bus repeater	30.00
Total Platte Valley Communications			<u>16,340.84</u>
PowerSchool Group LLC	INV448699	Teacher Evaluation Tool 9/1/25-8/31/26	4,729.40
PowerSchool Group LLC	INV451670	Schoology LMS Subscription	3,032.64
Total PowerSchool Group LLC			<u>7,762.04</u>
Prairie Hills Wireless LLC	Centura - -0009	Backup Internet	49.95
Total Prairie Hills Wireless LLC			<u>49.95</u>
Protex Central, Inc.	162852	Annual Fire Alarm Inspection	362.00
Protex Central, Inc.	163074	Technical Services	247.50
Total Protex Central, Inc.			<u>609.50</u>
Robinson, Bev	May 2025-0002	SPED Transportation Mileage Reimbursemen	0.00
Total Robinson, Bev			<u>0.00</u>
Robinson, Lanny	May 2025-0002	SPED Transportation Mileage Reimburse	0.00
Total Robinson, Lanny			<u>0.00</u>
Servi-Tech, Inc.	58030	Invoice/Acc Credit	(160.00)
Servi-Tech, Inc.	H-993231	Wastewater Analysis/Sample	203.00
Servi-Tech, Inc.	H-993232	Sample Rental	200.00
Total Servi-Tech, Inc.			<u>243.00</u>
Sherwin-Williams	9602-0	Paint	42.95
Total Sherwin-Williams			<u>42.95</u>
Software Unlimited, Inc.	20250628-088	Software Unlimited 09/1/25-08/31/26	7,850.00

**Board Report - Board**

Vendor Name	Invoice Number	Description	Amount
Total Software Unlimited, Inc.			<u>7,850.00</u>
Staples Business Advantage	6031239261	3 Pallets Copy Paper ESU Coop	4,144.80
Total Staples Business Advantage			<u>4,144.80</u>
US Bank	Comfort Suites 06/10	M. Beberniss & M. Lienemann Conf. Room	252.02
US Bank	Comfort Suites 6/10	M. Beberniss & M. Lienemann Conf. Room	225.21
US Bank	County Payment	To plate our new suburbans!	61.49
US Bank	Danish Bakery 5/29	Working Lunch PowerSchool Training Meal	125.84
US Bank	EBay 6/24	Maintenance Supplies	14.74
US Bank	ESI 6/1	June Telephone ESI Bill	1,163.12
US Bank	Hurrdat 6/23	M. Beberniss & M. Lienemann Conf. Meal	50.00
US Bank	Jams 6/10	M. Beberniss & M. Lienemann Conf. Meal	70.20
US Bank	Menards 5/28	Maintenance Supplies	69.85
US Bank	Menards 5/29	Maintenance Supplies	68.31
US Bank	Menards 6/2	Maintenance Supplies	21.25
US Bank	Menards 6/3	Maintenance Supplies	48.65
US Bank	Sams 5/29	Pallet of Copy Paper	394.80
Total US Bank			<u>2,565.48</u>
Village of Cairo	June 2025-0001	Service-water	666.33
Total Village of Cairo			<u>666.33</u>
Voyager Sopris Learning Inc.	8788988	REWARDS® Intermediate, 2E Student Book	138.00
Total Voyager Sopris Learning Inc.			<u>138.00</u>
Wex Bank	105743989-0001	Monthly Transportation Fuel	795.58
Total Wex Bank			<u>795.58</u>
Fund Number 01			<u>142,095.23</u>
Checking Account ID 1			<u>142,095.23</u>



**PK-12**  
**STUDENT HANDBOOK**

**2025-2026**

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## WELCOME

Dear Centura Students & Families:

On behalf of the faculty, administration, and board of education, we welcome you to another school year. We are looking forward to helping your children reach their learning potential and achieve their educational goals in the upcoming year.

**Please read this handbook carefully. Students and their parents are responsible for knowing the rules, regulations, and procedures covered in this handbook. The student handbook is an extension of school policies and has the force and effect of board policy when approved by the board of education.**

This handbook contains information of value to every student and parent. It contains explanations of school regulations and procedures necessary for our school to run smoothly and efficiently. If you are ever in doubt about what is the right thing to do, ask a classroom teacher, speak with the building principal, or contact my office.

Sincerely,  
Dr. Kaela Heneger  
Superintendent

## Intent of Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, procedures, and general information about this school district. Students and their parents must become familiar with the handbook, and parents should use it as a resource and assist their children in following the expectations contained in it. The use of the word “parents” refers to any adult who has the responsibility for making education-related decisions about a child, including, but not limited to biological parents, adoptive parents, legal guardians, and adults acting in loco parentis.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a “contract” with parents, students, or staff, and the administration may make decisions and rule revisions at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations.

Janet Brown  
PK-5 Principal  
[jbrown@centuraps.org](mailto:jbrown@centuraps.org)

Melissa Beberniss  
6-12 Principal  
[mbeberniss@centuraps.org](mailto:mbeberniss@centuraps.org)

Laethion Brown  
Dean of Students/AD  
[lbrown@centuraps.org](mailto:lbrown@centuraps.org)

Dr. Kaela Heneger  
Superintendent  
[khenerger@centuraps.org](mailto:khenerger@centuraps.org)

## 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.



## Centura Public Schools Staff List

Superintendent - Dr. Kaela Heneger		
District	Elementary	Secondary
Laethion Brown-PK-12 Dean of Students/Activity & Athletic Director	Janet Brown-PK-5 Principal/PK-12 Curriculum Director Ginney Spiels-Elementary Secretary	6-12 Principal - Melissa Beberniss Jana Hudiburgh -Secondary Secretary Tessa Reiman-Counselor
Ann Kroeger-Human Resources Director Andrea Stubbs-District Bookkeeper	<b>Pre-School:</b> Diana Korinek Lisa Jones	<b>6th Grade:</b> Scott Korinek Nate Ruhl
Roger Gallaway-Education Technology Coordinator Kim Steffen - Integration Specialist	<b>Kindergarten:</b> Brooklyn Hostetler Rozy Dibbern	<b>English Language Arts:</b> Sophie Reeves Kayla Hawkins Josh Van Pelt Reading: Kim Steffen
Andrew Pedersen - Facility Director	<b>1st Grade:</b> Allison Bartley Kim Vieth	<b>Math:</b> Noah Bernal Logan Hamik Megan Lienemann
Jean Anderson - ESU 10 Special Education Director Michelle Devries -ESU 10 School Psychologist	<b>2nd Grade:</b> Lisa Hermann Rachel Sullivan	<b>Science:</b> Marsha Kaslon David Morris
Clark Pedersen - School Nurse	<b>3rd Grade:</b> Sara Bierhaus Jennifer Hadenfeldt	<b>Social Studies:</b> Tiffany Jacobsen Tim Dvorak
Staci Hargens - Title 1 Specialist	<b>4th Grade:</b> Jenifer Trumler Thomas Yoachim	<b>Fine Arts:</b> Geoff Cyboron - Art Kelley Jordan - Band /HAL Dalton Rath - Vocal Music
Leanna Pollock -Elementary Counselor/SEL	<b>5th Grade:</b> Barb Knopik Deb Lemburg	<b>Physical Education and Health:</b> Kalen Garrett - Strength/Conditioning/Health Shawn Fairbanks - PE/Health Jerry Nott - JH PE
<b>Maintenance/Custodians:</b> Kenley Reimers -Wastewater director Garrett Berger- Outdoor Maintenance	<b>Special Education:</b> Kiley Wrage - Speech Pathologist Stephanie Frankforter-Early Childhood Erin Taukiuvea - Resource Teacher	<b>Specials:</b> Jerry Nott - Adult Living/Shop Abby Hadenfeldt - Agriculture Ed James Kaslon - Business Doug Voigt - Industrial Technology

<p>Dale Catlin - Custodian                  Jesse Jordan - Custodian                  Jason Maciejewski - Custodian</p>	<p>Kelsey Safarik - Resource Teacher  <b>ParaProfessionals:</b>                  Carrie Ahrens                  Stephanie Luhn                  Kyra Riley                  Cortney Rose                  Halsey Gorecki                  Heather Piersol                  Kelly McDonald                  Whitney Dibbern                  Cooper Rasmussen                  Kimberley Christiansen</p>	<p>Kris Simon - Library/Speech/Drama                  Stephanie McInturf - Spanish                  Brianna Ford - Spanish                  Aaron Vencill - JAG</p>
<p><b>Bus Drivers:</b>                  Tim Lowe                  Stephanie Luhn                  Clark Pedersen                  Becky Phillips                  Andrea Stubbss</p>	<p><b>Specials:</b>                  Kris Simon - Library/Media                  Kelley Jordan - Instrumental Music/HAL                  Dalton Rath - Vocal Music                  Shawn Fairbanks - P.E./Health</p>	<p><b>Special Education:</b>                  Tyler Myers- Resource Teacher                  Tracy Lukasiewicz - Resource Teacher  <b>Paraprofessionals:</b>                  Michelle Arndt                  Rebecca Moeller                  CaLee Thomsen                  Kimberley Christiansen</p>

## Notice of Nondiscrimination

( [Policy 3053](#) )

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Dr. Kaela Heneger at by phone: 308-485-4258 , email: [kheneger@centuraps.org](mailto:kheneger@centuraps.org), mail: PO Box 430 Cairo, NE 68824, or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district [Policy 3053– Nondiscrimination](#).

Name: Dr. Kaela Heneger  
Title: Superintendent  
Address: 201 N. Hwy 11 Cairo, NE 68824  
Telephone: (308) 485-4258  
E-mail: [kheneger@centuraps.org](mailto:kheneger@centuraps.org)

## ~~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: ¶¶~~

~~¶¶~~

### ~~District SEBL Goal: ¶¶~~

- ~~● Implement a data system for collecting, analyzing, and reporting discipline referrals. BLT reviews the data report at least monthly and makes decisions based on that data. ¶¶~~
- ~~● Implement quality Tier 1 practices where 90% of students will have 0-1 major office discipline referrals as measured in PowerSchool. ¶¶~~

### ~~Elementary Academic Goals: ¶¶~~

- ~~● 80% of K-3 students will be proficient by reaching grade level benchmark or above on MClass DIBELS 8th Edition composite scores by the Spring of 2025. ¶¶~~
- ~~● The overall percentage of 4th-5th students projected to be proficient on the NSCAS Growth Reading will increase from 40% in the fall of 2024 to 60% ¶¶~~

~~in the spring of 2025.~~

~~Secondary Academic Goal:~~

- ~~80% of perceptual and walkthrough data show students are engaged in learning and can identify what and why they are learning.~~

## *Basic School Expectations And General Practices*

### ~~SECTION ONE : ATTENDANCE~~

#### Attendance

##### **Attendance Officer**

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

##### **Attendance Policy School (Board Policy 5001)**

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.

Elementary 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

6th-12th Students will be considered absent based on periods missed.

*Once a student reaches ten minutes tardy, they will be counted absent for that period based on the parent's reasoning. If the student leaves with more than half of the period remaining, that period will be marked absent based on the parent reasoning.*

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.

### Exceptions

- This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.
- A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

### Excessive Absenteeism

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.

When a student is absent more than twenty days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer may file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer may file a report with the appropriate county attorney.

~~When a student receives at least 10 absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance, including but not limited to, a meeting with Attendance Officer and guardians/parents of the student. ¶¶~~

¶¶

~~When a student is absent 20 or more days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer shall file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 23 days of excused absences due to documented illness and is tardy one time, the Attendance Officer must file a report with the appropriate county attorney. ¶¶~~

### **Excused Absences**

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 (~~1 per junior and senior year~~), 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.

- **Absences due to illness**
  - The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.
- **Planned absences**
  - Parents who know in advance that a student will be absent must call the school secretary at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.
- **Students are obligated to:**
  - 1) Complete all class work in advance for any absence that can be anticipated.
  - 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences.
  - 3) Check out of school at the office if leaving school during the school day.
  - 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.
- **Parents are obligated to:**
  - 1) Call the appropriate building office to inform the school of the reason for each absence.
  - 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

### **Extracurricular Activity Absence (Board Policy 6014)**

~~If a student is counted 'Absent' to the first period without a parent phone call by 10am, 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.~~

Students who are absent from school for any part of the day will not be permitted to practice or participate in an extracurricular contest, practice or performance unless the student has the building principal's prior permission to participate despite the absence.

### **Mandatory Attendance Age**

All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

- **Discontinuing Enrollment – 5 Year Old Students**
  - The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.
- **Discontinuing Enrollment – 16 and 17 Year Old Students** Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request that demonstrates that the student meets the district's legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.
  - Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

**Pregnant and Parenting Students**

Students who are pregnant or parenting are encouraged to continue participating in the district’s educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

**Preschool Enrollment Criteria**

1st Priority	Three and four year olds with verifications who reside in district
2nd Priority	Four year olds who reside in district
3rd Priority	Three year olds who reside in district
4th Priority	Five year olds with verifications who reside in the district
5th Priority	Resident preschool students returning for 3rd year who turn 5 prior to July 31st (Limited to May, June, & July birthdays)
6th Priority	Siblings of current Centura Public School students
7th Priority	Children of Centura Public Schools Employee who are non-residents
8th Priority	Children of Centura Alumni who are non-residents
9th Priority	Non-resident students
<i>*Children who turn 6 before January 1st will not be enrolled in preschool</i>	

**Required Attendance (Nebraska State law, §79-209)**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

**Tardies**

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.

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.

- Elementary Students that arrive between 8:40 and 10:00 will be considered tardy, after 10:00 is considered a ½ day absence.
- Elementary Students that leave between 2:00 and 3:00 will be considered tardy, prior to 2:00 is considered a ½ day absence
- Secondary Students: Each student is allowed two tardies within each quarter, during first period. Each tardy in excess of this limit will be considered a discipline infraction and treated as such. ~~The following discipline infractions will be followed:~~
  - ~~Third Plus Tardy: One 30 minute detention will be assigned for the third and all subsequent tardies and the student's parents will be notified. The detention will be served with the principal at the principal's discretion.~~
- Tardies during periods 2-9 will be handled at the discretion of the classroom teacher and/or with consultation with building administration.

## **Band**

Students may begin to participate in the band by taking band in the 5th grade. Students in grades 6-7 may participate in the junior high band; grades 8-12 may participate in the high school band. Instruments will be provided by students or the school if available and needed, for a rental fee. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

## **Bills**

Students should pay bills for supplies, fines, shop materials, clothing orders, etc. in the school main office. Any check for these payments should be made out to Centura Public Schools unless otherwise instructed. Pursuant to board policy, the district will assess an additional penalty for any check returned from the bank for insufficient funds.

## **Books and Supplies**

Students must take care of books and other supplies provided by the district. The school will assess fines for damage to books and school property.

Students must supply their own consumable items such as pens, pencils, paper, notebooks, erasers, and crayons. Each school level will prepare a recommended supply list for students at the beginning of the school year.

## **Bulletin Boards (Board Policy 5042)**

Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Daily announcements will be posted digitally for student reference at the secondary level.

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general

limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

### **Bullying (Board Policy 5054)**

Students are prohibited from engaging in any form of bullying. The Centers 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.” Nebraska statute defines bullying as “an ongoing pattern of physical, verbal or electronic abuse.” The District’s administrators will consider these definitions when determining whether any specific situation constitutes bullying. Both of these definitions include both in-person and cyberbullying behaviors.

The disciplinary consequences for bullying will depend on the severity, frequency, duration, and effect of the behavior and may result in sanctions up to and including suspension or expulsion. Students who believe they are being bullied should immediately inform a teacher or the building principal.

- **Reporting Bullying**
  - Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform, “Incident Reporting Form,” to make this report. Students may always 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.
- **Bullying Investigations**
  - 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.

### **Cafeteria Rules**

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk

cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water, not thrown away.

3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available in grades 6-12 to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed for the K-5 grades. Secondary can report to designated areas.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

### **Cell Phones and Other Electronic Devices (Board Policy 6025)**

Students may not use cell phones or other electronic devices while at school, during school hours.

Students may not use cell phones or other electronic devices while they are in locker rooms or restrooms.

While on school property, at a school activity, or in a school vehicle, students may not use their cell phones or electronic devices to bully, harass, or intimidate any other person as governed by the student code of conduct.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The school district is not responsible for theft, loss, or damage of a cell phone or any calls made on a cell phone.

Students who violate this policy will have their cell phones or other electronic devices confiscated immediately.

### **Cell Phone and Other Electronic Devices Consequences:**

- **First offense:** The student loses possession of their cell phone or electronic device for the rest of that school day and can retrieve the device at the end of the day from the office.
- **Second offense:** Parents will be notified and ~~parent-student~~ will have to retrieve the device at the end of the day from the office, ~~after serving a detention.~~
- **Third offense:** Parents will be notified ~~and will need to pick up the student's phone from the office. The student serve a detention. A meeting will be scheduled with the student, parent/guardian and the administration to form a plan for the device usage moving forward.~~
- **Further offense:** Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or

expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

### **Cheating, Plagiarism, and Academic Dishonesty**

Cheating is a serious violation of academic integrity and goes against the principles of honesty, fairness, and personal responsibility. Cheating is defined as any act of dishonesty or deceit intended to gain an unfair advantage in academic assessments, assignments, or examinations. This includes, but is not limited to, copying from another student, using unauthorized materials or devices during tests, plagiarism, unauthorized collaboration, and altering or falsifying data; including AI. Teachers should be alert for cheating or plagiarism and take preventive action in the classroom, as well as assigning the following penalties on classroom assignments.:

1<sup>st</sup> offense: Assignment will be redone and given the new earned grade, the time frame set up by the teacher; parent(s) will be notified by the teacher; incident documented

2<sup>nd</sup> offense: Assignment will be redone with an achieved grade that cannot be higher than a 70% at a time set up by the teacher; office referral, with consequence provided to the parent by administration.

3<sup>rd</sup> offense: A zero for that assignment; parent(s) will be notified; office referral, with consequence will be provided to the parent by administration.

\*\*Cheating on assessments will be dealt with on an individual basis with collaboration between the teacher and administration.

### **Child Abuse and Neglect (Board Policy 4054)**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

**Class Dismissal**

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher. *\*Students will not be permitted into the building until 7:55am and need to be picked up each day by 4:00pm, unless practicing or participating in a sponsored activity.*

**Elementary School Day**

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	3:30 p.m.
Staff off duty	4:00 p.m.
Office closes	4:30 p.m.

**Lunch Period Schedule**

Grade	Lunch	Noon Recess
K, 1	10:50 to 11:20	11:20 to 11:40
2, 3	11:15 to 11:45	11:45 to 12:05
4, 5	11:40 to 12:10	12:10 to 12:30

**JH/HS School Day**

School will start at 8:15 and end at 3:35.

~~\*Students will not be permitted into the building until 7:55am and need to be picked up each day by 4:00pm, unless practicing or participating in a sponsored activity.~~

**Period Schedule:**

- 1st: 8:15-9:02
- 2nd: 9:05-9:51
- 3rd (Advisory): 9:54-10:14
- 4th: 10:17-11:02
- 5th: 11:06-11:52
- 6th: 11:55-1:08 (Lunch during this period)
- 7th: 1:11-1:57
- 8th: 2:00-2:46
- 9th: 2:49-3:35

**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.~~ Detention may be used as a consequence for some students. ~~The detention will take place the day the behavior occurs.~~ Teachers will notify parents of the date and time the detention will be served. If an administrator is assigning the detention, they will notify the parent. Students may have to stay thirty minutes to an hour depending on the severity of the behavior.

### **Classroom Behavior**

~~Student behavior and attitude in the classroom must be cooperative and serious.~~ The classroom is a place of learning and all students will be expected to:

- arrive to class on time;
- be prepared for class with all necessary materials;
- be considerate of others;
- respond promptly to all directions of the teacher; and
- take care of school property and the property of others.

~~Teachers will establish classroom conduct rules that students must obey.~~ Centura Public Schools will focus on being Respectful, Responsible, and Safe/Resourceful. ~~Each teacher will establish these expectations in their individual classrooms.~~

### **Closed Campus (Board Policy 5032)**

Students may not leave the building without permission from the administration.

### **Coats and Boots**

Elementary students must wear coats outdoors when the weather makes it advisable. The staff will decide when coats are required for recess.

Elementary students may choose to wear over shoes or boots when the playground is wet or muddy. Waterproof boots worn to school should be taken off and regular shoes worn during the day.

### **Communicable Diseases (Board Policy 3048)**

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school nurse or main office.

### **Communicating with Parents (5019)**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are close to failing, either through communication from the school or through parental access to the district's student information system. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail, electronic communication, telephone calls, by personal contact or other appropriate method. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school. By providing the school district with their telephone number(s), parents agree to receive notifications from the school district's automatic notification system.

~~Parents shall be kept informed of student progress, grades, and attendance through report cards and/or Power School, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by email or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.~~

### **Complaint Procedure (Board Policy 2006)**

Good communication helps to resolve many misunderstandings and disagreements. This complaint procedure applies to board members, patrons, students and school staff, unless the staff member is subject to a different grievance procedure pursuant to policy or contract. Individuals who have a complaint should discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age, a complainant should follow the procedures set forth below.

A preponderance of the evidence will be required to discipline a party accused of misconduct. This means that the investigator must conclude that it is more likely than not that misconduct occurred.

- **Complaint and Appeal Process.**

1. **The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern.** For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant

should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.

2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.

a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.

b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.

c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.

3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the staff member involved.

1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.

2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Interview the complainant to determine:

1) All relevant details of the complaint;

2) All witnesses and documents which the complainant believes support the complaint;

3) The action or solution which the complainant seeks.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.

4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.

a) This appeal must be in writing.

b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.

c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received the complainant's written appeal.

5. If either the complainant or the accused party is not satisfied with the superintendent's decision regarding a complaint, he or she may appeal the decision to the board.

a) This appeal must be in writing.

b) This appeal must be received by the board president no later than ten (10) business days from the date the superintendent communicated his/her decision to the complainant.

c) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its

decision within 180 days after it received complainant's written appeal.

e) There is no appeal from a decision of the board.

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:

a) Determine whether the complainant has discussed the matter with the superintendent.

1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.

2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.

b) Strongly encourage the complainant to reduce his or her concerns to writing.

c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.

d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

○ **No Retaliation.** The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

○ **Special Rules Regarding Educational Services and Related Services to Students with Disabilities**

■ Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.

■ Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational

placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.

- Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.
- Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.
- **Bad Faith or Serial Filings.**
  - The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

### **Conferences**

Students' academic success has been closely linked to parental involvement in school. The school district has formal parent-teacher conferences twice a year, once during the fall and once in the spring.

In addition to formal conferences, classroom teachers will communicate with parents as necessary. Parents are encouraged to communicate with their student's teacher or the building principal to discuss parental concerns, student needs or any other issue.

### **Copyright and Fair Use (Board Policy 3020)**

The school district complies with federal copyright laws. Students must comply with copyright laws when using school equipment or working on school projects and assignments. Federal law prohibits the unauthorized reproduction of works of authorship, regardless of the medium in which they were created.

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for

purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes “fair use” should consult with their teacher or building principal, review the school district’s copyright compliance policy, and review Copyright for Students found at:

<https://www.whoishostingthis.com/resources/student-copyright/>. You can find more information on copyright compliance requirements and permitted uses from the U.S. Copyright Office and the Library of Congress at the following site:  
<http://www.loc.gov/teachers/usingprimarysources/copyright.html>

### **Damage to School Property**

Students who damage school property either intentionally or unintentionally may be required to pay to replace or restore the property, at the discretion of the administration.

### **Dating Violence (Board Policy 5030)**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district’s student discipline policies.

The school district shall provide dating violence training to staff deemed appropriate by the administration and in accordance with Nebraska law.

### **Denial of Access to School Premises to School Activities (Board Policy 3018)**

The school district shall provide access to the district's buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds. The superintendent of schools or his or her designee (referred to herein as the “administrator”) may limit or deny access to school buildings, grounds, and activities to any person who:

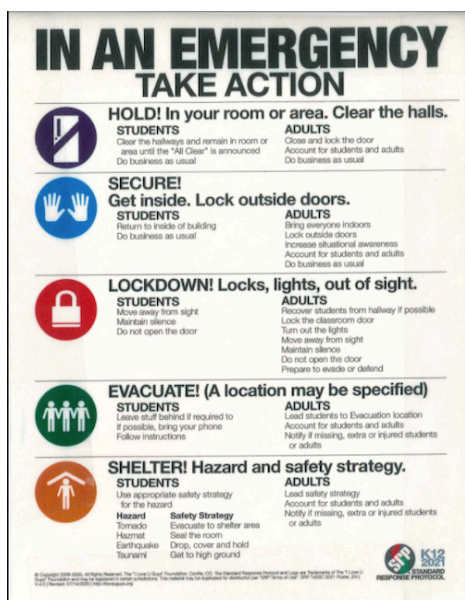
1. Disrupts the educational environment;
2. Repeatedly fails or refuses to comply with the visitor protocol adopted by each building;
3. Is unreasonably boisterous;
4. Engages in violence, force, coercion, threats, intimidation, or similar conduct;
5. Causes or attempts to cause damage to school property or to the property of any student or school employee;
6. Causes or attempts to cause personal injury to any student, school employee or other person on school grounds or at a school activity on or off school grounds;
7. Uses vulgar, profane, or demeaning language; or
8. Uses fighting words;
9. Poses a danger to the safety and well being of students.

The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds.

**Disaster Drills (Board Policy 3040)**

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



**Discrimination and Harassment (See Title IX Board Policy 3057)**

The school district prohibits discrimination and harassment based upon or related to race, color, national origin, sex, religion, marital status, disability, age or any other unlawful basis that (1) has the purpose or effect of creating an intimidating, hostile, or offensive school environment, (2) has the purpose or effect of substantially or unreasonably interfering with a student’s school performance, or (3) otherwise adversely affects a student’s school opportunities. Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Superintendent of Centura or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

**Dress Code/Student Appearance (Board Policy 5031)**

The District prohibits student attire or appearance that:

- Causes or is likely to cause a material and substantial disruption to the District’s programs and activities.
- Promotes, depicts, or refers to violence, drugs, alcohol, vulgarity, obscenity, illegal activity, hate speech, bullying speech, or harassing speech.
- Includes words, gestures, or images that contain or imply sexual content or innuendo.
- Otherwise undermines the District’s mission to inculcate the habits, manners, and values fundamental to civility, community, and the educational environment.

Violations of the dress code shall be addressed in a manner consistent with the Student Code of Conduct. The District reserves the right to request immediate attire changes from students. The District will require students to adhere to uniform standards and/or wear district approved or issued uniforms in order to participate in activities.

Students may be required to wear protective clothing or equipment or otherwise modify their attire or secure their hair to ensure the safety of themselves and others. In such cases, a good faith effort to reasonably accommodate students will be made to ensure safety without compromising religious beliefs, grooming practices, or requiring students to permanently alter their appearance. The least restrictive means appropriate to address the identified health or safety concern shall be used.

~~Students should come to school dressed in clean, neat, and appropriate clothing to conform to educational standards. ¶~~

~~Students are prohibited from wearing the following attire: ¶~~

- ~~1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans ¶~~
- ~~2. Clothing that advertises or displays alcohol, tobacco or any illegal substance ¶~~
- ~~3. Caps, hats and bandannas during the school day ¶~~
- ~~4. Bare feet (some type of footwear must be worn) ¶~~
- ~~5. Any clothing that could cause damage to others or school property ¶~~
- ~~6. Clothing that is torn, ripped, or cut with tears or holes that expose flesh or underclothes ¶~~
- ~~7. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened to display skin ¶~~
- ~~8. “Grubby clothes,” those which are purposely torn or bedraggled or threadbare, dirty or disheveled ¶~~
- ~~9. Costumes and/or those clothes intended only for leisure, entertaining or special occasions ¶~~
- ~~10. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps) ¶~~
- ~~11. Pants and shorts worn below the waist so as to expose undergarments 12. Pants that drag on the floor ¶~~
- ~~13. Chains hanging or attached to pants or shorts ¶~~
- ~~14. Coats during school hours unless the student has permission from a faculty member ¶~~
- ~~15. Pajamas/pajama pants; carrying of blankets; and wearing of oversized hooded blanket~~

~~poncho.~~

~~¶~~

~~Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences.~~

### **Driving and Parking Personal Vehicles (Board Policy 5033)**

Students who drive privately owned motor vehicles to school must obey the following rules:

1. Students may not move their vehicles during the school day without the permission of the building principal or superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students must drive with care to ensure the safety of the pedestrians.
3. Students may not drive carelessly or with excessive speed.
4. Students must park in designated student parking spaces.
5. By driving personal vehicles to school and parking on school grounds, students consent to having that vehicle searched by school officials when they have reasonable suspicion that such a search will reveal a violation of school rules.

### **Drug Free Schools**

The board of education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing, or selling any drug, alcohol, or tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who participate in the school's activities program should refer to the portion of this Handbook which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

### **Emergency Contact Information**

Parents must complete emergency contact information for each child enrolled in the district. This should include a list of the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes during the school year.

### **Employment Release**

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:

- The student must be at least a junior.
- The job must be with someone unrelated to the student. Exceptions to this clause shall be made in the case of a family hardship.

- 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;
- The employer must be willing to report to the school on the student's progress at least once every nine weeks.
- The student is required to complete and submit a work schedule **prior** to working.
- Completed paperwork, including parent's permission agreement, will need to be submitted before employment release can begin.
- Exceptions for students with special needs shall be approved by the Principal/ student's MDT/IEP team.
- Students failing one or more classes will not be dismissed for employment release until the grades are passing.
- All early release requirements also apply for employment release.

### **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 (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 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:

Dr. Kaela Heneger, Superintendent  
Centura Public School  
PO Box 430  
Cairo, NE 68824  
Phone: 308.485.4258 or 308.226.8224  
Email: [kheneger@centuraps.org](mailto:kheneger@centuraps.org)

### **Evacuations**

The school district will hold routine evacuation drills throughout the school year. Classroom teachers will provide students with detailed instructions on building evacuations.

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. They will be transported to a separate site where they will be reunited with their parent/guardian.
5. **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.**
6. 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.
7. 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.
8. If parents/guardians at any time become angry/combatative or verbally abusive teachers should not try to handle the situation. Law Enforcement will take over immediately.

**Eye Exams (Board Policy 5011)**

All students enrolling in kindergarten or transferring into the school district from out of state must undergo a visual examination by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, which consists of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity, except that no such physical examination or visual evaluation shall be required of any child whose parent or guardian objects in writing. They must provide evidence of the vision examination within six months prior to entrance. The cost of such physical examination and visual evaluation shall be borne by the parent or guardian of each child who is examined.

**Food Service Program (Board Policy 3012)**

The school district provides a food service program that is designed to provide adequate nutrition and an educational experience for students.

**Breakfast and Lunch**

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 **becomes negative.** ~~\$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.

	<u>Lunch Fees</u>	<u>Breakfast Fees</u>
Students grades K-5	\$ 3.22	\$ 1.86
Students grades 6-12:	\$ 3.38	\$ 1.86
Second Milk:	\$ .45	\$ .45
6-12 Second Entree	\$ 1.64	\$ .82
Snacks	\$ 1.09	\$ 1.09
Adults:	\$ 4.88	\$ 2.92

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

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.

### **Payment for Meals (Board Policy 3012)**

Students are encouraged to pay for meals several weeks in advance. Payment should be made to the office.

Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

### **Collection of Delinquent Meal Charge Debt (Board Policy 3012)**

The school district is required to make reasonable efforts to collect unpaid meal charges. The building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law.

Collection efforts may continue into a new school year.

### **Notice of Non-discrimination (Board Policy 3053)**

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. 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)

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 school district. 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.

### **Field Trips (Board Policy 6027)**

Classes occasionally take field trips off school property for educational enrichment. A student's parent, or "caregiver" as that term is defined in the Nebraska Strengthening Families Act, must authorize a student to participate in a field trip by signing a permission slip and providing it to the school before the field trip. Students who have not completed classroom work on time may not be allowed to attend field trips. Students must comply with the student code of conduct, any applicable extracurricular conduct codes, and all directives by trip chaperones.

### **First-Aid**

First-aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

### **Freedom of Expression (Board Policy 5056??)**

Students may not engage in any expressive conduct that causes a material and substantial disruption to the educational program; that is lewd, obscene, profane, defamatory, threatening or contains "fighting words;" that advocates the use of substances that are illegal to minors; that incites violence or constitutes a "true threat;" or that urges the violation of law or school rules. Violators will be disciplined in accordance with law and board policy. ~~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.~~

### **Head Lice and Nits/Bed Bugs (Board Policy 5062 and 5065)**

- **Lice and Nits**
  - Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or

louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

- Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.
- The student cannot ride the school bus until the district has cleared the student to return to school.

- **Bed Bugs**

- Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.
- The student will be excluded from school on the day of the diagnosis and will continue to be excluded from school until the parent(s) or guardian(s) have confirmed that successful treatment has occurred.
- If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

### **Health Problems Limiting Activities**

Parents who do not want their children to play outdoors or participate in physical education for health reasons must send a written request to school. If a student persistently requests to be excused from these activities, the building principal or classroom teacher may require a doctor's verification.

Parents should notify the principal or superintendent if their student has any special health problems such as diabetes, asthma, or the like.

### **High 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 ~~guests~~ ~~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 and their ~~dates~~ ~~guests~~ that are at least 9<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.)

- All other dances, approved by administration, must follow the above guidelines.

### **Homeless Children and Youth (Board Policy 5014)**

Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status of being homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child. The district's homeless coordinator is the Superintendent who may be contacted at school.

### **Illness or Injury at School**

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. When school officials determine that a student needs immediate medical attention but the parents cannot be reached by phone, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital. Parents must complete emergency information for each child enrolled in the district. This should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

### **Immunizations (Board Policy 5010)**

All students must furnish one of the following to school officials:

- proof of adequate immunizations for mumps, measles, rubell
- diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.

- **Provisional Enrollment.** Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.
  - Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

### **Initiations and Hazing (Board Policy 5028)**

Initiations and hazing by members of classes, clubs, athletic teams, or any other organization affiliated with the district are prohibited except as otherwise permitted by this policy. Any student engaging in hazing or non approved initiations is subject to discipline as permitted by policy and law.

Initiations are defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of “hazing” as defined below. Initiations are prohibited except by permission of the superintendent.

Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person.

### **Lockers and Other School Property**

The school district owns and exercises exclusive control over student lockers, desks, computer equipment, and other such property. Students should not expect privacy regarding usage of or items placed in or on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers, and other such property may be conducted at the discretion of the administration. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particularized suspicion or reasonable cause.

### **Lost and Found**

All lost and found articles are to be taken to the main office. Students may claim lost articles there. Unclaimed articles will be donated to a local charity or otherwise disposed of at the conclusion of each semester.

### **Medications (Board Policy 5024)**

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School Staff Who Administer Medication*), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

- **Prescription medication.** (1) Parents/guardians must provide a physician's written authorization for the administration of the medication. (2) Parents/guardians must provide their own written permission for the administration of the medication. (3) The medication must be brought to school in the prescription container and must be properly labeled with the student's name, the physician's name, and directions for administering the medication.
- **Non-prescription medication.** (1) Parents/guardians must provide written permission for the administration of the medication. (2) The medication must be brought to the school in the manufacturer's container. (3) The container must be labeled with the child's name and with directions for provision or administration of the medication
- The district reserves the right to review and decline requests to administer or provide medications that are not consistent with standard pharmacological references, are prescribed in doses that exceed those recommended in standard pharmacological references, or that could be taken in a manner that would eliminate the need for giving them during school hours. The district may request parental authorization to consult with the student's physician regarding any medication prescribed by such physician.

### **Media Center**

Students must check out materials from the librarian on duty. Each borrower is responsible for all books checked out in his/her name. If a book is lost and not found by the end of the semester, the student must pay for it. Students must also pay for any damage they cause to library books.

### **Memorials (Board Policy 3040)**

Memorials or plaques honoring deceased students are generally not allowed in or on the school grounds unless authorized by board policy. Dedications to students will not be allowed. This policy is not intended to discourage the acceptance of memorial funds or specific items.

### **Opting Out of Assessments (Board Policy 5018)**

The Board of Education has adopted a policy on approval and denial of state and federal assessment opt-out requests, which is based on requirements in law. The policy can be requested by contacting the Superintendent of Schools.

**Parental Involvement (Board Policy 5018 and 5057)**

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parent and family engagement in the Title I program. Parent and family engagement in the Title I Program shall include, but is not limited to:

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.
5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.
6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel,

principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

### **Parties**

Elementary classes may have seasonal parties during the year. Parents shall communicate with their student's classroom teacher for the teacher's rules regarding birthday and holiday parties. Invitations for private parties and non-school-sponsored events may not be distributed at school.

### **Personal Items**

The school provides the necessary equipment for classroom and school day activities. Students should not bring items such as athletic equipment, electronic devices, toys, or other similar personal items to school unless they have the prior permission of their classroom teacher or a school administrator. **The school is not responsible for damaged or lost personal items or equipment.**

### **Physical Education**

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

### **Physical Exam (Board Policy 5011)**

Students entering kindergarten and the seventh grade, and those entering school from another state, are statutorily required to show evidence that they have had a physical examination within six months prior to the date of entering school.

### **Pictures**

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

### **Playground Rules**

Students must follow these rules to keep the playground safe when they are using the playground as part of the school day:

1. Students must obey the playground supervisor at all times.
2. Students will follow the following expectations while at recess:

#### **Safe**

- Safe on the equipment
- Safe touches- no pushing or shoving, no tag on the equipment
- No physical fighting
- Calming break as needed or directed

- All rocks and gravel stay on the ground
- Stay off ice
- Snow play with snow boots only

**Respectful**

- Listen to the teacher/para on duty
- Follow directions
- Handle disputes by listening and talking
- Good sportsmanship
- Take turns with others
- Include others - Be a kind friend

**Responsible**

- Line up quickly and quietly when the whistle is blown
- Put away all recess equipment
- Stand in line with hands and feet to self
- Facing forward in line
- Enter the building quietly and walk respectfully
- Wear appropriate clothing for weather conditions

**Coats, bathroom use, and nurse are at the discretion of the recess monitor**

Students who violate these rules will be disciplined with the loss of recess or other privileges, detention, and/or other consequences.

The school's playgrounds, equipment, and surrounding areas are generally not supervised. Staff will supervise students when the students are using these areas as part of the school day or as part of a school activity. **At all other times and in all other circumstances, the school district does not provide supervision of its playgrounds, equipment, and surrounding areas.**

**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.

**Police Questioning and Apprehension (Board Policy 5022)**

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges

that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

### **Protection of Student Rights (Board Policy 5015)**

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA). The policy is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the superintendent.

### **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 Displays of Affection**

Students may not engage in public displays of affection that are disruptive to the school environment or distracting to others. Prohibited conduct includes hugging, kissing, touching or any other display of affection that a staff member determines to be inappropriate.

### **Rights of Custodial and Non-Custodial Parents (Board Policy 5020)**

The school district will honor the parental rights of natural and adoptive parents unless those rights have been altered by a court.

The term "custodial parent" refers to a biological or adoptive parent to whom a court has given primary physical and legal custody of a child, and a person such as a caseworker or foster parent to whom a court has given legal custody of a child.

The district will not restrict the access of custodial and non-custodial parents to their students and their students' records, unless the district has been provided a copy of a court order that limits those rights. If the district is provided such a court order, school officials will follow the directives set forth in the order.

The district will provide the custodial parent with routine information about his or her child, including notification of conferences. The district will not provide the non-custodial parent with such information on a routine basis, but will provide it upon the non-custodial parent's request

unless it has been denied by the courts.

A non-custodial parent who wishes to attend conferences regarding his or her child will be provided information about conference times so both parents may attend a single conference. The district is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff members may terminate a conference and reschedule it with appropriate modifications or expectations.

### **Secret Organizations (Board Policy 5046)**

Secret organizations are prohibited. School officials shall not allow any person or representative of any such organization to enter upon school grounds or school buildings for the purpose of rushing or soliciting students to participate in any secret fraternity, society, or association.

### **School Day Supervision**

Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds by 8:00 a.m. before the school day begins and until 4:00 p.m. after the school day ends. **There will be no supervision provided by the school before or after these times.** Parents must arrange for their children to leave school promptly at the end of the day.

### **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.

School supply lists will be provided prior to the start of the school year.

### **Self Management of Diabetes or Asthma/Anaphylaxis (Board Policy 5053)**

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.

Subject to school policy, the school district will work with the parent or guardian in consultation with appropriate medical professionals to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis. Parents desiring to develop such a plan should contact the school nurse.

### **Senior Early Release**

The Senior 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 8 and 9.

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

To qualify for Senior 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:

- Complete and submit a Senior 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.
- Maintain a grade point average of no less than 2.50.
- Have no more than three excused absences from the school during the current grading period. (Principal discretion will be used in determining excused absences.)
- Have zero unexcused absences from school in the previous, or the current grading period.
- Have no in-school or out-of-school suspensions in the previous grading period.
- Have passing grades in all classes of the semester previous to Senior Release, and during the semester of Senior Release.
- Seniors must have 30 of the 40 required Community hours completed and on file prior to first semester and 35 prior to the start of second semester.

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

### **Smoking and Tobacco (Board Policy 3016)**

- **Use of Tobacco Products**
  - The use or possession of any tobacco product, including cigarettes, cigars, or other tobacco or tobacco derivative products; vapor products or electronic nicotine delivery systems; alternative nicotine products; or any other such look-alike or imitation product, is not permitted on school property at any time.

**Sniffer (Drug) Dogs (Board Policy 3045)**

The administration is authorized to use sniffer dogs to minimize the presence of illicit items on school grounds. Students and staff are specifically notified of the following:

1. Lockers may be sniffed by sniffer dogs at any time.
2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

**Standardized Testing (Board Policy 5012)**

- **MAP**
  - K-2 Reading and Math
  - 3-8 Fall and Winter Reading and Math
- **NSCAS Spring**
  - 3-8 ELA and Math
  - Only 5 & 8 Science
- **PRE-ACT Fall**
  - All Freshmen and Sophomore students
- **ACT Exam Spring**
  - All Junior Students

**Student Assistance/Multi-Tiered Systems of Support (Board Policy 5067)**

Parents who believe their students have any learning, behavior, or emotional needs that they believe are not being addressed by the school district should contact the student's teacher. If appropriate, the teacher may convene the MTSS team. The MTSS Team can explore possibilities and strategies that will best meet the educational needs of the student.

**Student Internet and Computer Access (Board Policy 5037)**

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.

**I. 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.

### **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 email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.

4. Students shall not use school computers to participate in online auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.

5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.

6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.

7. 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.

8. Students shall not erase, rename, or make unusable anyone else's computer files, programs or disks.

9. 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.

10. 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.

11. 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.

12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.

13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.

14. Students shall not falsify 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. **Student may be charged the fee for damage;**
- B. Loss of computer privileges;
- C. Short-term suspension;
- D. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
- E. 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.

\*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.

### **III. Protection of Students**

#### **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.

#### **Student Fee Policy (Board Policy 5045)**

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. 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 are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

#### **Definitions.**

1. "Students" means students, their parents, guardians or other legal representatives.
2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **Listing of Fees Charged by this District.**

- 1. Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
- 2. Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
- 3. Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.
- 4. Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
- 5. Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$40.

As with all school property, students may be charged for damage to such devices, the amount to be determined on an individual basis.

Additionally, the district may allow students to purchase technological devices by arranging for the students to purchase these devices when available.

6. **Extracurricular Activities.** The school district may charge students a fee to participate in extracurricular activities to cover the district's reasonable costs in offering such activities. The district may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of district-owned equipment or attire. Attached to this policy is a list of the fees charged for particular activities. The coach or sponsor will provide students with additional written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment, and/or clothing are required for the activity.

The following list details the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- **Optional Activity Season Pass:** 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 \$40 per student, \$65 per adult, or \$125 per family living in the same household. The All-Sports Ticket may be purchased at the office, or from ticket sellers at the gate during football, volleyball, and basketball seasons.
- **Student Participation Fee:** \$50 per student - Required of all students who participate in NSAA sanctioned athletics and/or other activities.
- **National Honor Society:** \$10 per student for National Dues
- **Cheerleading:** Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- **Football:** Students must provide their own cleats, undergarments, and mouthguards.
- **Golf:** Students must provide their own golf shoes, undergarments and clubs.
- **Softball and Baseball:** Students must provide their own shoes,

gloves, and undergarments.

- **Basketball, Track, Volleyball, and Wrestling**: Students must provide their own shoes and undergarments.
- **Future Business Leaders of America (FBLA)**: \$30 per student for State and National Dues plus additional expenses if attending state/national conferences.
- **Future Farmers of America (FFA)**: \$25 per student for State and National Dues plus additional expenses if attending state/national conferences and students will purchase their own jacket.
- **Competitive Robotics**: \$20 per student
- **Other Costs**: Some groups may purchase warm-ups, t-shirts, etc. This is not a mandatory expense.

**7. Post-Secondary Education Costs.** Some students enroll in post secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a

course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post secondary educational institution.

**8. Transportation Costs.** The district may charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations.

**9. Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 10 cents per page for reproduction of student records.

**10. Participation in After-School Program (CELP).** The district will charge reasonable fees for participation in the after-school program offered by the district pursuant to statute. The dollar amount charged for these services shall be \$60 per month from August to May. There will be an automatic \$20 late fee charged if your child(ren) are picked up after 5:45pm on regular dismissal days and 4:30pm on early dismissal days, payable BEFORE your child can return to the after school program. After the

third late pick up your child will no longer be eligible to attend the after school program for the remainder of that school year with no refund for the remainder of that current month.

**11.Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- All Band students pay a \$30 uniform cleaning fee.
- Band students must provide their own instruments. If students are unable to provide their own instrument and one is available, students may rent a school instrument for an annual \$50 refundable deposit contingent on the instrument being returned in the same condition.

**12.Contributions for Class Extracurricular Activities.** Students are eligible to participate in a number of extracurricular activities during their years in Junior/Senior High school, including but not limited to, prom, various senior recognitions, and graduation. In order to fund these extracurricular activities, the school district will ask each student to make a contribution to their class's fund beginning in sixth grade and continuing through senior year. This contribution is completely voluntary. Students who chose not to contribute to the class fund are still eligible to participate in the extra activities. The suggested donation to the class fund will be \$20 to \$40 per student per year.

**13. Credit Recovery.** Students failing a class required for graduation will repeat that course when available in the schedule. If availability doesn't fit in the schedule, the student will be responsible for paying for the online credit recovery course.

### **Waiver Policy**

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Students are not required to participate in the free or reduced-price lunch program to qualify for the waivers provided in this section. The district is not obligated to provide any particular type or quality of equipment or other material to eligible students.

Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal. Application forms are available in each school building office.

### **Voluntary Contributions to Defray Costs**

When appropriate, the district will request donations of money, materials, equipment, or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements, and staff members of the district are directed to communicate that fact clearly to students, parents, and patrons.

### **Fund-Raising Activities**

Students may be permitted or required to engage in fund-raising activities to support various curricular and extracurricular activities in which they participate. Students who decline to participate in fund-raising activities are not eligible under this policy for waiver of the costs or fees which the fund raising activity was meant to defray.

### **Student Illness (Board Policy 5023)**

Students who suffer from a significant illness which has an actual or expected duration of six months or more may be eligible for accommodations and supports under Section 504 of the Rehabilitation Act or under the Individuals with Disabilities in Education Act. The school will provide accommodations to students who are returning to school after a prolonged absence due to illness, including pediatric cancer, through a 504 plan or an IEP, as appropriate. The student's plan will include informal or formal accommodations, modifications of curriculum and monitoring by medical or academic staff as determined by the student's IEP team or 504 committee. Parents and staff will engage in ongoing communication about the needs of a student who is facing these circumstances.

Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and arrange for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

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.

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.

**Student Government (Board Policy 5041)**

Students are encouraged to formulate and participate in elective and representative student government activities. The organization, operation, and scope of the student government shall be administered by the superintendent or designee.

**Student Records (Board Policy 5016)**

The Family Education Rights and Privacy Act (“FERPA”) provides parents certain rights with respect to their student’s education records. These rights include the right to inspect and review the student’s education records within 45 days of the date the school receives a request for access; and the right to request the amendment of the student’s education records that you believe to be inaccurate.

If parents believe one of their student’s records is inaccurate, they should write to the school principal, clearly identify the part of the record they want changed, and specify why they believe it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

**Directory Information (Board Policy 5017)**

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

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

personal identification number (PIN), password, or other factor known or possessed only the authorized user.

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

Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses, and telephone numbers of high school students unless a student's parents have notified the district in writing that they do not want this information disclosed without their prior written consent. Military recruiters will be granted the same access to a student in a high school grade as is provided to postsecondary educational institutions or to prospective employers of such students.

Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, the district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given an opportunity to prevent the release of this directory information by filing a written objection with the district.

When a student reaches 18 years of age, the permission or consent required of and the rights accorded to the parents or guardians of such student under this policy shall only be required of and accorded to such student. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, each school district shall notify each student who is at least 18 years of age or who will reach 18 years of age during such school year of (1) the option to make a written request to the school district that routine directory information for such student not be released in response to a request made by a military recruiter without such student's written consent and (2) that any such request made previously by a parent or guardian for such student expires upon the student reaching 18 years of age.

### **Non-Directory Information**

All of the other personally identifiable information about students that is maintained in the school district's education records will generally not be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations, or (2) in accordance with the parent's written instructions.

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the

district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply with the requirement of state law that all third-year high school students take a college entrance exam. Any redisclosure of information related to the administration of this exam shall be governed by the agreement between the Nebraska Department of Education and the third-party testing company.

### **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

- **Complaints**

- Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Student Schedule Changes**

Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add slips are to be obtained from the office of the Guidance Counselor and must be signed by the guidance counselor and building principal before they are presented to the teacher of the class that is to be added or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a "0" on their permanent records, and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is

given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, the parents of the student, the guidance counselor, and the building principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the building principal and guidance counselor.

### **Telephone Calls**

The school's telephone may be used only with permission of staff.

### **Threat Assessment and Response (Board Policy 3039)**

#### **Team Concept**

The board of education is committed to providing a safe environment for members of the school community. Students, staff and patrons are urged to immediately report any statements or behavior that makes the observer fearful or uncomfortable about the safety of the school environment.

#### **1. Definitions**

- a. A **threat** is an expression of a willful intent to physically or sexually harm someone or to damage property in a way that indicates that an individual poses a danger to the safety of school staff, students or other members of the school community.
  - i. The threat may be expressed/communicated behaviorally, orally, visually, in writing, electronically, or through any other means.
  - ii. A **transient threat** is an expression of anger or frustration that can be quickly or easily resolved.
  - iii. A **substantive threat** is an expression of serious intent to harm others which includes, but is not limited to, any threat which involves a detailed plan and means.
- b. A **threat assessment** is a fact-based process emphasizing an appraisal of observed (or reasonably-observable) behaviors to identify potentially dangerous or violent situations, to assess them and to manage/address them. Threat assessment is the process of identifying and responding to serious threats in a systematic, data-informed way.

- i. The threat assessment process is distinct from student disciplinary procedures. The mere fact that the district is conducting a threat assessment does not by itself necessitate suspension, expulsion or emergency exclusion without complying with state law and board policy related governing those actions.
- ii. The threat assessment process is distinct from specialized instruction which a student with a disability may receive from the school district. The school district will not change a student's educational placement as that term is used in the Individuals with Disabilities in Education Act *solely* as part of a threat assessment.

## **2. Obligation to Report Threatening Statements or Behaviors.**

All staff and students must report **substantive threats** to a member of the administration immediately and comply with any other mandatory reporting obligations. Staff and students who are unsure whether a threat is substantive or transient should report the situation. Staff and students must make such reports regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or who were the focus of the threatening behavior. Staff and students must also make such reports regardless of where or when the threat was made or the threatening behavior occurred.

THREATS OR ASSAULTS WHICH REQUIRE IMMEDIATE INTERVENTION SHOULD BE REPORTED TO THE POLICE AT 911.

## **3. Threat Assessment Team**

The threat assessment team shall consist of Superintendent of schools, building principal(s), guidance counselor(s) and local law enforcement. It also could include information technology staff, the school nurse, members of the crisis/safety team who would be willing to work with the school. Not every team member needs to participate in every threat assessment. If the threat has been made by or is directed towards, a student with a disability, the threat assessment team must include a staff member who is knowledgeable about special education services or Section 504 of the Rehabilitation Act, as appropriate. Neither the student nor their student's family members are part of the threat assessment team.

The team is responsible for investigating all reported threats to school safety, evaluating the significance of each threat, and devising an appropriate response. The threat assessment team shall work closely with the crisis team in planning for crisis situations. The threat assessment team shall be familiar with mental health resources available to students, staff and patrons and shall collaborate with local mental health service providers as appropriate.

#### **4. Threat Assessment Investigation and Response**

When a threat is reported, the school administrator shall initiate an initial inquiry/triage and, in consultation with members of the threat assessment team, make a determination of the seriousness of the threat as expeditiously as possible. The school administrator must contact law enforcement if the administrator believes that an individual poses a clear and immediate threat of serious violence.

If there is no reasonably apparent imminent threat present or once such an imminent threat is contained, the threat assessment team will meet to evaluate and respond to the threatening behavior. The team may, but is not required to, review the following types of information:

- Review of the threatening behavior and/or communication;
- Interviews with the individuals involved including students, staff members, and family members as necessary and/or appropriate;
- Review of school and other records for any prior history or interventions with the students involved;
- Any other investigatory methods that the team determines to be reasonable and useful.

At the conclusion of the investigation, the team will determine what, if any, response to the threat is appropriate. The team is authorized to disclose the results of its investigation to law enforcement and to the target(s) of any threatened acts. The team may refer the individual of concern to the appropriate school administrator for consequences under the school's student discipline policy or, if appropriate, report the results of its investigation to the student's individualized education plan team.

Regardless of threat assessment activities, disciplinary action and referral to law enforcement will occur consistent with board policy and Nebraska law.

#### **5. Communication with the Public about Reported Threats**

The team will keep members of the school community appropriately informed about substantive threats and about the team's response to those threats. This communication may include oral announcements, written communication sent home with students, or communication through print or broadcast media. However, the team will not reveal the identity of the individual of concern or of any target(s) of threatened violence unless permitted by law.

#### **6. Coordination with the Crisis Team After Resolution of Threat**

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use

in assessing or revising the district's All-Hazard School Safety Plan.

### **Transportation Services (Board Policy 3011)**

The district operates school buses as a convenience for students and parents. They represent a substantial investment, and students are expected to care for and respect them.

#### **Transportation to School**

Students who ride the bus to school will arrive in time for them to eat breakfast at school. Parents must contact the bus driver and school if a student will not ride the bus on a given day. Bus drivers endeavor to adhere to their schedule, and will wait for riders only a short period of time so as not to jeopardize the time remaining for the rest of their schedule.

#### **Transportation of Option Students (Board Policy 5005)**

The board of education provides transportation to option students only if (a) the option student lives on an existing bus route or (b) the option student makes arrangements to be picked up and dropped off at preexisting stops along an existing bus route. The district does not provide mileage reimbursement for option-enrolled students unless otherwise required by law.

#### **Bus Regulations (Board Policy 5044)**

**Riding school vehicles is a privilege, not a right.** The bus drivers have the same authority as teachers while transporting students. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

##### **a) Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.

- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Students must respect the rights and safety of others at all times.
- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

#### **b) Consequences**

Drivers must promptly report all student misconduct to the administration. These reports may be oral or written. Students who violate the Rules for Conduct will be referred to their building principal for discipline. Disciplinary consequences may include a note home to parents, suspension of bus riding privileges, exclusion from extracurricular activities, in-school suspension, short term or long term suspension from school, and/or expulsion.

#### **c) Records**

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be forwarded to law enforcement.

Requests to be dropped off at a point **not** on the regular route will **not** be accommodated, unless extenuating circumstances arise and the request is approved by the transportation director or administration.

Students who are not regular route riders may not ride the bus home with a friend, unless

the parent of the non-route student presents written permission to the bus driver ahead of time, to be approved by the Transportation Director. The written permission should include the date, the non-route rider's name, the signature of the non-rider's parent, and the place approved for drop off. Such requests may not be granted if they cause overcrowding of the vans or buses (Vans-10 riders only, plus driver).

### **Transportation to Activities**

The school district provides transportation to students who are participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

### **Video Surveillance and Photographs (Board Policy 5063)**

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare, and safety of all staff, students and visitors, and to safeguard District facilities and equipment. Video cameras may be used in locations deemed appropriate by the Superintendent. If a video surveillance recording captures a student or other building user violating school policies or rules or local, state, or federal laws, it may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

Unless otherwise authorized by board policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. In such an instance, the students remain subject to the district's appropriate use and student discipline policies. For example, students are not prohibited from making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, subject to other applicable board policy. However, this policy generally prohibits students from using smart speakers or other devices which actively or passively create or transmit audio or video recordings, including Google Home, Amazon Alexa, Apple HomePod, and AngelSense devices.

An exception will be made to this policy if photographs or video recordings are necessary to accommodate a student's disability or are required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy. Students who violate this policy may be subject to discipline up to and including expulsion.

## **Visitors**

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 the office prior to the visitation. Parents wishing to eat lunch need to contact the school by 9:00 am 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.

## **Weather-Related School Closing (Board Policy 3013 & 6026)**

The Superintendent will occasionally announce an emergency early school dismissal, late start, or cancellation of school due to extreme heat, snow, ice or any other inclement weather event. School closings will be announced on the following locations:

School Website: [www.centuraps.org](http://www.centuraps.org)

Official School Facebook page

Centura Alert System

~~Channel 10/11/KOLN/KGIN~~

Channel 13/NTV

~~Channel 5/KHAS-TV~~

Parents should assume that school is open and a regular schedule is being followed if there is no announcement concerning the school district. Please do not call the school or individual staff members to find out whether school is being canceled. Parents who do not believe it is safe to transport their students to school may keep their students home after contacting the district office.

If schools are closed due to severe weather conditions, all after-school activities will be canceled.

## **Withdrawal From School**

Students who are moving from the district must notify the school office.

## **Work Permits**

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

## **SECTION TWO: ACADEMIC INFORMATION**

### **Academic Lettering**

A student in grades 9-12 is eligible for an academic letter if he/she achieves Honor Roll status in any three of the four quarters in a year.

### **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:

- Regularly scheduled Parent/Teacher conferences provide parents, teachers, and students with the opportunity to exchange information about student progress. Parent access to PowerSchool is also available through the parent portal.
- Informal communication with parents may include telephone calls, after-school meetings, weekly progress reports, SeeSaw, notes, and email.
- All standardized test scores will be reported to parents when the information becomes available.

### **Class Rank (Board Policy 6008)**

Student class rank shall be determined by using a numeric grade point average derived from all classes graded on a numeric basis. To be included in the class ranking, a student must have received a numeric grade for each course in which he/she was enrolled.

Students who transfer into the school district will be eligible to be included in class ranking after two semesters of attendance.

Students who transfer into the school district in the middle of their senior year will be eligible to be included in class ranking, although a mid-year transfer will not displace the ranking of a student who has not transferred mid-year. In those circumstances there will be two students holding the relevant class ranking. Mid-year transfer students will not be eligible to receive senior awards such as valedictorian and salutatorian unless the student has been enrolled in the district's high school for the last two semesters.

### **Commencement Ceremony (Board Policy 6006)**

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent

or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student's individual education plan) or who have received a certificate of attendance or graduated mid-term will be allowed to participate in commencement.

### **Community Service**

In addition to the graduation requirements listed for Centura 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. Hours need to be completed by ~~by the 1st of April of the students senior year.~~ graduation.

### **Correspondence and Online Courses**

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high school correspondence or online courses that are not part of the school

district's regular curriculum. To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

### **Credit for Non-Academic Work**

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student participates, as well as honors earned, are noted on the student's permanent record.

### **Grades (Board Policy 6018)**

The school will report student grades and/or academic progress to parents at least four times per year, via PowerSchool Parent Portal. The superintendent or his/her designee shall develop and implement student grading guidelines to be used by teachers. The objective of grading guidelines shall be to quantify and report the academic achievement of each student.

## **Elementary 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 4-5 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: [ps.centuraps.org/public/http://www.centura.k12.nc.us](http://ps.centuraps.org/public/http://www.centura.k12.nc.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.

### **High School Grading System**

Grading in the Centura Public Schools grades 6-12 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.

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 6-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period

may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

### **Graduation Awards (Board Policy 6007)**

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement in the core curriculum: English, mathematics, science, social studies, business education, foreign language, and computer science.

**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

### **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 Dual Credit 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.

**Graduation Requirements (Board Policy 6005)**

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 passed 240 credit hours; 40 community service hours and completed the FAFSA.

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:

- High School Band
- High School Vocal Music
- Weights
- Teacher/Office Aide
- Upon the approval of the Student Assistance Team under provisions of an IEP/504 plan

***Effective immediately for 2026 graduates and thereafter:***

<u>40 hours of English</u>	<u>30 hours of Science</u>	<u>40 hours of Social Studies</u>
10 - English 9	10 - Science 9	10 - Geography
10 - English 10	10 - Biology	10 - World History
10 - English 11/Am. Lit.	10 - Chemistry or Chemistry Foundations	10 - American History
10 - English 12 or College English		10 - American Government
	<b>Other Required Courses</b>	
<u>30 hours of Math</u>	20 - Foreign Language or Career and Technical Education (CTE)	05 - Phys. Education
10 - Algebra I	05 - Health	05 - Fine Arts
10 - Geometry or Geometry Foundations	05 - Personal Finance 05 - Foundations of Computing	
10 - Algebra II or Algebra II Foundations	05 - Speech 60 - Electives	

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

### Individualized Education Program Students

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

Such students shall receive the standard diploma. The diploma will signify the termination of the student's public education program. Participation in the graduation ceremonies would be optional and determined cooperatively by the administrator, the parents, and students.

### COURSE REQUIREMENTS CREDIT HOURS (Board Policy 6009)

The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements in order to be awarded a diploma from the district.

Students who transfer from an exempt (home) school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal in consultation with the superintendent of schools. The principal will consider all of the factors listed above and will also consider the student's performance on the district's internal benchmark tests.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

### High Ability Learners

Centura Public Schools will continue to provide a High Ability Learners program to students who qualify in grades 3-8. In order for students to qualify, they must meet a certain point total in several categories: NSCAS Growth 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.

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.

**Homework (Board Policy 6017)**

Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to ensure student learning of certain concepts and/or skills found in the written and taught curriculum.

Teachers must use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments. Homework assignments shall be kept minimal on Wednesday nights, which is traditionally considered “family night” in the community.

**Honor Roll****Elementary Grades 4-5 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 4-5:

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

**Jr/Sr High 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

**Mid-Term Graduation (Board Policy 5066)**

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant midterm exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted midterm exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

## **SECTION THREE: STUDENT DISCIPLINE**

### **General Discipline Philosophy (Board Policy 5035)**

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, consequences may increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Activities portion of this Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such

disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

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

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

### **After School Sessions and Detentions**

Teachers and administrators may require students to stay after school or to serve detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are generally 30 minutes, served in a designated area by the building principal or assigning teacher.

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

### **Emergency Exclusion (Board Policy 6031)**

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

**Short-Term Suspension (Board Policy 5035)**

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Any of the conduct described in the subsections under "Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment" below irrespective of the location at which such misconduct ~~Conduct constituting grounds for expulsion as hereinafter set forth~~; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

**Weapons and/or Firearms (Board Policy 5049)**

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

**Long-Term Suspension (Board Policy 5035)**

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any

conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

### **Expulsion (Board Policy 5035)**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred:
  - (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or
  - (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or
  - (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

### **Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment: (Board Policy 5035)**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat.

§ 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

- 1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes. The board has determined that the use of synthetic media such as deepfakes may constitute “similar conduct”;
- 2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
- 3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
- 4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
- 5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
- 6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor (*note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);
- 7) Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
- 8) Engaging in bullying as defined in section 79-2,137 and in these policies;
- 9) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

- 10) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
- 11) A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
  - b) Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c) Violating school bus rules as set by the school district or district staff;
  - d) Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
  - e) Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f) Possession of pornography, including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deep fakes;
  - g) Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically), including creation, possession, dissemination, accessing, sale, or any other use of synthetic media, such as deep fakes;
  - h) Engaging in initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
  - i) Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor,

beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- j) Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target:
- k) Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion;
- l) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m) Using any object to simulate possession of a weapon;
- n) Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o) Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

**Reporting Requirement to Law Enforcement (Board Policy 5035)**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;
4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

**Due Process Afforded to Students Facing Long-term Suspension or Expulsion (Board Policy 5035)**

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

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

hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

- f. A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

## **SECTION FOUR: ACTIVITIES /ATHLETIC INFORMATION**

### **Activity Eligibility (NSAA Regulations) (BOARD POLICY 6028)**

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 leave time the day of the next event, they will be allowed to participate. 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.

### **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**

- The student shall be required to attend practice and/or meetings.
- 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.
- 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**

- The student shall be required to attend practice and/or meetings.
- 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.
- 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**

- 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:

- Violate any of the areas of prohibited student conduct.
- Violate the academic requirements of participation ie. Down List.
- 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, contests, and tournaments among member schools.

The purpose of the NSAA is to promote the best interests of secondary education, to maintain cooperation, professional 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.

### **High School Extracurricular Drug Testing Program**

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**

- 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.
- The school district seeks to provide safe, drug-free schools.
- The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- 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.
- 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  
Cross Country

Cheerleading  
FBLA

Band  
Yearbook/Journalism

FFA	Football	Golf
Student Manager	Student Council	Baseball
One Act Play	Quiz Bowl	Choir
Speech	Softball	NHS
Track	Volleyball	Wrestling
Science Olympiad	Centura Vision	

**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:

- Any substance considered illegal by the Uniform Controlled Substances Act, Neb. Rev. Stat. § 28-401 et seq.
- 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;
- 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**
  - The student shall be required to attend practice.
  - 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.
  - 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.
  - 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**
  - The student shall be required to attend practice.
  - 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.
  - 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.

- 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**

- 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 and follow the consequences assigned to positive tests.

### **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 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:

- 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.
- 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.

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

### **Breathalyzer Use**

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.

### **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.



**2025-2026**

**Staff Handbook**

***Dear Centura Public Schools’ Team Members,***

Welcome to the 2025-2026 school year! As a community of educators, it is important that we work together in a positive, professional manner as we do the work of educating children for the future. Every action and decision we make as a staff or individual should come back to the question “What is best for our student(s)?” You have been given the opportunity to change the life of a child; the intent of this handbook is to serve as a reference for how we are going to do our work.

This handbook is intended to be used to provide general information about Centura Public Schools and to serve as a guide to the district’s policies, rules, regulations, and other expectations. This year I hope you enjoy the time with students and colleagues, getting to do the meaningful work of education. Please know this is a general guideline and adjustments may need to occur as we live out our mission and adjust to our needs. This resource contains many of the policies, practices, and customs of Centura Public Schools. It is based on the Centura Public Schools Board Policy, but also has many practices and information that are necessary for the day-to-day operation of our buildings.

Each staff member is responsible for becoming familiar with the handbook and knowing the information contained. Although the information found in this document 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. Situations may arise that are not covered by this handbook. In those instances, staff members should use their own good judgment or consult with the administration. If any information contained in this handbook conflicts with board policy or state statute, the policy or statute will govern. We will work hard to let you know of changes, so you can be up-to-date as to the current policy.

As a member of Centura Public Schools’ Staff you are part of an amazing educational community, with an outstanding staff, parents, and students. We should be proud of our many accomplishments. If you have questions or concerns, which are not covered in the handbook, please feel free to visit with me or the other administrators. I am looking forward to working with and supporting each of you, as you change the world one student at a time.

Educationally,

Dr. Kaela Heneger  
Superintendent  
Centura Public Schools

## ***CENTURA VISION/MISION/GOALS***

### **Centura Public Schools' Vision**

A school community about kids, excellence and innovation.

### **Centura Public School's Mission**

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:

#### ~~———— District SEBL Goal:~~

- ~~● Implement a data system for collecting, analyzing, and reporting discipline referrals. BLT reviews the data report at least monthly and makes decisions based on that data.~~
- ~~● Implement quality Tier 1 practices where 90% of students will have 0-1 major office discipline referrals as measured in PowerSchool.~~

#### ~~———— Elementary Academic Goals:~~

- ~~● 80% of K-3 students will be proficient by reaching grade level benchmark or above on MClass DIBELS 8th Edition composite scores by the Spring of 2025.~~
- ~~● The overall percentage of 4th-5th students projected to be proficient on the NSCAS Growth Reading will increase from 40% in the fall of 2024 to 60% in the spring of 2025.~~

#### ~~———— Secondary Academic Goal:~~

- ~~● 80% of perceptual and walkthrough data show students are engaged in learning and can identify what and why they are learning.~~

### **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.

## **Notice of Nondiscrimination**

( [Policy 3053](#))

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The school district prohibits sex discrimination in any education program or activity in any education program or activity that it operates.

Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Dr. Kaela Heneger at by phone: 308-485-4258 , email: [kheneger@centuraps.org](mailto:kheneger@centuraps.org), mail: PO Box 430 Cairo, NE 68824, or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

For additional prohibited discrimination and related information, please review school district [Policy 3053– Nondiscrimination](#).

Name: Dr. Kaela Heneger

Title: Superintendent

Address: 201 N. Hwy 11 Cairo, NE 68824

Telephone: (308) 485-4258

E-mail: [kheneger@centuraps.org](mailto:kheneger@centuraps.org)

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## ***ABSENCES***

If you know in advance that you will be absent for any pre-planned workshop/event/personal reason, please register an Odie request for absence, the building secretary will secure a guest teacher (substitute teacher).

If you have to be absent because of illness or other emergencies the night prior or morning of, call or text to inform the building secretary **and** principal as soon as the need arises. Please register an Odie request for absence, the building secretary will secure a sub.

### **Elementary Staff:**

Ginney Spiehs- C) 402-984-4411

Janet Brown - C) 402-759-2499

### **Secondary staff:**

Ann Kroeger - C) 308-750-2333

Melissa Beberniss – C) 308-379-6750

## **~~CERTIFICATED~~ EMPLOYEE PERSONAL ILLNESS LEAVE**

After an illness of three (3) consecutive days, a ~~staff member~~~~teacher~~ must see a doctor and receive a signed statement indicating the nature and status of the illness. Evidence may also be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. It shall be within the discretion of ~~the board or~~ the superintendent or the board of education to determine the type and amount of evidence necessary.

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the personal illness leave of such employees shall be followed.

## **CERTIFICATED EMPLOYEE VACATION, HOLIDAYS AND PERSONAL LEAVE**

Except in cases of emergency no more than two elementary and two secondary teachers may be gone on combined personal and professional leave on any given day. Every effort should be made by the professional employee to limit absences, with the exception of emergencies. Personal days shall not be taken the day prior to or following a regularly scheduled vacation. Application for personal leave should be submitted to the appropriate administrator as early as possible for approval except in case of emergency situations. ~~Personal leave~~~~Vacation time~~ may not be accumulated or carried over to a new year..

The requirements stated in the Negotiated Contract between employees in that certified collective bargaining unit and the board regarding the vacations, holidays and personal leave of such employees shall be followed.

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

### **CLASSIFIED OR HOURLY STAFF ABSENCES**

Contact your building principal prior via email for planned absences. If absences are unplanned let your building principal know via text.

Hourly Staff: Time Clock System. Paid holidays will be paid at 8 hours.

Salaried Staff: Please record your absence in the ODIE System

### ***ACCIDENTS***

All accidents occurring during school hours must be reported to the principal or your direct supervisor 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 staff 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 an alternate person listed on the emergency form.
- Verbal; contact with school nurse or office personnel.
- When a student has been cared for (in case of an accident), the staff member should complete an accident form and place it in the office.

### ***ASSESSMENT ADMINISTRATION (Board Policy 4048)***

The purpose of all testing and assessments is to measure students' knowledge, skills or abilities in the area tested. All staff members are prohibited from engaging in any behavior that adversely affects the validity of test scores as a

measure of student achievement. This policy applies to all national, state, and local assessments, including both standardized and general classroom assessments.

## ***BEHAVIOR REFERRALS***

Student behavior should be managed by the classroom teacher or supervising staff member, first. Then if needed, the classroom teacher, or staff member can refer that student to the building principal for a behavior referral. The teacher or staff member must notify the principal and/or secretary of the referral. **The Behavioral Entry Google form will be used to Powerschool Behavior Support report will need to be completed for both positive and negative behaviors.**

- **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**

If a student receives a behavior referral, 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.

- **Administrator's Role of Discipline**

The administrator will take the information given to them and conduct a meeting with the ~~student-child~~. Together the administrator, ~~studentchild~~, 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.~~ Administrator will collect information and input from the teacher, in order to collaboratively plan how to prevent ~~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 student receives~~ ~~studentchild receives~~ an 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.

### ***BULLETINS***

There will be a daily bulletin posted via e-mail every morning. These bulletins will include business items and any other information that is needed for staff. Staff is responsible for reading the content of these bulletins on a daily basis.

### ***~~SCHOOL PROVIDED TRANSPORTATION 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.~~

### ***~~DISTRICT TRANSPORTATION USE~~***

~~Staff will be provided a bus/vehicle for transportation usage when requested. All requests need to go through the high school secretary, Jana Hudiburgh via email or through the field trips request form. If school transportation is available for professional development opportunities then mileage will not be paid.~~

~~¶~~

### ***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 en masse.

### ***CHILD PROTECTIVE SERVICES (Board Policy 4054)***

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 ~~staff member~~, administrator or counselor ~~can~~<sup>will</sup> make the official call to Health and Human Services. ~~All staff members, as mandatory reporters, are responsible for reading and understanding the district policy.~~

**Reporting Procedure.** School employees who have reasonable cause to believe that a child has been subjected to child abuse or neglect or observe a child being subjected to conditions or circumstances which reasonably would result in child abuse or neglect will report the suspected abuse or neglect according to the following procedure.

1. Any school employee who has reasonable cause to believe that a child has been abused or neglected shall report the suspicion to the building principal immediately. Employees shall also personally report or cause a report to be made to local law enforcement or to the Department of Health and Human Services.
2. When the principal makes a report of suspected child abuse or neglect, he/she shall inform the employee(s) who made the initial report.
3. Nothing in the paragraph above shall hinder a school employee from fulfilling his/her/their obligation to report suspected abuse or neglect if he, she or they have reasonable cause to believe that a child has been abused or neglected.
4. Any doubt or question in reporting such cases shall be resolved in the favor of reporting the suspected abuse or neglect. Consultation between the administrator and school employee is encouraged, keeping in mind that prompt reporting is essential.

### ***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 ~~S~~school's ~~Information~~~~electronic~~~~data~~ ~~S~~ystem (SIS). Centura Public Schools utilizes PowerSchool. All efforts will be made to integrate all informational systems to eliminate duplication of student information in all local, ~~s~~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 by the end of the second week of school. Daily agenda and objectives should be posted each day for each period, section and/or subject area.

### ***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 (with 1st names only) 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 8:15 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 times when professional responsibilities (i.e. IEP, 504, SAT, meetings, planning, and student tutoring) requires work before or after the designated work hours

## ***DISCIPLINE***

~~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.~~

Classroom Management is ~~Management~~ Discipline is the responsibility of ~~will be handled by the~~ 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.

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

- Model
- Practice
- Reinforce
- Retrain

### **Behavior Management Steps**

- Make NO Assumptions

- It's NOT Personal
- Never Attack the Child – Address the Problem
- No Mass Punishments

### ***DISCRETIONARY LEAVE***

Discretionary leave is leave that is granted by the administrator for the staff member to take a short amount of time, 30 minutes or less, at the beginning or end of the day but it is not guaranteed. This type of leave would be for medical, dental, legal, business, family, or personal reasons. Please always try to schedule these outside of contract time as much as possible, first.

A form can be found on the website and needs to be filled out prior to granting the leave. Staff members are responsible for securing non-paid coverage for this discretionary leave time, secretaries are not responsible for these coverages.

### ***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.~~

### ***DRESS CODE (Student) (Board Policy 5031 )***

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

### ***DRESS CODE (Staff) (Board Policy 4041)***

The attire worn by staff members conveys an important image to students and the general public. The appearance of professional staff members shall be appropriate to their assigned duties and indicative of their professional standing in the school and community. **Denim jeans will be allowed on Fridays, worn with Centura gear.** 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.

#### **I. Staff Expectations in Dress and Appearance**

##### **A. General Expectations in Dress and Appearance**

1. Certified staff, paraeducators, and office staff should generally dress in business casual attire that is clean and professional.
2. Custodial, maintenance, and transportation staff should dress in attire appropriate to the work they are performing.

## B. Unacceptable Forms of Dress and Appearance

1. The following are examples of unprofessional attire which should not be worn by classroom staff during the traditional school day, when students or visitors are in attendance, or when the employee is supervising, directing, or coaching students when the public is in attendance:

- ~~For men: shirts without collars, unless the shirt can be deemed professional by other standards.~~
- Athletic wear, including sweat, jogging and wind suits, except when teaching a physical education activity in the gymnasium, on a playing field, or at athletic or other activity practices.
- Shorts, except when teaching physical education class or at athletic or other activity practices.
- Blue jeans, except at athletic or other activity practices, or on days considered to be “dress down” days.
- Hats ~~inside of the building, except when worn outside for sun coverage.~~
- Rubber soled ‘flip flop’ sandals.
- Any attire which is excessively wrinkled or torn, so that it is no longer neat and professional.
- Any attire which is immodest or may distract other employees or students in the learning environment.

### II. Enforcement

The superintendent or principal shall maintain the discretion to make determinations on staff dress and appearance. Administrators may temporarily suspend all or a portion of the dress code when other factors support a lower dress expectation for school employees (e.g., special “casual days” or field days). Any violation of school policy and rules may result in disciplinary action.

### ***DRUG FREE WORKPLACE (Board Policy 4002)***

It is vitally important to have a healthy workforce that is free from the effects of illegal drugs. The use or possession of unlawful drugs in the workplace has a very detrimental effect upon safety and morale of the affected employee, coworkers, and the public at large; and on productivity and the quality of work.

### ***EDUCATIONAL TELECOMMUNICATIONS/MOVIES***

All YouTube, T.V. clips, videos, and computer instructional materials used in the classroom **must have a direct relationship to the instructional curriculum being taught** and **any movie needs to be cleared through the principal in advance.** Parent permission slips will be required for any non age appropriate ratings.

## ***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 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 USE OF SOCIAL NETWORKS (Board Policy 4051)***

### **Staff and District Social Media Use**

Social media is an important tool for communicating, keeping up-to-date with current developments in education, and for conducting research to enhance management, teaching, and learning skills. The district also uses social media accounts to provide information to district stakeholders. This policy is intended to ensure (1) appropriate use of social media by staff and (2) appropriate control of social media accounts belonging to or affiliated with the district. Staff should also refer to the district's policy on Staff Computer and Internet Usage. **Staff members who are uncertain about the applicability of board policy to a particular situation must confer with their supervising administrator prior to posting on social media.**

#### **I. Personal Versus School-Affiliated Social Media Use**

##### **A. Personal Social Media Use**

1. The school district will not require staff members or applicants for employment to provide the district with their username and password to personal social media accounts.
2. The district will not require staff to add anyone to the list of contacts associated with the staff member's personal social media accounts or require a staff member to change the settings on his or her personal social media accounts so that others can or cannot view their accounts.
3. Staff members whose personal social media use interferes with the orderly operation of the school or who use social media in ways that are not protected by the First Amendment may be subject to discipline by the district.
4. Staff members who wish to begin using or to continue using the school district name, programs, mascot, image or likeness as part of any social media profile must notify their supervising administrator of the use, and must secure the administrator's permission to do so.

##### **B. School-Affiliated Social Media Use**

1. Any social media account which purports to be “the official” account of the school district (e.g., “Centurion Football”), or any of its programs, classes or entities will be considered to be an account that is used exclusively for the school district’s business purpose. Staff members may not use “official” accounts for personal use.
2. Staff may be required to provide ~~school administration~~~~their supervising administrator~~ with the username and password to school-affiliated social media accounts, ~~along with names of who has access to post on these accounts.~~
3. Staff may be required to interact with specified individuals on school-affiliated social media accounts.
4. When staff use school-affiliated social media accounts to comment on school-related matters, they do not do so as private citizens and are therefore not entitled to First Amendment protections.

## **II. Staff Expectations in Use of Social Media – Applicable to Both Personal and School-Affiliated Use**

### **A. General Use and Conditions**

Staff must comply with all board policies, contract provisions, and applicable rules of professional conduct in their social media usage. They must comply with the board’s policy on professional boundaries between staff and students at all times and in both physical and digital environments.

Staff must obtain the consent of their building principal or the superintendent prior to posting any student-related information in order to make sure that the publication does not violate the Federal Education Records Privacy Act or any other laws. Staff must also comply with all applicable state and federal record retention requirements, even with regard to personal social media usage.

Staff must comply with all applicable laws prohibiting the use or disclosure of impermissible content, such as copyright laws, accountability and disclosure laws, and any other law governing the use of resources of a political subdivision. Questions about appropriate content should be referred to the staff member’s supervising administrator.

### **B. Acceptable Use**

1. Staff may use social media for instructional purposes.

2. Staff may use social media for school-related communication with fellow educators, students, parents, and patrons.
3. Teachers should integrate the use of electronic resources, which may include social media, into the classroom. As the quality and integrity of content on social media is not guaranteed, teachers must examine the source of the information and provide guidance to students on evaluating the quality of information they may encounter.

### **C. Unacceptable Use**

1. Staff shall not access obscene or pornographic material while at school, on school-owned device or on school-affiliated social media accounts.
2. Staff shall not engage in any illegal activities, including the downloading and reproduction of copyrighted materials.
3. Staff shall not access social media networking sites such as Facebook, Twitter, and Instagram on school-owned devices or during school time unless such access is for an educational activity which has been preapproved by the staff member's immediate supervisor. This prohibition extends to using chat rooms, message boards, or instant messaging in social media applications and includes posting on social networking sites using personal electronic devices.

## **III. School-Affiliated Digital Content**

### **A. General Use and Conditions for School-Affiliated Accounts**

Staff must obtain the permission of their supervising administration prior to creating, publishing, or using any school-affiliated web pages, microblogs, social media pages or handles, or any other digital content which represents itself to be school-related, or which could be reasonably understood to be school-related. This includes any content which identifies the school district by name in the account name or which uses the school's mascot name or image.

Staff must provide administrators with the username and password for all school-affiliated accounts and must only publish content appropriate for the school setting. Staff may not provide the username and password to school-affiliated accounts to any unauthorized individual, including students and volunteers.

## **B. Moderation of Third Party Content**

The purpose of school-related social media accounts is to disseminate information. No school-related or school-affiliated social media account covered by this policy shall permit comments by the public unless otherwise approved by the superintendent. All comment functions for applications such as Facebook and Instagram must be turned to “off” without this approval.

In the event the superintendent permits content created by anyone other than the administrator of the account to appear on the account’s pages, such as comments made by students, parents, and patrons, the account administrator must monitor the content to ensure it complies with this policy. Posts, comments, or any other content made on the account’s pages may be removed when the content meets any of the following conditions:

1. Is obscene, lewd, or appeals to prurient interests;
2. Contains information relating to a student matter or personnel matter which is protected under or prohibited by state or federal law;
3. Contains threatening, harassing, or discriminatory words or phrases;
4. Incites or is reasonably anticipated to incite violence, illegal activity, or a material and substantial disruption to school operations or activities; or
5. Contains any other threat to the safety of students and staff.

Every account administrator must keep a copy of any removed content and must provide a copy to the superintendent along with written notification for the reason the post has been removed. All questions about the appropriateness of removal must be directed to the superintendent.

## ***EMPLOYEE GRIEVANCE PROCEDURE (Board Policy 4013)***

Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints shall be brought directly to the immediate supervisor, principal or superintendent and shall be made in a constructive and professional manner. Complaints shall never be made in the presence of other employees, students or outside persons.

A formal grievance procedure is contained in the negotiated contract between the employee's certified bargaining unit and the board. This policy shall not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure. (See Board Policy 4013 for Employee Grievance Procedure)

### ***EVALUATION PROCESS (Board Policy 4030)***

All certificated employees to be evaluated shall be notified annually in writing of the evaluation process. A certificated administrator, with the exception of the local board of education when it is evaluating the superintendent, will observe and evaluate each probationary certificated employee for a full instructional period once each semester for the first three years of employment. Each tenured certificated employee for a full instructional period once a school year, every other year. If the probationary certificated employee is a superintendent, he or she shall be evaluated twice during the first year of employment and at least once annually thereafter. The evaluation will include, but not be limited to evaluating the employee's instructional performance, classroom organization and management, personal conduct, and professional conduct. Evaluation of instructional performance and classroom organization and management is applicable to teachers only. The administrator will provide the employee with a written list of deficiencies, suggestions and a timeline for correcting the deficiencies and improving performance, and sufficient time to improve. The evaluation form will include notice that the employee may respond to the evaluation in writing.

The school district will train administrators in evaluation annually through meetings with the superintendent or other administrator, attendance at regional, state or national workshops, or any other method approved by the superintendent.

For the purposes of this policy, the terms "actual classroom observation" and "entire instructional period" are defined as follows:

**Entire Instructional Period.** For certificated employees whose classes are held during defined periods of time (e.g., senior high classes), an entire instructional period consists of one such time period. For those whose time periods are not so defined (e.g., elementary classroom teachers), an entire instructional period consists of 40 minutes. The instructional period for those whose work does not necessarily involve continuous instruction for 40-minute periods (e.g., librarians or speech therapists) consists of no less than 40 minutes total during the semester. The entire instructional period for administrators cannot be defined in terms of an instructional period and shall be satisfied by the actual observation of an administrator's work during the semester for no less than 40 minutes.

**Actual Classroom Observation.** Actual classroom observation consists of observing the certificated employee in any activities in a classroom setting. When a certificated employee does not have classroom responsibility (e.g., administrators or librarians), the requirement of "actual classroom observation" will be satisfied by observing the certificated employee performing activities that are typical of his or her position.

This policy and the evaluation instrument shall be included in the teacher handbook which will be distributed to staff members upon their employment and annually thereafter.

## ***EQUAL EMPLOYMENT OPPORTUNITY***

The Centura School District shall provide equal opportunity to employees and applicants for employment in accordance with applicable equal employment opportunity and non-discrimination laws, directives and regulations of federal, state and local governing bodies. Opportunity to all employees and applicants for employment includes hiring, placement, promotion, transfer or demotion, recruitment, advertising or solicitation for employment, treatment during employment, rates of pay or other forms of compensation, and layoff or termination. Employees will support and comply with the district's established equal employment opportunity and non-discrimination policies. Employees shall be given notice of this policy annually. The board shall appoint an employee to serve as non-discrimination compliance coordinator.

Further information and procedures for filing a complaint are available at the website of the Nebraska Equal Opportunity Commission, <http://www.neoc.ne.gov/comp/comp.htm>.

## ***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, **without permission**. 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 custodians will maintain the routine cleaning of carpets and windows, etc.

## ***FACULTY MEETINGS***

Faculty meetings will be held ~~periodically, and monthly and~~ will be communicated 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.

## ***FIELD TRIPS (Board Policy 6027)***

All Field trips need to be cleared through the Principal's office using the [Field Trip Proposals](#) . This request will be filled out by the contact staff member for the event. Administration will then give the permission to move forward with planning depending on available transportation.

REQUIRED: All field trips need to have a signed parent permission slip prior to being allowed to attend. (Verbal permission is acceptable in certain circumstances with the administrative approval)

Also, anytime you take a group “outside” of the classroom for learning please notify the main office of your location. Exception: Physical Education classes.

## ***FIRE DRILL***

There will be at least one fire drill each month.

Procedures:

- HOLD first, then wait for the official notification.
- 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 correct colored card. If you have a student missing or an extra student, 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.

## ***FUNDRAISING (Board Policy 5039)***

Any employee fundraising campaigns, including online fundraising such as crowdfunding campaigns, must have prior approval from the Superintendent before taking any actions when using the employee's position to raise funds. Any person or entity acting on behalf of the district and wishing to conduct a fundraising campaign for the benefit of the district must also begin the process by seeking prior approval from the Superintendent. All money raised through an approved fundraising campaign is subject to normal accounting procedures of the district and any additional procedures that may be required in the approval process. Any information or materials placed on fundraising websites are subject to the same district policies covering publication of materials on the district website.

Approval of requests shall depend on factors including, but not limited to:

- Compatibility with the district's educational program, mission, vision, core values, beliefs, and student achievement goals;
- The district's instructional priorities;
- The manner in which donations are collected and distributed by the fundraising process;
- Equity in funding; and
- Other factors deemed relevant or appropriate by the district.

If approved, the employee shall be responsible for preparing all materials and information related to the fundraising campaign and keeping district administration apprised of the status of the campaign. The employee shall not violate any district policy or guideline and must protect the confidentiality of all student information.

The employee is responsible for compliance with all state and federal laws and other relevant district policies and procedures. All items and money generated are subject to the same controls and regulations as other district property and shall be deposited or inventoried accordingly. No money raised or items purchased shall be distributed to individual employees.

## ***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 ~~and~~ ~~Winter~~, ~~and Spring~~ MAP, **Spring** NSCAS Growth and summative. MAP and NSCAS Growth assessments will not be used as a semester final grade, this data is used for student individual growth. Usage of a semester final needs to be approved prior to the beginning of semester by the building principal.
- **Report cards** are used to report to parents on a quarterly basis about their children's classroom performance. Progress reports will be provided to parents during the Fall and Spring Parent-Teacher conferences.

## 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:

#### **Grades 6-12**

A----93-100

B----85-92

C----77-84

D----70-76

F----below 70

## ***HOMEWORK (Board Policy 6017)***

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. **The amount**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/seatwork everyday as your daily student assessment, look for authentic ways to have students practice concepts.

It is your responsibility to enter no less than 2 grades per week allowing all students the opportunity to be successful. ALL grades including make-up or late work will be graded and updated in a timely fashion. Update PowerSchool gradebook on a weekly basis.

Per Board Policy: Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to ensure student learning of certain concepts and/or skills found in the written and taught curriculum.

Teachers must use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments. Homework assignments shall be kept minimal on Wednesday nights, which is traditionally considered “family night” in the community.

## ***INSTRUCTIONAL TIME***

Quality education depends in part on having sufficient time for teaching and learning. By delivering quality lessons, student engagement and learning is maximized. Teachers should make every effort to make effective use of instructional time.

Use of effective instructional strategies can elicit the following outcomes:

- Increased student time on task.
- Improved student behaviors
- Improved student performance.
- Insights into and options for classroom organization.
- Motivation of students.
- Classroom management techniques that work.

Things to remember when planning lessons to maximize instructional time:

- Beginning of Class - Think about what students will be doing upon entering the classroom. (bell ringers, agenda, etc.)
- Transitions/Time - Use clocks and timers to help chunk lessons and keep transitions running quickly and smoothly.
- Response Opportunities - Plan and provide opportunities for students to respond to questions by providing wait time and/or allowing small group or peer collaboration.
- Checking for Understanding - Plan and provide multiple opportunities and ways for students to show their understanding.
- Closure - Reserve time at the end of each learning opportunity for review of content and affirmation that learning objectives have been met. (beginning of homework, exit slips, reflection logs)

## ***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.

## ***LESSON PLANS***

Being purposeful, organized, and prepared is important in developing worthwhile and high-quality learning activities that will meet your teaching objectives. Good planning will facilitate good instruction.

Written Lesson Plans Should Include at a minimum:

- Learning Objectives
- How you plan to check for understanding

~~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 formal observations.~~

**Lesson plans will need to be available and easily accessible if needed in an emergency.** Teachers should be prepared to discuss or communicate to all stakeholders about the content being taught. ~~Each teacher will be required to have a website linked to Centura's website with information about content, assessments, schedules and contact information.~~

## ***LOCKER ROOM SUPERVISION (Board Policy 4062)***

Staff members, coaches, sponsors, and students must comply with the requirements of this policy while using locker rooms at the school district or at other locations.

Staff members, coaches, and sponsors must appropriately supervise students in locker rooms and other locations where students dress, change, or engage in similar activities. This supervision must occur at all times during curricular and extracurricular activities and includes, but is not limited to, the following:

- Entering and walking through the entire locker room at regular and irregular intervals to provide direct supervision and to assess student behavior.

- Maintaining an orderly locker room free from “horseplay” and other prohibited conduct.
- Maintaining a visual presence.
- Adequately addressing any misbehaviors.
- Escorting students to and from the locker room and the activity or instructional area.
- Unlocking the locker room so that students may enter, and locking the locker room after all students have exited the locker room.
- Searching the locker room to determine that all students have exited the locker room before locking it.
- Ensuring that the locker room remains locked during any activity.

If a student is found missing during an activity, the staff member, coach, or sponsor or adult designee shall check the locker room for the missing student.

**The locker room must be locked at all times when unsupervised.**

Only students whose team or activity is currently playing or are in-season or who are involved in a school-sponsored activity that requires or allows presence in the locker room are allowed access to the locker room before or after the regular school day.

Students are not allowed to enter or reenter the locker room without appropriate supervision.

If the staff member, coach, or sponsor is the opposite sex of the students, he or she may designate another adult of the same sex as the students to provide the required locker room supervision. This delegation does not remove ultimate responsibility from the staff member, coach, or sponsor who is subject to the obligations under this policy to ensure that such obligations are met. By allowing their students to participate in an activity with a cross-gender coach, parents/guardians consent to the entry of the staff member or his or her designee into the locker room at any time as necessary to maintain student safety and order.

Staff members, coaches, and sponsors must remain with students until they are picked up by the parent, guardian, or other authorized person or the student leaves in his or her own transportation. Students must never be left unattended after a game, practice, or other school-sponsored activity. In other words, the staff member, coach, or sponsor should be the first one to arrive at the activity and the last one to leave.

Cell phones and other devices with visual or auditory recording capability may not be used in the locker room at any time or for any reason.

Under no circumstance may a staff member, coach, or sponsor delegate any responsibility under this policy to a student or other minor.

School administrators or their designees may make random checks to assess policy compliance.

### ***MAP/NSCAS Growth ASSESSMENTS***

Administration will share an Assessment Schedule at the beginning of the year indicating when each grade level/content area will participate in the following Summative Assessments

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

- K-2: MAP Growth Fall, Winter, Spring
- 3-8: ~~MAP NSCAS~~ Growth Fall, Winter ~~and NSCAS~~, Spring
- 9-10: Pre ACT Fall
- 11: ACT Spring

### ***MILEAGE/TRAVEL COMPENSATION***

When driving somewhere on school business, the district prefers that you take a school vehicle with advance 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.

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

It is the policy of the board to pay the actual and necessary expenses incurred by employees at educational workshops, conferences, training programs, official functions, hearings, or meetings, whether incurred within or outside the boundaries of the local government, to include:

1. Registration costs, tuition costs, fees, or charges;
2. Mileage at the current district reimbursement rate or actual travel expense if travel is authorized by commercial or charter means; and
3. Meals and lodging as approved in advance by the superintendent.

Prior to reimbursement of actual and necessary expenses, the employee must submit a detailed receipt indicating the date, purpose and nature of the expense for each claim item. A credit card receipt is generally not considered a detailed receipt. Failure to provide a detailed receipt shall make the expense non-reimbursable.

### ***MILK EXPRESSION (Board Policy 4045)***

The district will provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child's birth.

### ***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.

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

Parent/teacher conferences are another form used to communicate progress or lack thereof for each student. Every teacher needs to be present during conference hours.

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

Student parties are scheduled and held throughout the school year. Parents and guardians are encouraged to celebrate their child's birthday or special event at home, not at school. Parents should 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.

### ***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 lounge that you may use.

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

### ***POLITICAL ACTIVITY BY STAFF MEMBERS (Board Policy 4044)***

The Board recognizes its individual employees' rights of citizenship, including, but not limited to, engaging in political activities. An employee of the District may seek an elective office, provided that the staff member does not campaign on

school property during working hours, and provided all other legal requirements are met. The District assumes no obligation beyond making such opportunities available.

The following activities are prohibited during an employee's work time (including duty-free lunch and planning periods):

1. Soliciting votes or contributions for or against a particular candidate or ballot proposition.
2. Discussing with students opinions regarding a political candidate or ballot proposition unless the topic is part of the approved curriculum.
3. Preparing, displaying, wearing or distributing campaign literature, materials, or signs for or against a candidate or ballot proposition (this prohibition does not apply to bumper stickers on personal vehicles).
4. Soliciting volunteers to assist with a campaign for or against a political candidate or ballot proposition.
5. Preparing for, organizing, or participating in any political meeting, petition, rally, or event.
6. Other prohibited political activity as defined by state law.

The following activities are prohibited at all times:

1. Using any school district resources including, but not limited to, facsimile machines, copy machines, computers or e-mail accounts, for political campaign activities.
2. Using school district property or facilities for any political campaign activities, unless such use is approved pursuant to school board rules or policy.
3. Spending district funds to urge votes to vote for or against a candidate or ballot proposition
4. Requiring employees to engage in political campaign activities as part of their job duties.
5. Providing employees with additional compensation or benefits for engaging in political activities.

6. Representing an employee's personal political position as the position of the school district or the board of education.
7. Engaging in any other activity prohibited by state law.

***PROFESSIONAL BOUNDARIES AND APPROPRIATE RELATIONSHIPS BETWEEN EMPLOYEES AND STUDENTS (Board Policy 4043)***

School district employees and student teachers or interns (“employees”) are responsible for conducting themselves professionally and for teaching and modeling high standards of behavior and civic values, both at and away from school. Employees are required to establish and maintain professional boundaries with students and must have appropriate relationships with students. They may be friendly with students, but they are the students’ teachers, not their friends, and they must take care to see that this line does not become blurred. This applies to employees’ conduct and interactions with students and to material they post on personal web sites and other social networking sites including, but not limited to, Instagram, Facebook, and Twitter. The posting or publication of messages or pictures or other images that diminish an employee’s professionalism or ability to maintain the respect of students and parents may impair his or her ability to be an effective employee. Employees are expected to behave at all times in a manner supportive of the best interests of students.

**Sexual Relationships Prohibited.** Employees are prohibited from engaging in any relationship that involves sexual contact or sexual penetration with a student while the student is a current student and for a minimum of one year after the date of the student's graduation or the date the student otherwise ceases enrollment. Sexual contact has the same meaning as in section 28-318, and sexual penetration has the same meaning as in section 28-318.

**Grooming Prohibited.** Employees are prohibited from engaging in grooming with students. Grooming means building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student’s life the sexual contact or sexual penetration would take place.

***PROFESSIONAL GROWTH (Board Policy 4032)***

Every six years, permanent certificated employees shall give evidence of professional growth. Six semester hours of college credit shall be accepted as evidence of professional growth.

The board of education believes the goal of professional self-improvement to be inherent in the responsibilities of each certificated district employee.

Other professional growth activities which may count toward the six-year requirement include non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, travel of significant educational value, and membership in professional organizations. The employee must receive prior approval from the building principal for any of these activities to count toward professional growth.

No professional growth units will be awarded if the applicant has been paid for a non-college activity either by released time or by an additional amount paid by the school district.

One unit of professional growth credit will generally be equivalent to ten hours of personal time spent on an educational activity.

### ***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. **Final approval for all purchases rests with the Superintendent.**

There is no such thing as a department budget. Money has been allocated for the curricular work of the school district and 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.***

### ***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 building secretary 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 many private individuals do not have, but which occasionally they may desire to use. The school has policies to govern this use by the general public, and staff should never make a commitment to anyone, but rather refer them to the principal in charge to fill out a [facility usage form](#).

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.

## ***SCHOOL VEHICLE USE (Board Policy 4060)***

### **DISTRICT TRANSPORTATION USE:**

Staff will be provided a bus/vehicle for transportation usage when requested. All requests need to go through the high school secretary, Jana Hudiburgh via email or through the field trips request form. If school transportation is available for professional development opportunities then mileage will not be paid.

**Pupil Transportation Vehicles.** The transportation of students in a pupil transportation vehicle is governed by the rules of the Nebraska Department of Education and the district's safe pupil transportation plan or safety and security plan. See Title 92, Nebraska Administrative Code, Chapter 91 – Regulations Governing Driver Qualifications and Operational Procedures for Pupil Transportation Vehicles (“Rule 91”) Title 92, Nebraska Administrative Code, Chapter 92 – Regulations Governing the Minimum Equipment Standards and Safety Inspection Criteria for Pupil Transportation Vehicles (“Rule 92”), available on NDE’s website ([www.education.ne.gov](http://www.education.ne.gov)). A pupil transportation vehicle is any vehicle utilized to carry school children as sponsored and approved by the school board and that conforms to the Nebraska Department of Education definitions of pupil transportation vehicles listed as School Bus, Activity Bus, Small Vehicle, or Coach Bus.

**School Vehicles Other Than Those Transporting Students.** School district employees, board members, and other elected or appointed school district officials (collectively “school personnel”) who are not transporting children are authorized to use a school

district vehicle to travel to a designated location or to their home when the primary purpose of the travel serves a school district purpose. School district vehicles may not be used for personal purposes unless the vehicle, or the use of it, is provided to an employee as a condition of an employment contract or it is leased to school personnel as allowed by law. School personnel must operate school vehicles in accordance with all applicable federal, state, and local laws.

**Driver Qualifications.** School personnel who wish to use a vehicle owned or leased by the school district and who are not transporting students must:

- Possess and provide a copy of a valid Motor Vehicle operator's license.
- Be able to read and comprehend driving regulations and written test questions.
- Obtain and provide a copy of his or her current driving record from the department of motor vehicles at least one time per school year to the superintendent or his or her designee.
- Be at least 19 years of age.

School personnel must notify the superintendent or his or her designee about any change in their driving status or eligibility.

School personnel who have been convicted of any of the following or who meet any of the following conditions will not be allowed to drive a school district vehicle:

- If the citation or conviction occurred at any time—Motor vehicle homicide or driving under the influence – 3<sup>rd</sup> or subsequent offense;
- If the citation or conviction occurred within the last 3 years - Driving under the influence of drugs or alcohol, failure to render aid in accident you are involved in, speeding 15 miles per hour or more above the posted speed limit, reckless driving (willful or otherwise), careless driving, leaving the scene of an accident, failure to yield to a pedestrian with bodily injury to the pedestrian, or negligent driving; or
- Have accumulated 10 points or more under an operator's license point system within the last 2 years.

The superintendent or his or her designee has the discretion to prohibit school personnel from driving a school vehicle for a citation or arrest for the above offenses or any other offense or reason. The superintendent or his or her designee will make the final determination about the use of school district vehicles.

**Electronic Communication While Driving.** Unless the superintendent or a principal grants an exception to allow verbal communication on an as needed basis for specific district-related work based upon an employee's duties and responsibilities, school personnel shall not use any electronic communication device to read a written communication, manually type a written communication, send a written communication, verbally communicate with others, or otherwise communicate with others while operating a school vehicle. This prohibition includes but is not limited to answering or making

telephone calls, engaging in telephone conversations, and reading or responding to emails, instant messages, text messages or other visual media.

**Tobacco, Alcohol, and Controlled Substances.** The use of any tobacco product, including the use of vapor products, alternative nicotine products, or any other such look-alike product, is not permitted in a school vehicle at any time. The use or possession of any alcohol or controlled substance (unless legally prescribed to school personnel by a physician) is not permitted in a school vehicle at any time. All drivers shall follow and be subject to Drug Free Workplace Policy and Drug Policy Regarding Drivers Policy.

**Traffic Accidents, Infractions, Violations, or Citations.** School personnel who receive a citation or warning citation from a law enforcement officer or are involved in an accident while operating a school vehicle must report the citation to the superintendent or his or her designee as soon as practicable, but no later than 24 hours of receipt. The superintendent must report his or her accidents, infractions, violations, or citations to the board president.

### ***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.

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

Teachers will be assigned a Student Advisory each day. This is a 15 minute time that will work similar to a “homeroom” concept. This Advisory Time should be the main connection point between students and teachers. Student Advisory is a time to build relationships with students on a different level than through the content you teach. ~~This time will also be used for student planning, setting goals, teambuilding and social-emotional learning. The daily schedule and expectations will be shared with staff at the back-to-school meetings.~~

### ***SUBSTITUTE TEACHERS***

It is very difficult for a substitute to take charge of a class for one day. Detailed 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:

- Lesson plans are up to date and easy to follow.
- Teacher's manuals are accessible/teacher log-ins for curriculum .
- Duplicated sheets are prepared ahead of time
- Plenty of **learning opportunities** are planned for children.
- A method is devised for seating arrangements.

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*
- **Individual student needs when applicable**
- Fire/Tornado/Intruder procedures and directions including Class Rosters

## ***SUPERVISION***

**Every student is every adult's responsibility. It is the responsibility of all staff to supervise students when in direct vicinity of the students, this includes but is not limited to classrooms, hallways, lunchroom, pods, etc..** Students should be under the supervision of the classroom teachers during class times. 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 within their classrooms or after school program. Some additional supervision duties will be assigned by the building administrator.

## ***SUPPLIES***

All teachers order supplies in the spring for the following fall. However, general classroom supplies can be found in the supply room in each building. Please notify the building secretary if supplies are running low and need to be resupplied.

## ***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.

## ***TARDINESS***

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

## ***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***

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 the office prior to the visitation. Parents wishing to eat lunch need to contact the school by 9:00 am 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.