RAYMOND CENTRAL PUBLIC SCHOOLS - DISTRICT #55-0161
BOARD OF EDUCATION REGULAR MEETING, WEDNESDAY, JULY 15, 2020 - 6:00 PM
JR/SR HIGH SCHOOL MUSTANG CLASSROOM
1800 WEST AGNEW ROAD
RAYMOND, NE 68428-9783

AGENDA

1. Call to Order and Pledge of Allegiance
2. Motion to Excuse Board Member's Absence
3. Open Meeting Law
4. Consent Agenda
    1. Regular Minutes of June 10, 2020
    2. Financial Statement/Report
    3. Monthly Bills
5. Correspondence/Recognition
6. Public Forum
7. Discussion Items
    1. Administrative Reports
    2. Curriculum Report
    3. Superintendent's Report
        1. Goal 1:
        2. Goal 2:
        3. Goal 3:
        4. 2019-2020 Raymond Central Strategic Plan
    4. Facilities Report
    5. Review of Technology Plan

1. Technology Forms - Consider, discuss and take all necessary action

6. Update of Raymond Central Crisis and Safety Protocol
7. Committee on American Civics (Breitkreutz - chair, Springer, Burklund)
8. Transportation Committee (Black- Chair, Breitkreutz, Springer)
9. Finance Committee (Springer- chair, Blanchard, Breitkreutz)
10. Facilities Committee (Blanchard- chair, Springer, Burklund)
11. Negotiations Committee (Black- chair, Gould, Blanchard)
12. Curriculum Committee (Gould - chair, Black, Burklund)
13. Policy Committee (Springer- chair, Gould, Black)
14. NASB Monthly Update
15. Appendix B Amendments for 2020-2021 - Consider, discuss and take all necessary action
16. Ratification and Affirmation of Previous E-Meetings.- Consider, discuss and take all necessary action
17. Board of Education Resolution for Superintendent (Return to School) - Consider, discuss and take all necessary action
18. Raymond Central's 2020-2021 Reopening Plan - Consider, discuss and take all necessary action
19. Bus Barn Expansion Project - Consider, discuss and take all necessary action
20. Review Public Forum Presentation(s) - Consider, discuss, and take all necessary action

8. Action Items
    1. Approval of Staff Resignation
    2. Approval of Staff Appointment
    3. Approval of Substitute Teacher(s) and Nurse

4. Approval of Propane Bid

5. Approval of Amended Policy 5103

6. Approval of Amended Policy 4004

7. Approval of Annual Policy Updates Part II

8. First Reading of Policies 7060 and 7070

9. Approval of the Village of Valparaiso Facilities Agreement

10. Approval of JH Music Appreciation Curriculum

11. Approval of Superintendent as Legal Representative for Local, State, and Federal Programs

12. Approval of the 2020-2021 Elementary/Secondary Student/Parent Handbooks

13. Approval of 2020-2021 Staff Handbook

14. Approval of Payment for Summer Work - Steve Rose

15. Approval of Business Manager Pay Increase for 2020-2021

16. Approval of Lincoln Lutheran Boys and Girls Soccer Cooperative for 2020-2021 and 2021-2022

17. Approval of Budget Workshop Date

18. Approval of Next Regular Board Meeting - Wednesday, August 12, 2020

9. Adjournment

10. Important Upcoming Dates:
    - July 18 - Graduation @ 10 AM at the Football Stadium
    - August 12 - Regular BOE Meeting @ 6 PM
    - August 12 (First Day of School, Noon Dismissal)
    - August 26 - BOE Budget Workshop
11.

Raymond Central Public Schools Board of Education Regular Meeting
Wednesday, June 10, 2020 at 6:00 PM Central
Raymond Central Jr-Sr High School - Swing Classroom #108
1800 West Agnew Road
Raymond, NE 68428-9783

Present: Scott Black, Matt Blanchard, Brad Breitkreutz, Cathy Burklund, Dr. Harriet Gould, Lori Springer. Also attending were Dr. Derrick Joel, Superintendent; Allison Stansberry, Secondary Principal; Brian Gralheer, Asst Principal/Athletic Director; Shelly Dostal, Valparaiso Principal; and Ann Egr, Ceresco Principal.

Call to Order and Pledge of Allegiance

President Gould called the meeting to order at 6:08 PM and the Pledge of Allegiance was said.

Hearings for policies: 5415 Bullying - 5419 Restraint and Seclusion - 6400 Parent Involvement.

HEARINGS: President Gould announced that the Hearings for three policies (5415 Bullying, 5419 Restraint and Seclusion, 6400 Parent Involvement) were open for discussion. There was no public input and the Hearings were closed.

Motion to Excuse Board Member's Absence

All Board members were present.

Open Meeting Law

President Gould reminded the audience that the Open Meeting Laws would be followed.

Consent Agenda

Motion by Black, second by Breitkreutz to approve the consent agenda as presented including the regular meeting minutes of May 13, 2020, May Financial Statement and June monthly bills. RCV 6-0. Motion carried.

Regular Minutes of May 13, 2020

Financial Statement/Report

Monthly Bills

Correspondence/Recognition

Photos of retirees receiving their Retirement Plaques were shared with the Board: Joyce Rezac started working at Raymond Central as Business Manager in 1986; Pam Rasmussen as High School Science Teacher in 1986; Mary Kelly as Elementary Teacher in 1989; and Jean Rempfer as Jr-Sr High School Art Teacher in 1996. Appreciation was extended to all for their hard work and dedication to RC.

Thank You Joyce Rezac, Pam Rasmussen, Jean Rempfer & Mary Kelly for a combined 123 years of service for Raymond Central

Public Forum

Raymond Central's Commitment to Action and Change Resolution - Dr. Gould

Dr. Gould discussed Raymond Central's Commitment to Action and Change Resolution in response to the current climate of racial disparity and justice.

Discussion Items

Administrative Reports

Submitted by Allison Stansberry, Jr-Sr High School Principal

As we wrapped up the 2019-2020 school year, I have spent some time reflecting on some of the positive things that have happened here at the Jr/Sr High. Some of these include: Building strong relationships with students, staff, and community members; Mrs. Osten receiving the Nebraska Middle School Counselor of the Year Award; Watching our wrestlers compete at State Duals for the first time in school history; Watching Logan Bryce, Connor Kreikemeier, and Mitch Albrecht all compete in the State Wrestling Championship and coming home with 3 runner-up Medals; Band receiving a superior rating for marching band for the first time in 11 years; Mrs. Newman "flipping" her Algebra classroom; Watching staff go into school closure with an open mind and willing to do "whatever it takes" for our students; Going to each staff member's house to deliver treats during the school closure; Delivering Cap & Gowns and treats to each member of the Class of 2020; Mrs. Enevoldsen being recognized for her hard work and time she has dedicated to the Speech Program; and Raymond Central's first ever Virtual Graduation Ceremony had over 700 views.

Student Check-In: We held student check-in the last week of school and it went very smoothly. We had three stations set up and Mr. Gralheer was out in the suburban directing students to one of the stations to help us not have any overlap at one of the stations. We had a 4th station set up where students would go if they owed any fines or dues and check materials. Once students turned in materials, they were given a green piece of paper that they took to the last station where Mrs. Osten would give students their materials from their lockers as well as their potential schedule for next school year. I was so grateful for all the staff that were willing to help out! We had secretaries, teachers, and paras all assisting with this process and it went very well because of them. It was definitely a team effort.

As we continue to look at what the 2020-2021 school year will look like, there is still a lot of uncertainty that surrounds us, however, there is no doubt we will come up with a solid plan that continues to support the needs of all of our students while continuing to provide grace and empathy. There are definitely things we could have done better but there are also things that went extremely well. Now the work is to bring both of those things together to come up with a better plan for the fall. From

changing our philosophy in grading to making sure we are better prepared and equipped to handle the mental health of our students, there is a lot that we need to do this summer but the "Whatever it Takes" mentality is something we will continue to promote and push for as a staff.

Submitted by Brian Gralheer, Assistant Jr-Sr High School Principal/Athletic Director

After ten weeks of closure, it was nice to finally have students in our building. Our summer workout program officially kicked off on June 1st with solid numbers overall. We have five predetermined groups scheduled throughout the day on Mondays, Wednesdays, and Thursdays. I have been working with our coaches to create a solid safety plan while utilizing our weight room and outdoor space for summer workouts.

The booster club and I have decided to move the 2019-20 Spring Banquet to a virtual format due to concerns of construction and COVID. I will be in contact with coaches in the coming weeks to have that available in mid July.

During this time, I have provided a professional development opportunity to all RC Coaches. We are walking through a 3D Coaching Essentials Course and holding reflective roundtable discussions via Zoom. 3D Coaching provides coaches with great resources to coach beyond the sport-specific training and strategy of the game and provides strategies to motivate and inspire student-athletes to challenge themselves individually and collectively. We have had some great discussions in our group. Coaches Placke, Houchin, Lillie, Prai, Rockemann, and myself have been walking through training with deep discussion over the content.

Keely, Steve, and I have continued researching different methods of live streaming all varsity events for the Fall. Due to the circumstances, we do not know what fall sports are going to look like, but I think this will be a valuable option if we are to have limited or no fans in the stands. Still more to come. I will be upgrading our Hudl subscription to include Hudl Focus, a camera that can be controlled remotely and can be used to livestream Gym events including concerts and other performances.

Jared and I have been in contact with Kyle Schwarting regarding the potential Walking/XC path on the south 67 acres. Kyle has agreed to smooth out some of the runoff ditches that have accrued over the years. This will help smooth out the entire surface including the perimeter, which is what we would like to use for our 1.5 mile trail. We hope to get some of the dirt moved around mid June. I will continue to update.

Submitted by Shelly Dostal, Elementary Principal at Valparaiso/K-5 Curriculum Director

Assessment, Curriculum and Instruction - Report cards have been mailed to families. Data that we have for the year has been compiled and is in the process of analysis. Mr. Steve Rose has been working with Power School and EduClimber to aggregate RC data. We will be attending training virtually this summer to learn the new system.

Professional Learning - ESU#2 is hosting various training sessions virtually this summer. New to the profession teachers will be attending the New Teacher Academy in August. A group of RC teachers are slated to attend a PLC conference in Omaha in July; so far, it is still on as scheduled. I have been attending a variety of webinars and zoom meetings through NDE, ESU, and other professional organizations. Administrators will be attending sessions about the grants this summer, too.

End of Year - Students were invited to participate in virtual track and field events during the week of May 11-15 organized by Ms. Kalyn Brannagan. The end of year "parade" was a big hit; it was wonderful for students and teachers to connect. A huge thank you to the Valparaiso Rural Fire District for the surprise drive by! A virtual Mustang Assembly to recognize students for their awards was recorded and sent out to families on May 15. Special thanks to Ms. Barb Schiefen for the outstanding video presentation of highlights throughout the year. Many grade level teachers also sent out recordings to their students to celebrate their learning. We are making plans to bring closure to the 2019-20 school year when students return to school in the fall.

Summer maintenance has begun. Thank you to our dedicated maintenance crew for their efforts. Many teachers now have a blue accent wall. Many of our support staff cleaned and organized space

while students were not at school. As one teacher put it, my room is more organized now than it ever has been. The grounds have a facelift, too, so drive by and take a look. Kudos to all of these amazing staff!

Planning for 2020-21 - We wish Mary Kelly a happy retirement and Barb Schiefen all the best in her new position. The interview committee spent lots of time in zoom interviews, first screening, and then formally interviewing for our open positions. The committee worked diligently; it was a challenging process with many qualified candidates. We are excited to work with our new hires: Lori Morgan (elementary technology), Kathleen Cooper (5th grade), and Amy Ziegler (5th grade).

PTO - Thank you to the PTO for all their support throughout the year! A Mustang Day Out was hosted at Raymono's on May 15 to celebrate our year of learning.

Submitted by Ann Egr, Elementary Principal at Ceresco/Special Education Director

MUSTANG Award Winners: Due to COVID, teachers reached out to students during weekly ZOOM meetings. The teachers did an excellent job during this difficult time.

The end of the year was celebrated by a parade. Teachers lined the street, while keeping social distancing, to let the students know they are missed. This was a needed closure for students and staff.

End of the year cleaning and building maintenance has begun.

Special Education-

Summer is a busy time for the end of the year Special Education reporting. Nebraska Department of Education (NDE) requires numerous reports for SpEd accountability. The Special Education Discipline Report, Snap Shot, and Non-public meeting are all due within the next two weeks.

Student Activity Involvement 2019-2020 (Chris Dickey)

Chris Dickey presented data regarding student participation in activities by each class as it increases/decreases for each activity.

Curriculum Report

Superintendent's Report

Thank you to everyone who made our end of the year run smooth. Once again we came together to ensure we closed out the school year while prioritizing the health and safety of all.

Summer Lunch Program Update - We have been searching for funding to serve a school lunch during the summer. We were excited to announce this week that starting June 15 we will serve school lunches for three weeks. As of this afternoon, we have 181 students signed up to participate in our Summer Lunch Program.

Reopening Schools Fall 2020 - We are working on our draft reopening plan for the fall. Ideas and guidance seem to be coming in daily. We still have more questions than answers, however, I feel confident in our plan moving forward.

Final Update Overview - None of us expected the school year to end this way and I am proud and thankful we have made the best of a challenging situation. This was the most disrupted school year in recent history and with all of the uncertainties, we still ended strong and are hopeful for the future.

While the goals help keep me focused and aligned during the school year, I could not have made it through the last three months without the support of the Raymond Central staff, teachers, administrators, families and students. After the March BOE meeting we truly entered unprecedented times that took true collaboration to develop a remote learning model for the district.

Ultimately we have seen a significant shift in how learning can be accessed by both students and

staff. As we move into next year we must continue to learn, grow and do everything possible to ensure success for our students. We must embrace our new normal and develop creative and innovative ways to reach our students.

Goal 1: Continue a visible presence within the schools, the school community, and state.

This proved to be a difficult goal during the COVID-19 pandemic, however, I was able to stay visible through the use of ZOOM and other technology based resources.

Goal 2: Continue the creation of a 10-year facilities strategic plan for implementation that addresses maintenance and improvements for existing building assets.

Each month I update the Facility Priority List to reflect work that has been scheduled, completed or a price quote has been submitted. Due to school closure, we were able to complete a lot of smaller projects around the district that were not on the priority list, but needed to be done.

Goal 3: Develop progress monitoring tools to evaluate the effectiveness of district initiatives to ensure sustainability over time.

Last year we coined three words - People, PLCs, and Positivity. I believe that the blending of all three results in a learning environment our students deserve. Due to the COVID-19 pandemic, we had to create a remote learning plan to meet the needs of students. The planning and preparation for this was a collaborative effort and involved action solutions to many barriers that we came across. We are now reviewing feedback from students, teachers, and families and their perception of the district's remote learning plan to use to make modifications.

We are working on the development of our reopening plan. This plan will include several data collection mechanisms to determine where students are at in their academics in relationship to grade level. Data will be used to create individual learning plans for students to either close learning gaps or extend beyond the level of proficiency.

We have also been active in researching teacher evaluation models. This work was tabled due to school closure, however, will resume this fall. I expect this goal to move into the 2020-2021 school year as we continue our learning around MTSS, PLCs, and the EIR grant. At the end of the day, our data must show positive student gains in both academic and social emotional results.

Goal 4: Create a two-way proactive and cohesive communications plan to inform and educate students, staff, and community members on district issues.

Significant time and resources have been invested in the following: District website; BrightArrow; Culture and climate surveys; Remote Learning feedback; PLC reflections on remote learning, grading and assessment and curriculum maps; and Creation of an anonymous reporting app for students.

Next year we will research and implement communication software that will pair PowerSchool for easy parent-teacher communication, send and accept electronic forms, and have an easy to use app. Our goal is to simplify teacher and parent access by combining our resources into a one stop shop.

Facilities Report

With the school closure, we have been able to complete a lot of projects to date: painted accent walls at all three school sites; stripped and painted the pump house near the bus barn; removed the portable; cleaned and organized the bus barn; repaired and painted the exterior of the weight room; cleared out and replanted the landscaping at Val Elementary; cleaned out storage rooms at all school sites; stripped and painted stadium seats; tinned the storage shed on the football field; and others....

The TRANE project is now underway. Jared Shanahan is doing a fantastic job of overseeing the work and checking in when needed.

We are excited to announce a special project to expand our current bus barn. The facilities committee goal was to remove the portable to make room for additional bays to protect our transportation fleet. Kevin Wolfe came up to take a look and has offered to construct a double bay on the west side and two double bays on the east side for a reasonable price. This project would allow for us to park both small buses on the west side (12 months out of the year) and four large buses on the east side. As we continue to invest in our transportation fleet it is important we are able to keep them out of the natural elements as much as possible. Jared will work to secure an additional bid and a vote will be needed at the July BOE meeting.

The BOE Facility Committee will need to meet in late July or early August to develop a priority list for 2020-2021.

Review of Technology Plan

PowerSchool Add-On - Raymond Central Public Schools has the great opportunity for the upcoming 2020-2021 school year to partner with NebPS (Our Nebraska PowerSchool Cooperative) in the implementation of two great plugins that will integrate with our current School Information System. The two programs are eCollect Forms and PowerSchool Enroll.

eCollect Forms is a plugin that will sync with our contact and student information to make the normal process of distribution and collection of forms and permissions from students and parents more seamless and efficient. This will allow us to digitally send out and collect our beginning of the year forms, athletic forms, permission slips, field trip permissions, and any other form that we need to create, send, and collect from parents and students. Not only will this save us time and money with printing and mailing, but it will also give us reports and evaluation of the forms in real-time to know who was reached, who returned, and who still needs to be contacted. It will sync with the students information in PowerSchool in the same format and program that we already use.

PowerSchool Enroll is a different plugin within PowerSchool that allows us to give parents the ability to update demographic and contact information within the PowerSchool App or in the online program. While admins will still need to approve the information, this will eliminate the need for multiple contacts in order for parents to make sure their current information is correct and updated. This will have the ultimate effect of aiding our ability to communicate more effectively with our parents and students as there will be less of a chance for their demographics and contacts to be out-of-date. The other positive to this plugin will be the creation of an "enrollment school" within our district dashboard that will automatically connect and enroll new parents when they move into the district and collect the forms and information needed to get them enrolled into our district faster. It will automatically generate their PowerSchool login and information to make sure they are set up and receiving communications from the district immediately.

The time and money saved with these programs will be invaluable as we move to make sure that our School Information System is fully functional and utilized to its full capacity as an effective means of communication and collection of information that all Parents, Students, and Staff can use for the benefit of our district.

Cost for the 2020-2021 School Year: Onboarding and Consulting Fee: $3300 (one time, this year only); Cost per student: $5 / students = Approximately $3400

Expected launch Date: Form Creation and Adjustment throughout June and July with Forms ready for editing July 15th. Forms ready to be rolled out on August 1st.

Update of Raymond Central Crisis and Safety Protocol

Committee on American Civics (Breitkreutz - chair, Springer, Burklund)

Transportation Committee (Black- Chair, Breitkreutz, Springer)

Finance Committee (Springer- chair, Blanchard, Breitkreutz)

Facilities Committee (Blanchard- chair, Springer, Burklund)

Negotiations Committee (Black- chair, Gould, Blanchard)

Curriculum Committee (Gould - chair, Black, Burklund)

Policy Committee (Springer- chair, Gould, Black)

NASB Monthly Update

Review Student Participation Numbers (Chris Dickey Presentation)

Approval of Annual District Policy Updates (Perry Law Firm) - Consider, discuss and take all necessary action.

Motion by Breitkreutz, second by Burklund to approve updated policies: 1040-Annual Report; 5101-Student Discipline; 5103-Extracurricular Activity; 5406-Search and Seizure; 5506-Safe Pupil Transportation Plan; 6117-Ceremonies; and 6283A-Return to Learn Protocol. RCV 6-0. Motion carried.

Review Public Forum Presentation(s) - Consider, discuss, and take all necessary action

Motion by Black, second by Blanchard to adopt Raymond Central's Commitment to Action and Change Resolution in response to the current climate of racial disparity and justice. RCV 6-0. Motion carried.

Action Items

First Reading - Policy 6111 Classroom Environment

Motion by Burklund, second by Springer to approve the first reading of Policy 6111-Classroom

Environment. RCV 6-0. Motion carried.

Approval of Software Unlimited School Accounting System

Motion by Springer, second by Breitkreutz to approve the purchase of Software Unlimited School Accounting System for District office. RCV 6-0. Motion carried.

Approval of Substitute Teacher(s)

Motion by Breitkreutz, second by Black to approve Robert Thompson as substitute teacher. RCV 6-0. Motion carried.

Approval of Surplus Item(s)

Motion by Breitkreutz, second by Springer to approve 48 HP ProDesk 400 G1 Computers at $50.00 each and 6 HP Pro 3130 Computers at $15.00 each as surplus and to be purchased by Active Resource Company for prices listed. RCV 6-0. Motion carried.

Approval of Raymond Central Graduation Requirements (Standard Diploma)

Motion by Burklund, second by Blanchard to approve Raymond Central Graduation Requirements for Standard Diploma. RCV 6-0. Motion carried.

Approval of Policies: 5415 Bullying - 5419 Restraint and Seclusion - 6400 Parent Involvement.

Motion by Springer, second by Breitkreutz to approve updated Policies 5415 Bullying, 5419 Restraint/Seclusion, and 6400 Parent Involvement. RCV 6-0. Motion carried.

Approval of Peggy Breitkreutz and Cheryl Rieck as Authorized Signers for District Bank Accounts

Motion by Burklund, second by Black to approve Peggy Breitkreutz and Cheryl Rieck as Authorized Signers for District Bank Accounts. RCV 6-0. Motion carried.

Approval of Hunter Addition Final Plat

Motion by Black, second by Burklund to approve the Ceresco Hunter Addition Final Plat. RCV 6-0. Motion carried.

Approval of Milk Bid 2020-2021

Motion by Springer, second by Black to approve Hiland Dairy as our milk supplier for the 2020-2021 school year. RCV 6-0. Motion carried.

Approval of Staff Resignation

Motion by Burklund, second by Gould to approve the resignation of Barb Schiefen, Elementary Teacher and Jr High Volleyball. RCV 6-0. Motion carried.

Approval of Staff Appointment(s)

Motion by Breitkreutz, second by Springer to approve Amy Ziegler, BA, Step 1 as Elementary Teacher. RCV 6-0. Motion carried.

Approval of 2020-2021 Lunch Prices (No Increase)

Motion by Black, second by Blanchard to retain school breakfast and lunch prices for students and adults with no increase for the 2020-2021 school year. RCV 6-0. Motion carried.

Approval of Next Regular Board Meeting - Wednesday, July 15, 2020

Motion by Black, second by Blanchard to approve the next regular Board Meeting for Wednesday, July 15, 2020. RCV 6-0. Motion carried.

Adjournment

Motion by Gould, second by Breitkreutz to adjourn the meeting at 7:12 PM. RCV 6-0. Motion carried.

Important Upcoming Dates:

- July 15 - BOE Retreat @ 4 PM
- July 15 - Regular BOE Meeting @ 6 PM - Mustang Room
- July 18 - Save the Date Graduation

Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

Raymond Central has implemented a variety of supports and resources for students and staff. The following are examples, however, not an exhaustive list:

- Anonymous reporting app
- GoGuardian - Student Device Management Software
- K-12 Anti-Bullying Curriculum for Students
- 5th Grade Kindness Retreat
- Trauma-Informed Care Training for staff
- Mental Health First Aid Training for Staff
- 6-12 Onsite Mental Health Therapist (2 days per week)
- Project Harmony training for School Counselors

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. § 79-2,137
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: April 20, 2009
Date of Revision: June 10, 2019

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Date of Adoption: April 20, 2009
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Use of Restraints and Seclusion

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions at Raymond Central Public Schools.

Definitions

1. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.

2. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior. Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

Physical Restraint

1. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:
   - To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
     - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.
     - Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
   - To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and
   - In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

   Physical restraint may not be used:
   - When a known medical or psychological condition contraindicates its use.
   - As a form of punishment.

2. Conditions. Use of physical restraint shall take into consideration the safety and security of the student:
   - In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.
   - If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

3. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.

4. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

   Training with respect to physical restraint may be provided either by the School District or by an external entity and shall include, but need not be limited to:
   - Appropriate procedures for preventing the need for physical restraint, including the de- escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
   - A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
   - The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
   - Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
   - Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
   - Demonstration by participants of proficiency in administering physical restraint. An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

Seclusion

1. When Seclusion May be Used. Seclusion may be used in the following circumstances:
   - When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
   - When a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
   - When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
   - The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with

a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

2. Conditions. Use of seclusion shall take into consideration the safety and security of the student. Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:
   - Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
   - Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
   - If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
   - Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
   - If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

   The procedures for use of seclusion include:
   - An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
   - The adult responsible for supervising the student must periodically check on the student visually if possible.

3. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.

4. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

Documentation and Evaluation

1. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall include:

- The student's name;
- The date of the incident;
- The beginning and ending times of the incident;
- A description of any relevant events leading up to the incident;
- A description of any interventions used prior to the implementation of physical restraint or seclusion;
- A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
- A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
- A description of any injuries (whether to students, staff, or others) or property damage;
- A description of any planned approach to dealing with the student's behavior in the future;
- A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
- The date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

2. Notification of Administration. The Superintendent or Superintendent's designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.

3. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the Superintendent or Superintendent's designee shall send written notice of the incident to the student's parents or guardians, unless the parent or guardian has provided the District a written waiver of this requirement for notification. The notice shall inform the parent of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.

4. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:
   - A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
   - The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
   - The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the Superintendent or Superintendent's designee.

Date of Adoption: July 19, 2010
Date of Revision: June 10, 2019

Parental/Community Involvement in Schools

Lancaster County School District No. 55-0161 a/k/a Raymond Central Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.

3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.

4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

7. As a general matter substantive decision-making processes will be left to the judgment to the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: May 18, 2009
Date of Revision: June 10, 2009

Complaint or Objection Form

This complaint form may be used by a parent or legal guardian to express objections to any such curriculum/instructional material. Such complaint forms shall seek information including, but not limited to, the specific curriculum/instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

Parent/Guardian:_____ Phone:_____

Address:_____

Curriculum/Instructional Material Complained of:_____

_____

_____

_____

Reason for Complaint: _____

_____

_____

_____

Proposed Resolution: _____

_____

_____

_____

_____
Signature of Parent/Guardian

Date of Adoption: August 16, 2010
Date of Revision: June 4, 2018

Raymond Central Public Schools Board of Education Regular Meeting
Wednesday, May 13, 2020 at 6:00 PM Central
Raymond Central Jr-Sr High School - Swing Classroom #108
1800 West Agnew Road
Raymond, NE 68428-9783
Present: Scott Black, Matt Blanchard, Brad Breitkreutz, Cathy Burklund, Dr. Harriet Gould, Lori Springer. Also attending were Dr. Derrick Joel, Superintendent; Allison Stansberry, Secondary Principal; Brian Gralheer, Asst Principal/Athletic Director; Shelly Dostal, Valparaiso Principal; and Ann Egr, Ceresco Principal.

Call to Order and Pledge of Allegiance

President Gould called the virtual meeting to order at 6:00 PM and the Pledge of Allegiance was said.

Motion to Excuse Board Member's Absence

A members were present.

Open Meeting Law

President Gould reminded the audience that the Open Meeting Laws would be followed.

Consent Agenda

Motion by Black, second by Springer to approve the consent agenda as presented including the regular meeting minutes of April 15, 2020; April Financial Statement; and May monthly bills. RCV 6-0. Motion carried.

Regular Minutes of April 15, 2020

Financial Statement/Report

Monthly Bills

Correspondence/Recognition

Appreciation was extended to teachers, educators and all staff for their hard work in playing such an important role in shaping our children's education, especially during this unprecedented time!

Public Forum

Discussion Items

Administrative Reports

Submitted by Allison Stansberry, 6-12 Principal

Graduation: We will go live with a virtual ceremony on May 16 at 2:00 PM. The ceremony will go live on the School Website under the link "Class of 2020". It will also be on social media. Aspen Video will be creating the video. RCEF has bought each senior a digital copy and DVD of the ceremony.

Cap and Gown Delivery: Mr. Gralheer, Mrs. Osten, and myself spent the day on April 24 driving around to each seniors house to deliver Cap and Gowns, Diploma Covers, and other goodies! It was so great to see them even if it was for a short amount of time!

Teacher Appreciation: For Teacher Appreciation Week, deliveries were made to each teacher with signs purchased by RCEF and Bundt Cakes!

Student Check In: Student check-in begins Wednesday, May 13 with the seniors. At this time, seniors will receive their signed diplomas and transcripts. Students in grades 6-11 will check out May 14-May 16. We will be following CDC guidelines and having stations set 6-10 feet apart and no more than 10 students signed up at a time. Thanks goes out to Mr. B, Mrs. Tvrdy, Ms. Buresh, and Mrs. Oldfield for cleaning and bagging up the lockers!

Senior Signing Day: Although we couldn’t continue the tradition of our signing day with seniors, we

will have a booth set up for senior check-in where we will still do a signing day. Photos/Video will be posted to social media following!

Congratulations to Mrs. Enevoldsen! Mrs. Enevoldsen was recognized by the National Speech and Debate Association for her exemplary volunteerism to promote speech and debate!

NHS: Although we were unable to have an induction ceremony, we still recognized those students being inducted for the 2019-2020 school year by creating a video that was put onto social media!

Retirement Party: We are having a card shower honoring our retirees! We are having individuals mail cards to the High School with attention to the name of the retiree. We will then create a basket for each retiree and deliver it to their house!

Submitted by Brian Gralheer, Activities Director/Assistant Principal

As the end of the school year nears, I have completed the activity participation report for the Jr/Sr High School. Please note the following:

	Fall				Winter			Spring		
	Football	Cross Country	Softball	Volleyball	Boys Basketball	Girls Basketball	Wrestling	Baseball	Girls Track	Boys Track
HS	37	11	15	27	22	21	23	40 (17 RC)	18	11
JH	28	9	NA	34	30	15	21	NA	22	35
	Band	Choir	Spanish Club	FBLA	Speech	Drill Team	Cheer	Skills USA	FFA	One Act
HS	37	22	46	65	14	6	17	13	24	20
JH	45	59	NA	23	28	NA	NA	5	22	NA

Since the spring season was cancelled, we will move forward with the following lettering criteria: Soccer - Coach created an online classroom where certain benchmarks needed to be made (workouts, coursework, activities, etc) in order to earn a letter for Spring 2020 season. Baseball and Track - All Seniors will letter (2 in baseball, 1 in Track). Athletes will be able to earn a "Two-for-one" deal in spring of 2021. If a spring 2020 participant letters in spring 2021, that participant will also earn a retroactive letter for spring 2020.

The booster club and I have decided to set a tentative date of Thursday, July 16 for the Spring Athletic Banquet. The status of this event will mirror the decision of the July 18 graduation date for the Class of 2020. In the event we are not able to have the banquet, we will look into virtual options.

During this time, I have provided a professional development opportunity to all RC Coaches. We are walking through a 3D Coaching Essentials Course and holding reflective roundtable discussions via Zoom. 3D Coaching provides coaches with great resources to coach beyond the sport-specific training and strategy of the game and provides strategies to motivate and inspire student-athletes to challenge themselves individually and collectively.

I have been working closely with Keely Reinert and Steve Rose to develop a method of live streaming all varsity events for the Fall. Due to the circumstances, we do not know what fall sports are going to look like, but I think this will be a valuable option if we are to have limited or no fans in the stands. More to come.

Jared and I have been in contact with Kyle Schwarting regarding the potential Walking/XC path on the south 67 acres. Kyle has agreed to smooth out some of the runoff ditches that have accrued over the years. This will help smooth out the entire surface including the perimeter, which is what we would like to use for our 1.5 mile trail. I would like to thank Kyle for his willingness to help us out.

I would also like to thank Jared, Ron, and Steve for their work in organizing all the school vehicles to

send a special message to our class of 2020.

Submitted by Shelly Dostal, Elementary Principal at Valparaiso/K-5 Curriculum Director

Assessment - All State Testing has been waived due to COVID-19 School Closure. All elementary program assessment data is to be turned in by teachers by May 20 to Mrs. Dostal for analysis this summer. As next school year begins, diagnostic data will be used to make instructional decisions. We will follow the Remote Learning Grading and Assessment plan for the fourth quarter. Report Cards will be mailed to families at the end of May.

Professional Learning - PLCs will meet for the last time this year on May 18 or 19. Reflections, discussions, and data will be completed. Some teachers will be participating in summer learning opportunities whether that be at the local, state, or college level. We have a group of teachers registered to attend a PLC Solution Tree Workshop in Omaha in July. The AdvancED/SIP team met to create surveys about end of the year and remote learning. Data collected will be used to make instructional decisions.

Planning for 2020-2021 - Plans are underway for next school year. We will have visitation time before school starts for the new kindergarten class as long as we are allowed. Sixth grade staff will work with Fifth Grade staff to help transition students. We are making plans for a transition time for all other elementary grade levels as we begin school in August.

PTO - We are thankful for the diligent efforts throughout the year by the PTO to support our students and staff. Thank you to the PTO for helping to purchase the signs to place in teachers yards to celebrate Teacher Appreciation Week. The last Mustang Dining Out Day will be May 15 with Raymono's donating a percentage of the day's sales to the PTO.

Other happenings at Valparaiso:

- Great job to Mrs. Kristine White and Mrs. Kendra Carlson for organizing an awesome plant sale on May 2! Thank you to everyone who purchased plants and to those who volunteered.
- We are looking forward to our Field Day/Week on May 11-15. Thank you to Ms. Kalyn Brannagan for facilitating these activities remotely and for RC PTO for allowing us to post on the Facebook page.
- All BackPack families are receiving gift cards to purchase extra food for the summer months. Thank you to all who support this program!
- An end of year virtual Awards Assembly will be held on May 15. We will recognize students for a variety of accomplishments. We will also send out an end of year video to families.
- A huge shout out to our fantastic RC staff for all their work during the Remote Learning time. Their dedication, professionalism, and creativeness was showcased during this time. I'm so proud of our staff!

Curriculum Report

Superintendent's Report

Thank you to the RC Foundation and PTO for their contributions to making Teacher/Educator Appreciation week meaningful for our staff!

After our last day of school, May 15, we will submit an affidavit of closure of our attendance centers. This is needed due to our loss of instructional hours.

Congratulations to our graduating class of 2020. On Saturday we will launch Raymond Central's first Virtual Graduation. Our hope is to still have a traditional ceremony on July 18th.

Civic Nebraska has announced Kara Nelson as the Raymond Central Director of the Before and After School Program. Civic Nebraska also announced Raymond Central has been awarded a $30,000 startup grant from Beyond School Bells.

Our Partnership with DiscoveryEd went public last week. Check out the press release - https://www.discoveryeducation.com/details/nebraskas-raymond-central-school-district-expands-

collaboration-with-discovery-education-to-accelerate-efforts-to-prepare-all-students-for-college-and-career/.

$1 Million Disaster Grant - The ESU 2 received official notification that our submission to SAMHSA for the Disaster Response grant submitted in February has been awarded $1 million dollars for an 18-month project. The start date of this project is May 1, 2020. The project will support the following activities: Funding to support crisis team development/revisions with support from the National Center for School Crisis and Bereavement to include mental health/trauma informed practices; funding to provide stipends for non-contract training days for school staff (teachers, paras, administrators, support personnel) to receive up to 3 days of Trauma-informed Care and 2 days of Mental Health first Aid training; funding to train school counselors to become certified facilitators of SSET (A tier 2 group intervention to support social-emotional needs of students); funding to train school psychologists and LMHP/Social workers in CBITS and Bounce Back (A tier 2 group intervention to support students experiencing trauma); and funding to support access to LMHP counseling for students and families (A tier 3 intervention for students in crisis/need caused by the trauma of the 2019 floods/displacement). Our project partners include: National Center for School Crisis and Bereavement, Project Harmony, Capstone Behavioral Services, and Lutheran Family Services.

Goal 1: Continue a visible presence within the schools, the school community, and state.

Goal 2: Continue the creation of a 10-year facilities strategic plan for implementation that addresses maintenance and improvements for existing building assets.

Goal 3: Develop progress monitoring tools to evaluate the effectiveness of district initiatives to ensure sustainability over time.

Goal 4: Create a two-way proactive and cohesive communications plan to inform and educate students, staff, and community members on district issues.

2019-2020 Raymond Central Strategic Plan

Facilities Report

We have completed a few priority items: Scott's Plastery repaired and painted stucco on the exterior of the Val Gym; front steps at the Jr/Sr High School were repaired; and exterior wall of the weight room was repaired and painted. We have also completed several smaller projects around the district over the last month: accent walls were painted at all three school sites; shed next to the FB field has been tinned; football bleachers were stripped and painted; the portable has been removed; and the bus barn cleaned and organized.

Review of Technology Plan

End of the year will require the collection of student devices. Student devices will be clean, updated, repaired and inventoried for the next year. The technology PLC continues to support through remote learning (both from an instruction and troubleshooting aspect). Keely Reinert will be doing summer work around our building sites to keep everything updated and in working order.

Update of Raymond Central Crisis and Safety Protocol

As the district prepares to end the school year, the focus has been on sanitation and following CDC guidelines. The district will continue to monitor the COVID-19 impact on the start of school for next year.

Committee on American Civics (Breitkreutz - chair, Springer, Burklund)

Transportation Committee (Black- Chair, Breitkreutz, Springer)

Finance Committee (Springer- chair, Blanchard, Breitkreutz)

Facilities Committee (Blanchard- chair, Springer, Burklund)

Negotiations Committee (Black- chair, Gould, Blanchard)

Curriculum Committee (Gould - chair, Black, Burklund)

Policy Committee (Springer- chair, Gould, Black)

NASB Monthly Update

Lease Purchase Terms and Agreement - Consider, discuss, and take all necessary action

Motion by Blanchard, second by Breitkreutz to approve a Resolution authorizing the District to enter into a Lease-Purchase Agreement with a bank, in the principal amount not to exceed $1,700,000 to provide financing for a portion of the costs of acquiring various items of HVAC equipment and related improvements in and for the District's facilities; providing for the pledge and levy of certain funds for the payment of such Lease-Purchase Agreement and authorizing and approving related matters. RCV 6-0. Motion carried.

Review Public Forum Presentation(s) - Consider, discuss, and take all necessary action

Action Items

Approval of Staff Appointment(s)

Motion by Black, second by Burklund to approve staff appointments of: Kathleen Cooper, Valparaiso Elementary Teacher, BA+18, Step 1; Lori Morgan, Elementary Technology Teacher, MA, Step 7; Terran Benes, Assistant Softball Coach, Step 1; Ryan Hitz, Assistant Football, Step 1; and Corey Serrano, Assistant Football, Step 1. RCV 6-0. Motion carried.

Approval of Multicultural Report(s)

Motion by Burklund, second by Black to approve the K-12 Multicultural Education Reports from Ceresco, Valparaiso, and Jr-Sr High School as presented. RCV 6-0. Motion carried.

Amend Policy #5303 - Secret Organization, Hazing, Fundraising, and Supervision

Motion by Springer, second by Burklund to approve amended Policy 5303 - Secret Organization, Hazing, Fundraising, and Supervision. RCV 6-0. Motion carried.

Approval of June 10, 2020 at 6:00 PM Hearing for the following policies: 5415 Bullying - 5419 Restraint and Seclusion - 6400 Parent Involvement

Motion by Black, second by Springer to approve the June 10, 2020 annual Hearing for Policies 5415 Bullying, 5419 Restraint and Seclusion, and 6400 Parent Involvement. RCV 6-0. Motion carried.

Approval of Next Regular Board Meeting - Wednesday, June 10, 2020

Motion by Black, second by Blanchard to approve the next regular Board Meeting for Wednesday, June 10, 2020. RCV 6-0. Motion carried.

Adjournment

Motion by Breitkreutz, second by Blanchard to adjourn the meeting at 6:36 PM. RCV 6-0. Motion carried.

Important Upcoming Dates:

- May 15 - Last Day of School for Students
- May 16 - Virtual Graduation @ 2:00 PM
- June 10 - Regular BOE Meeting @ 6 PM (Zoom TBD)
- July 18 - Save the Date Graduation

RAYMOND CENTRAL PUBLIC SCHOOLS
FINANCIAL REPORT TO THE BOARD OF EDUCATION
POOLED CASH - BANK RECONCILIATION
May 31, 2020

	5/01/2020 Thru 5/31/2020	5/1/2019 Thru 5/31/2019
Book Balance - Beginning of month	$ 2,790,308.89	$ 1,985,485.70
Total Receipts	$ 1,712,580.77	$ 1,966,862.57
Total Disbursements	$ (651,968.49)	$ (697,834.47)
Actual Book Balance - End of Month	$ 3,850,921.17	$ 3,254,513.80
Bank Balance - Beginning of month	$ 2,889,540.83	$ 2,103,018.72
Deposits	$ 1,711,251.44	$ 1,971,178.34
Interest	$ 1,329.33	$ 1,446.06
Total Receipts	$ 4,602,121.60	$ 4,075,643.12
Total Warrants	$ (667,701.49)	$ (734,199.56)
	a	
Bank Balance - End of Month	$ 3,934,420.11	$ 3,341,443.56
Plus Outstanding Deposits	$ 95.00	$ 229.42
Less Outstanding Checks	$ (83,593.94)	$ (87,159.18)
Reconciled Bank Balance - End of month	$ 3,850,921.17	$ 3,254,513.80

RAYMOND CENTRAL PUBLIC SCHOOL

FINANCIAL STATEMENT - JUNE 1, 2020

GENERAL FUND

Cash Balance - May 1, 2020		$2,790,213.89
May Receipts		$1,711,346.44
May Interest Earned		$1,329.33
	Total May Receipts	$4,502,889.66
May Disbursements		$651,968.49
	Cash Balance - June 1, 2020	$3,850,921.17

LUNCH FUND

Cash Balance - May 1, 2020		$150,731.38
Deposits		$443.88
ALA Carte, Milk, Kdg Milk, Snack & Other		$0.00
Federal Reimbursement		$1,817.34
State Reimbursement		$0.00
Transfer from General Fund		$0.00
Interest Earned on NOW Account		$17.84
	Total May Receipts	$153,010.44
Salaries		$15,795.50
Other Purchases		$3,153.30
	Total May Disbursements	$18,948.80
	Cash Balance - June 1, 2020	$134,061.64

SINKING FUND

Cash Balance - May 1, 2020		$794,271.55
May Receipts		$109,898.56
May Interest Earned		$312.25
	Total May Receipts	$904,482.36
May Disbursements		$0.00
	Cash Balance - June 1, 2020	$904,482.36
Certificate of Deposit + Interest		$545,748.81
	Cash Balance - June 1, 2020	$1,450,231.17

BOND FUND

Cash Balance - May 1, 2020		$7,282.65
May Receipts		$0.00
May Interest Earned		$0.29
	Total May Receipts	$7,282.94
May Disbursements		$0.00
	Cash Balance - June 1, 2020	$7,282.94

DEPRECIATION FUND

Cash Balance - May 1, 2020		$1,089,751.95
May Receipts		$0.00
May Interest Earned		$828.63
	Total May Receipts	$1,090,580.58
May Disbursements		$75,520.08
	Cash Balance - June 1, 2020	$1,015,060.50
Certificate of Deposit + Interest		$610,118.95
	Cash Balance - June 1, 2020	$1,625,179.45

QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

Cash Balance - May 1, 2020		$10,459.63
May Receipts		$0.00
May Interest Earned		$1.09
	Total May Receipts	$10,460.72
May Disbursements		$0.00
	Cash Balance - June 1, 2020	$10,460.72

HIGH SCHOOL BOND FUND

Cash Balance - May 1, 2020		$558,299.85
May Receipts		$62,514.07
May Interest Earned		$210.89
	Total May Receipts	$621,024.81
May Disbursements		$21,867.00
	Cash Balance - June 1, 2020	$599,157.81

EMPLOYEE BENEFIT FUND - UNEMPLOYMENT

Cash Balance - May 1, 2020		$38,353.22
May Receipts		$0.00
May Interest Earned		$3.05
	Total May Receipts	$38,356.27
May Disbursements		$1,080.00
	Cash Balance - June 1, 2020	$37,276.27
Certificate of Deposit + Interest		$15,975.71
	Cash Balance - June 1, 2020	$53,251.98

TAXES - 2019-2020

Taxes Budgeted	$7,350,000.00
Taxes Received	$5,576,407.89
Balance	$1,773,592.11

MAY RECEIPTS & DISBURSEMENTS

MAY 1, 2020 BANK BALANCE		2,790,213.89
LANCASTER COUNTY TREASURER		
TAXES	482,904.93	
CARLINE TAXES	1,554.96	
MOTOR VEHICLE TAXES	13,964.85	
FINES & FEES	2,418.50	
HOMESTEAD EXEMPTION	16,048.92	
SAUNDERS COUNTY TREAASURER		
TAXES	1,009,883.43	
CARLINE TAXES	903.41	
MOTOR VEHICLE TAXES	14,950.25	
FINES & FEES	1,505.23	
HOMESTEAD EXEMPTION	16,572.17	
PERSONAL PROPERTY TAX CREDIT	4,847.00	
SEWARD COUNTY TREASURER		
TAXES	4,240.08	
MOTOR VEHICLE TAXES	6.05	
FINES & FEES	105.68	
HOMESTEAD EXEMPTION	263.45	
BUTLER COUNTY TREASURER		
TAXES	1,495.85	
FINES & FEES	25.12	
STATE OF NEBRASKA		
STATE AID	46,690.00	
SPED SCHOOL AGE	60,060.00	
IDEA FUNDS	1,121.00	
RCPS HOT LUNCH FUND		
FEBRUARY EXPENSES	18,948.78	
SALE OF PROPERTY		
SCRAP METAL RECYCLING	241.60	
PRE-SCHOOL FEES		
FEES	420.00	
EDUCATIONAL SERVICE UNIT #2		
TITLE 1 REIMBURSEMENT	12,077.00	
OAK CREEK VALLEY BANK		
GENERAL FUND INTEREST - MAY	1,329.33	
IMPREST INTEREST - MAY	3.18	
TOTAL MAY RECEIPTS		1,712,580.77
TOTAL RECEIPTS		4,502,794.66
MAY DISBURSEMENTS		651,968.49
JUNE 1, 2020 BANK BALANCE		3,850,826.17

WE RECEIVED A TOTAL OF $5,576,407.89 IN PROPERTY TAXES FOR YEAR TO DATE.

May	Percent of Year Completed		75.00%			
RECEIPTS 2019-2020		M-T-D	Y-T-D	Y-T-D	Year To Date	Year To Date
	2019-2020	RECEIVED	RECEIVED	RECEIVED	% Received	% Received
ACCOUNT	ANTICIPATED	2019-2020	2019-2020	2018-2019	2019-2020	2018-2019
Property Taxes	$7,350,000.00	$1,498,524.29	$5,576,407.89	$5,439,945.07	75.87%	74.12%
Motor Vehicle Tax	$445,000.00	$28,921.15	$348,337.09	$341,578.43	78.28%	78.70%
Carline Taxes	$3,500.00	$2,458.37	$3,015.16	$4,551.86	86.15%	130.05%
Other Tuition	$0.00	$0.00	$0.00	$0.00		
Interest	$4,779.00	$1,332.51	$6,857.26	$9,624.59	143.49%	192.49%
Local License Fees	$1,000.00	$0.00	$1,830.00	$1,020.00	183.00%	68.00%
Other Local Receipts(Pre-School)	$9,000.00	$420.00	$7,165.67	$9,913.61	79.62%	110.15%
Fines & License Fees	$40,000.00	$4,054.53	$28,159.37	$32,761.28	70.40%	102.38%
ESU Receipts	$0.00	$0.00	$0.00	$678.65		
State Aid	$466,898.00	$46,690.00	$420,210.00	$124,890.42	90.00%	90.46%
Special Education	$300,000.00	$60,060.00	$394,040.00	$338,827.00	131.35%	112.94%
Special Education Transportation	$3,000.00	$0.00	$19,812.00	$3,333.00	660.40%	66.66%
Homestead Exemption	$0.00	$32,884.54	$97,936.57	$93,210.09		
Payments for High Ability Learners	$6,221.00	$0.00	$6,569.00	$6,221.00	105.59%	96.64%
Pro-Rate Motor Vehicles	$13,000.00	$0.00	$13,301.77	$12,153.52	102.32%	93.49%
State Apportionment	$100,000.00	$0.00	$136,925.19	$116,677.95	136.93%	116.68%
Relief to Property Tax Payers	$0.00	$0.00	$358,992.78	$286,482.06		
Contracted Teacher Services	$0.00	$0.00	$0.00	$0.00		
Other State Receipts	$0.00	$0.00	$42,000.00	$0.00		
Personal Property Tax Credit	$0.00	$4,847.00	$10,056.71	$13,453.63		
Title II, Part A ESSA (NCLB)	$12,974.00	$0.00	$15,077.00	$13,369.00	116.21%	89.68%
Other Federal Receipts	$0.00	$0.00	$0.00	$40,000.00		
Preschool SPED	$0.00	$0.00	$0.00	$29,073.00		29.07%
SPED IDEA Grant	$124,987.00	$1,121.00	$89,089.00	$0.00	71.28%	
Title I Funds	$43,934.00	$12,077.00	$31,601.00	$24,866.00	71.93%	59.20%
Public Water System Grant	$0.00	$0.00	$0.00	$6,012.90		
R.E.A.P. Grant	$0.00	$0.00	$0.00	$38,238.24		
Carl Perkins	$500.00	$0.00	$2,295.00	$0.00	459.00%	
Ag Land Property Credit	$0.00	$0.00	$112,794.10	$101,446.35		
Insurance Adjustments	$0.00	$0.00	$924.00	$0.00		
Sale of Property	$100.00	$241.60	$391.60	$5,230.00	391.60%	5230.00%
MIPS-Medicaid in Public Schools	$0.00	$0.00	$2,818.92	$2,102.86		
Other Non-Revenue Receipts	$100.00	$95.00	$245.00	$27,152.87	245.00%	27152.87%
Cash Balance Dissolved/Merged Districts	$0.00	$0.00	$1.65	$0.00		
Balance Non-Resident HS Tuition	$0.00	$0.00	$0.00	$0.00		
TOTAL	$8,924,993.00	$1,693,726.99	$7,726,853.73	$7,122,813.38	86.58%	82.08%
DISBURSEMENTS 2019-2020		M-T-D	Y-T-D	Y-T-D	Year To Date	Year To Date
	2019-2020	DISBURSED	DISBURSED	DISBURSED	% Disbursed	% Disbursed
CATEGORY	BUDGET	2019-2020	2019-2020	2018-2019	2019-2020	2018-2019
Instructional Services	$4,593,420.00	$3,193.45	$3,135,685.79	$2,842,782.60	68.26%	68.21%
Special Education	$1,605,803.00	$6,639.26	$919,686.19	$887,598.78	57.27%	59.49%
Guidance	$223,588.00	-$215.95	$120,225.97	$115,437.17	53.77%	62.80%
Safety & Security	$20,848.00	$0.00	$18,140.42	$19,948.00	87.01%	125.87%
Activities	$125,186.00	$1,278.08	$59,348.14	$76,698.69	47.41%	23.32%
Media, Audio Visual, Technology	$514,687.00	$0.00	$305,658.37	$343,776.82	59.39%	73.66%
General Administration	$457,973.00	$16,421.20	$345,121.53	$259,288.97	75.36%	73.77%
School Administration	$576,624.00	$1,178.59	$388,514.12	$385,522.98	67.38%	64.68%
Business	$298,953.00	$6,804.87	$44,964.55	$42,473.01	15.04%	11.64%
Operation of Plant	$798,030.00	$17,678.50	$425,014.22	$424,122.42	53.26%	54.45%
Maintenance of Plant	$608,815.00	$10,495.80	$239,958.78	$138,226.49	39.41%	22.64%
Pupil Transportation	$530,415.00	$0.00	$208,197.28	$279,265.78	39.25%	54.11%
Grants	$55,474.00	$640.00	$48,470.73	$86,746.52	87.38%	69.53%
Transfers	$10,000.00	$0.00	$0.00	$0.00	0.00%	0.00%
TOTAL	$10,419,816.00	$64,113.80	$6,258,986.09	$5,901,888.23	60.07%	58.45%

RAYMOND CENTRAL PUBLIC SCHOOLS
May 2020 - Activities Account Balances

Activity Name	Beginning Balance	Receipts	Checks	Adjustments	Ending Balance
Annual	6,544.29	555.00	0.00	0.00	7,099.29
AP Funds	36,871.57	5,443.20	7,119.48	0.00	35,195.29
Athletics	111,830.60	8,292.20	120.00	118.67	120,121.47
Band	288.63	0.00	0.00	0.00	288.63
Band Trip	10,669.76	0.00	0.00	0.00	10,669.76
Baseball	-132.00	0.00	0.00	0.00	-132.00
Boys BB	2,858.19	277.50	0.00	0.00	3,135.69
Ceresco Book Fair	255.35	234.82	323.49	0.00	166.68
Ceresco Box Tops	126.99	160.60	0.00	0.00	287.59
Ceresco Field Trips	2,994.32	0.00	0.00	0.00	2,994.32
Ceresco Playground	1,462.75	0.00	0.00	0.00	1,462.75
Ceresco Pop	113.60	0.00	0.00	0.00	113.60
Cheerleaders	4,947.04	970.29	0.00	0.00	5,917.33
Choir	14,171.91	0.00	0.00	0.00	14,171.91
Class 2020	144.01	36.00	150.00	0.00	30.01
Class 2021	1,147.69	0.00	0.00	0.00	1,147.69
Class 2022	458.21	0.00	0.00	0.00	458.21
Class 2023	54.75	0.00	0.00	0.00	54.75
Class 2024	264.96	0.00	0.00	0.00	264.96
Computer	7,782.68	0.00	0.00	0.00	7,782.68
Concessions	19,713.57	0.00	0.00	0.00	19,713.57
Cross Country	513.98	0.00	0.00	0.00	513.98
Culinary Snack Cart	1,228.58	0.00	0.00	0.00	1,228.58
DI	4,614.68	0.00	0.00	0.00	4,614.68
Drama Act	2,312.27	0.00	0.00	0.00	2,312.27
Drill Team	1,133.68	0.00	0.00	0.00	1,133.68
Elem Fines	489.07	0.00	0.00	0.00	489.07
Elem PE	2,167.50	0.00	0.00	0.00	2,167.50
Elem Pictures	2,390.09	0.00	0.00	0.00	2,390.09
Elem Prof Development	2,252.44	0.00	0.00	0.00	2,252.44
Elem Reading Promotion	548.06	0.00	0.00	0.00	548.06
Elem Student Council	483.85	0.00	0.00	0.00	483.85
FBLA Act	3,742.25	0.00	313.00	0.00	3,429.25
FFA Act	3,988.23	152.00	408.00	0.00	3,732.23
Fines	487.82	29.00	0.00	0.00	516.82
Football	39.80	0.00	0.00	0.00	39.80
Girls BB	1,319.99	0.00	0.00	0.00	1,319.99
Golf Activity	1,068.91	0.00	0.00	0.00	1,068.91
HAL	91.41	0.00	0.00	0.00	91.41
Hot Lunch	-406.87	237.05	164.15	0.00	-333.97
HS Caring Shelves	876.21	25.00	0.00	0.00	901.21
HS Pop	312.98	0.00	105.00	0.00	207.98
JH Boys BB	15.31	0.00	0.00	0.00	15.31
JH Football	5.85	0.00	0.00	0.00	5.85
JH Girls BB	67.68	0.00	0.00	0.00	67.68
JH Student Council	299.95	0.00	0.00	0.00	299.95
JH Track	629.85	0.00	0.00	0.00	629.85
JH Volleyball	229.99	0.00	0.00	0.00	229.99

RAYMOND CENTRAL PUBLIC SCHOOLS
May 2020 - Activities Account Balances

Activity Name	Beginning Balance	Receipts	Checks	Adjustments	Ending Balance
JR Achievements	649.57	0.00	0.00	0.00	649.57
Kindness Acct	16,063.56	3,915.77	37.00	0.00	19,942.33
Library	2,194.73	0.00	0.00	0.00	2,194.73
Life Skills	2.41	0.00	0.00	0.00	2.41
Mock Trial	380.96	0.00	0.00	0.00	380.96
National Honor Society	37.45	0.00	0.00	0.00	37.45
Pre-Kindergarten	3,176.94	0.00	0.00	0.00	3,176.94
Prof Development	20,353.35	400.00	1,736.66	0.00	19,016.69
PTO	619.72	0.00	0.00	0.00	619.72
Rain Garden	459.50	0.00	0.00	0.00	459.50
RC Concessions	8,976.90	452.10	0.00	0.00	9,429.00
RC Foundation	0.00	950.00	950.00	0.00	0.00
RC PACTS	176.16	0.00	0.00	0.00	176.16
Restitution	326.81	0.00	0.00	0.00	326.81
SADD	61.17	0.00	0.00	0.00	61.17
Science Fair	0.00	0.00	0.00	0.00	0.00
Service Fees	-9.15	0.00	0.00	-2.64	-11.79
Social Justice	194.12	0.00	0.00	0.00	194.12
Softball	3,301.71	0.00	0.00	0.00	3,301.71
Spanish Club	2,134.33	0.00	0.00	0.00	2,134.33
Speech	5,644.24	122.85	0.00	0.00	5,767.09
Staff Inservice	1,372.94	0.00	0.00	0.00	1,372.94
Student Council	4,075.58	0.00	0.00	0.00	4,075.58
Student Pop	3,451.96	-292.02	104.00	0.00	3,055.94
Testing	3,969.23	0.00	0.00	0.00	3,969.23
TFK - Ceresco	1,250.92	0.00	0.00	0.00	1,250.92
TFK - Valparaiso	4,259.52	0.00	0.00	0.00	4,259.52
Tonettes	159.86	0.00	0.00	0.00	159.86
Track	661.43	233.81	0.00	0.00	895.24
Val Book Fair	9,422.93	0.00	0.00	0.00	9,422.93
Val Box Tops	3,005.54	21.70	0.00	0.00	3,027.24
Val Field Trips	6,022.24	0.00	0.00	0.00	6,022.24
Val In-Service	3,249.81	0.00	0.00	0.00	3,249.81
Val Movie Night	3,623.44	157.00	285.00	0.00	3,495.44
Val Office Book Fund	953.25	0.00	0.00	0.00	953.25
Val Pop	982.01	0.00	0.00	0.00	982.01
VolleyBall	2,466.67	60.00	1,441.00	0.00	1,085.67
Weight Room	69.00	0.00	0.00	0.00	69.00
Wrestling	1,222.21	27.00	47.50	0.00	1,201.71
	368,435.45	22,460.87	13,304.28	116.03	377,708.07

RAYMOND CENTRAL PUBLIC SCHOOLS
May 2020 - Student Fees Balances

Activity Name	Beginning Balance	Receipts	Checks	Adjustments	Ending Balance
Activity Pass	310.00	0.00	310.00	0.00	0.00
Ag-Ed Labs	2,042.45	0.00	0.00	0.00	2,042.45
Art Class	62.20	50.00	0.00	0.00	112.20
Band Dry Cleaning	363.64	0.00	0.00	0.00	363.64
Band Repair/Rental	1,391.80	0.00	0.00	0.00	1,391.80
Choir Dry Cleaning	289.10	0.00	0.00	0.00	289.10
Chromebooks	1,737.70	720.00	0.00	0.00	2,457.70
Computer Science	260.00	0.00	0.00	0.00	260.00
Drama	396.00	0.00	0.00	0.00	396.00
FBLA	1,085.06	1,704.00	0.00	0.00	2,789.06
FFA	340.94	-29.00	0.00	0.00	311.94
Foods Class	1,101.70	0.00	0.00	0.00	1,101.70
Mock Trial	450.01	0.00	0.00	0.00	450.01
NFL	15.00	0.00	0.00	0.00	15.00
Service Fees	9.17	0.00	0.00	2.34	11.51
Skills USA	3,060.10	0.00	1,040.00	0.00	2,020.10
Speech	-78.33	0.00	0.00	0.00	-78.33
Sports Fees	6,986.14	0.00	6,986.14	5.30	5.30
Tech Ed	3,545.90	41.00	263.97	0.00	3,322.93
	23,368.58	2,486.00	8,600.11	7.64	17,262.11

Raymond Central Public Schools

Wednesday, June 10, 2020

	Payment Vendor	Invoice Description	Invoice Total
1	Abby Spangler	Classroom Supplies 6th Grade	$98.36
2	Allison Stansbury	Mileage Reimbursement	$1,253.30
3	Apex Learning, Inc.	Online Licenses for 20-21	$1,750.00
4	Awards Unlimited Inc	Retirement Plaques	$195.80
5	Brian Gralheer	Mileage Reimbursement	$74.75
6	Brooke L. Cheleen	SPED Therapy Services	$912.45
7	Comforttechs	Repair AC - V	$380.00
8	Derrick C. Joel	Mileage Reimbursement	$173.65
9	Donald R. Prentice	Monthly Exterminating S - 90.00, C - 50.00, V - 50.00	$190.00
10	Eakes Office Solutions	Building Upkeep - S - 456.16, V - 184.44, C - 160.48	$801.08
11	Educational Service Unit #2	SPED Services	$1,687.44
12	EduTyping	Business Classroom Supplies - S	$672.48
13	Electronic Contracting Company	Replace Alarm Panel - S	$3,645.80
14	Gale/CENGAGE Learning	Gale Subscription 2020 -21 - S	$975.27
15	Go Guardian	Online Monitoring System 2020-21 S - 3,814.66, C - 1,760.62, V - 1,760.62	$7,335.90
16	Home Depot Pro	Building Upkeep, Sanitizer Foam Wall Units S - 625.90, V - 252.00, C - 221.00	$1,098.90
17	Jackson Services, Inc.	Building Upkeep / Cleaning Supplies - S	$24.85
18	Jamie Enevoldsen	2nd Grade Classroom Supplies - V	$140.22
19	Jensen Publishing	Huskerland Prep Subscription	$35.00
20	Jostens	Diplomas - S	$112.67
21	Kalyn Brannagan	Elem PE Supplies V - 64.63, C - 63.00	$127.63
22	Kidwell	Indoor Security Cameras - S	$2,050.00
23	Kim Hudson	2nd Grade Classroom Supplies - C	$87.00
24	Liberty Lawn & Landscape	Lawn Treatment Football Field - S	$440.00
25	Mattice Lock Shop	Building Upkeep Supplies, Building Keys - C	$21.25
26	Menards Lincoln	Building Upkeep Supplies - C - 82.51, S - 151.85, Grounds Supplies - V - 313.03	$547.39
27	Nebraska Center for the Education of Children who are Blind or Visually Impaired	SPED Therapy Services	$228.00
28	O'Keefe Elevator Company, Inc	Elevator Maintenance S - 219.02, V - 276.82	$495.84
29	Omaha Public Power Dist	Electricity C	$1,794.00
30	Pat Donahue	Repair Water Line - S	$490.00
31	Paul L. Kess, Inc.	Filters - C	$82.00
32	Peggy Breitkreutz	Mileage Reimbursement	$92.00
33	Perry, Guthery, Haase & Gessford, P.C., L.L.O	Legal Services	$5,924.25
34	RCPS Imprest Account	May Reimbursement	$3,250.50
35	RCPS District # 161	June Payroll	$573,129.34
36	Ron's Rolloffs	Garbage/Dumpsters - S	$525.87
37	Scholastic Inc.	Library Books - C	$100.00
38	School Specialty/Classroom Direct	Library Supplies - C	$219.40
39	Scott Tvrdy	Mowing V - 400.00, C - 400.00	$800.00
40	Scott's Quality Plastering & Stucco LLC	Repair / Paint Gym Walls - V	$5,050.00
41	Sherwin-Williams	Building Upkeep / Paint - S	$413.42
42	Tasha Osten	Conference Fee - S	$50.00
43	Tvrdy's One Stop	Bus Maintenance	$257.75
44	Tyler Jedlicki	Mowing - S	$545.00

45	U. S. Bank Equipment Finance	Photo Copiers Lease C - 536.36, V - 494.10, S - 1,194.23, Supt - 363.92	$2,588.61
46	Village Of Ceresco	Utilities - C	$259.92
47	Village Of Valparaiso	Utilities - V	$218.72
48	Waste Connections Co	Garbage Service - S - 396.75, V - 66.00	$462.75
49	Waverly News	Publication - C	$50.75
50	Windstream	Phone - V - 481.52, C - 290.03	$771.55
			$622,630.86
	Hot Lunch Fund		
1	Cash-Wa Distributing	S - 456.51, C - 443.05, V - 443.05	$1,342.61
2	Hiland Dairy	S - 88.02, V - 85.42, C - 85.42	$258.86
3	Patty Hudson	S - 6.14, C - 5.94, V - 5.94	$18.02
4	RCPS Dist #161	June Payroll	$15,692.93
			$17,312.42
	High School Bond Fund		
1	BOKF	Interest	$21,867.00
			$21,867.00
	Worker's Compensation / Unemployment Fund		
1	NE Dept of Labor Office of Unemployment	First Quarter Payment	$1,080.00
			$1,080.00
	Sinking Fund		
1	Trane	HVAC Update, 1st Payment	$400,000.00
			$400,000.00

Raymond Central Public Schools
May Imprest Checks 2020

NUMBER	WHO	DATE	VENDOR	WHAT	AMOUNT
	Skills USA	5/13/2020	NE Skills USA	Registration Refund	(1,240.00)
	Building Maintenance	5/15/2020	S&R Rock & Gravel	Overpayment	(1,492.87)
12403	Phone	5/7/2020	Windstream	Phone - V	490.86
12404	Student Supplies	5/19/2020	Sam's Mastercard	Student Supplies	37.50
12405	Utilities	5/19/2020	Butler Public Power District	Electricity - V	1,789.96
12406	Publications	5/19/2020	Omaha World Herald	Ads- Teaching Positions	1,145.49
12407	Phone	5/19/2020	Windstream	Phone - S Internet - V	1,300.17
12407	Student Supplies	5/19/2020	Windstream	Internet - Students' Home Learning	87.93
12408	Phone	5/19/2020	Windstream	Phone - C	687.98
12409	Student Support	5/20/2020	Chartwells Dining Services	FFA Meal Registration Districts	98.00
13410	Student Supplies	5/27/2020	Matheson Tri-Gas, Inc	Welding Class Supplies	137.24
12411	General	5/29/2020	USPS	Postage - C	110.00
12412	General	5/29/2020	Jean Danley	Envelopes	48.24
12413	General	5/29/2020	Ceresco Bank	Petty Cash for Postage - C	50.00
					3,250.50

RAYMOND CENTRAL PUBLIC SCHOOLS
May 2020 - Activities Account Checks

Activity Name	Check Date	Vendor Name	Description	Amount
AP Funds	5/15/2020	Jordy Buresh	Book Scholarship	51.89
AP Funds	5/15/2020	Nancy Osmera	Book Scholarship	50.34
AP Funds	5/15/2020	Trina Hall	Book Scholarship	436.47
AP Funds	5/19/2020	KIM HUDSON	Book Scholarship	59.03
AP Funds	5/19/2020	US Bank	Calculators for PreCal and Cal	6,521.75
Athletics	5/7/2020	Andrea Rockemann	3D Essentials Reimbursement	20.00
Athletics	5/12/2020	Trackwrestling	RC JH Invite 2020	100.00
Ceresco Book Fair	5/20/2020	Scholastic	total for checks and cash due	323.49
Class 2020	5/12/2020	Russ's Market	roses	150.00
FBLA Act	5/12/2020	Logan Black	FBLA Senior Scholarship	100.00
FBLA Act	5/19/2020	Logan Black	SLC Refund	71.00
FBLA Act	5/19/2020	Haley Hain	SLC Refund	71.00
FBLA Act	5/19/2020	Scott Tvrdy	SLC Refund	71.00
FFA Act	5/19/2020	National FFA Organization	Banquet-3 ffa jackets	182.00
FFA Act	5/19/2020	Shirts101	State Convention t-shirts/sweatshirts	226.00
Hot Lunch	5/12/2020	Chromebook		88.20
Hot Lunch	5/20/2020	Chromebook	eddie family hot lunch xfer to chromebook	60.00
Hot Lunch	5/20/2020	Eric Eddie	refund Lunch account of student moving	15.95
HS Pop	5/15/2020	Laura Hill	reimbursement for retirement gift-joyce	75.00
HS Pop	5/19/2020	Laura Hill	Reimbursement for wedding gift-Keely	30.00
Kindness Acct	5/12/2020	Bonnie Schoenbeck		12.00
Kindness Acct	5/12/2020	Tami Ferguson		10.00
Kindness Acct	5/12/2020	Laci Pebley		15.00
Prof Development	5/13/2020	US Bank	2020 photo	128.38
Prof Development	5/15/2020	Arnaldo Mancias	Last day of school-food for cooks	100.00
Prof Development	5/15/2020	Raymono's Pizza Plus	Lunch for check in	407.88
Prof Development	5/15/2020	Boys Basketball	Reimburse boys bball for clinic Cancellation	277.50
Prof Development	5/19/2020	Sam's Club MC/SYNCB		467.14
Prof Development	5/19/2020	US Bank	Teacher Signs for Appreciation Week	308.33
Prof Development	5/19/2020	US Bank	District office inservice	47.43
RC Foundation	5/21/2020	Aspen Video and Web	2020 Virtual Graduation Ceremony DVDs	950.00
Student Pop	5/12/2020	Torie Oldfield		59.00
Student Pop	5/21/2020	Amanda Bradley	shirts for Retirement	45.00
Val Movie Night	5/21/2020	Nebraska ESUCC Marketplace	Public Performance License-Swank	285.00
VolleyBall	5/15/2020	Sports Express	VB shirts	1,441.00
Wrestling	5/19/2020	Awards Unlimited, Inc	Year end Awrds	40.50
Wrestling	5/19/2020	Fines	transfer from wrestling to fines- one check	7.00
				13,304.28

RAYMOND CENTRAL PUBLIC SCHOOLS
May 2020 - Student Fees Checks

Activity Name	Check Date	Vendor Name	Description	Amount
Activity Pass	5/15/2020	Athletics	transfer 19-20 deposits	310.00
Skills USA	5/15/2020	Blake Stanley	State Skills Refund	80.00
Skills USA	5/15/2020	Nicole Green	State Skills Refund	80.00
Skills USA	5/15/2020	Nike Hula	State Skills Refund	80.00
Skills USA	5/15/2020	Rebecca Hughes	State Skills Refund	80.00
Skills USA	5/15/2020	Tristan Grace	State Skills Refund	80.00
Skills USA	5/15/2020	Gavin Soden	State Skills Refund	80.00
Skills USA	5/15/2020	John Karpov	State Skills Refund	80.00
Skills USA	5/15/2020	Jack Nelson	State Skills Refund	80.00
Skills USA	5/15/2020	Kristy Sears	State Skills Refund	80.00
Skills USA	5/15/2020	Tonya Brown	State Skills Refund	80.00
Skills USA	5/15/2020	Emmett Ghyra	State Skills Refund	80.00
Skills USA	5/15/2020	Lori McGrath	State Skills Refund	80.00
Skills USA	5/15/2020	Skylar Sterns	State Skills Refund	80.00
Sports Fees	5/15/2020	Athletics	transfer 19-20 sport fee	6,986.14
Tech Ed	5/12/2020	RC Hot Lunch		4.00
Tech Ed	5/12/2020	Menards North	Roofing Nailer	229.99
Tech Ed	5/21/2020	Menards	Stain for projects	29.98
				8,600.11


THANK
YOU
FOR
EVERYTHING


MUSTANG
POWER




THANK
YOU
RC!!

RAYMOND CENTRAL
MUSTANGS

Presented to

MARY KELLY
1989-2020

In appreciation of
your service and dedication to
Raymond Central Public Schools

Presented by
the Board of Education

RAYMOND CENTRAL
MUSTANGS
Presented to
JOYCE REZAC
1986-2020
In appreciation of
your service and dedication to
Raymond Central Public Schools
Presented by
the Board of Education

In appreciation of
your service and dedication to
Raymond Central Public Schools

Presented by
the Board of Education

1996-2020

JEAN REMPFER

Presented to

RAYMOND CENTRAL
MUSTANGS


RAYMOND CENTRAL MUSTANGS
Presented to
PAM RASMUSSEN
1986-2020
In appreciation of your service and dedication to Raymond Central Public Schools
Presented by the Board of Education

The Raymond Central community is committed to providing a positive, challenging learning environment which prepares each individual student to be a responsible citizen in an ever- changing society.

In response to the current climate of racial disparity and injustice, the Raymond Central Board of Education and Superintendent are committed to ACTION and CHANGE. We realize that solutions reside in the hands of the people. As leaders we will:

***Work toward ensuring a safe and nurturing environment**
***Promote equity and equal opportunity for all**
***Call out racism and privilege**
***Increase knowledge on social justice**
***Support diversity and inclusiveness**
***Support culturally responsive training as needed**

#RCJourney.... Your journey MATTERS!

Dr. Harriet Gould, Scott Black, Lori Springer, Matt Blanchard, Cathy Burklund, Brad Breitkreutz, Dr. Derrick Joel

June 2020 RC Board of Education Report

- After ten weeks of closure, it was nice to finally have students in our building. Our summer workout program officially kicked off on June 1st with solid numbers overall. We have five predetermined groups scheduled throughout the day on Mondays, Wednesdays, and Thursdays. I have been working with our coaches to create a solid safety plan while utilizing our weight room and outdoor space for summer workouts. (SEE PLAN HERE)
- The booster club and I have decided to move the 19-20 Spring Banquet to a virtual format due to concerns of construction and COVID concerns. I will be in contact with coaches in the coming weeks to have that available in Mid July.
- During this time, I have provided a professional development opportunity to all RC Coaches. We are walking through a 3D Coaching Essentials Course and holding reflective roundtable discussions via Zoom. 3D Coaching provides coaches with great resources to coach beyond the sport-specific training and strategy of the game and provides strategies to motivate and inspire student-athletes to challenge themselves individually and collectively. We have had some great discussions in our group. Coaches Placke, Houchins, Lillie, Prai, Rockemann, and myself have been walking through training with deep discussion over the content.
- Keely, Steve, and I have continued researching different methods of live streaming all varsity events for the Fall. Due to the circumstances, we do not know what fall sports are going to look like, but I think this will be a valuable option if we are to have limited or no fans in the stands. Still more to come. I will be upgrading our Hudl subscription to include Hudl Focus, a camera that can be controlled remotely and can be used to livestream Gym events including concerts and other performances.
- Jared and I have continued to be in contact with Kyle Schwarting regarding the potential Walking/XC path on the south 67 acres. Kyle has agreed to smooth out some of the runoff ditches that have accrued over the years. This will help smooth out the entire surface including the perimeter, which is what we would like to use for our 1.5 mile trail. We were scheduled to get some of the dirt moved over the first week in June, but the heavy rainfall has delayed that until around Mid June. I will continue to update.

Brian Gralheer
Activities Director/Assistant Principal
Raymond Central Jr./Sr. High School

June Board Report-Allison Stansberry
Jr/Sr High

As we wrapped up the 2019-2020 school year, I have spent some time reflecting on some of the positive things that have happened here at the Jr/Sr High. Some of these include:

1. Building strong relationships with students, staff, and community members.
2. Mrs. Osten receiving the Nebraska Middle School Counselor of the Year award
3. Watching our wrestlers compete at State Duals for the first time in school history
4. Watching Logan Bryce, Connor Kreikemeier, and Mitch Albrecht all compete in the State Wrestling Championship and coming home with 3 runner-up Medals.
5. Band receiving a superior rating for marching band for the first time in 11 years.
6. Mrs. Newman "flipping" her Algebra classroom.
7. Watching staff go into school closure with an open mind and willing to do "whatever it takes" for our students.
8. Going to each staff member's house to deliver treats during the school closure.
9. Delivering Cap & Gowns and treats to each member of the Class of 2020
10. Mrs. Enevoldsen being recognized for her hard work and time she has dedicated to the Speech Program.
11. Raymond Central's first ever Virtual Graduation Ceremony had over 700 views

Student Check-In: We held student check-in the last week of school and it went very smoothly. We had 3 stations set up and Mr. Gralheer was out in the suburban directing students to one of the stations to help us have any overlap at one of the stations. We had a 4th station set up where students would go if they owed any fines or dues and check materials. Once students turned in materials, they were given a green piece of paper that they took to the last station where Mrs. Osten would give students their materials from their lockers as well as their potential schedule for next school year. I was so grateful for all the staff that were willing to help out! We had secretaries, teachers, and para's all assisting with this process and it went as well as they did because of them. It was definitely a team effort.

As we continue to look at what the 2020-2021 school year will look like, there is still a lot of uncertainty that surrounds us, however, there is no doubt we will come up with a solid plan that continues to support the needs of all of our students while continuing to provide grace and empathy. There are definitely things we could have done better but there are also things that went extremely well. Now the work is to bring both of those things together to come up with a better plan for the fall. From changing our philosophy in grading to making sure we are better prepared and equipped to handle the mental health of our students, there is a lot that we need to do this summer but the "Whatever it Takes" mentality is something we will continue to promote and push for as a staff.

TO: Dr. Derrick Joel and the Board of Education
FROM: Mrs. Shelly Dostal, Elementary Principal at Valparaiso, and K-5 Curriculum Director
DATE: June 5, 2020
RE: Principal's Report

1. Assessment, Curriculum and Instruction – Report cards have been mailed to families. Data that we have for the year has been compiled and is in the process of analysis. Mr. Steve Rose has been working with Power School and EduClimber to aggregate RC data. We will be attending training virtually this summer to learn the new system.

2. Professional Learning – ESU#2 is hosting various training sessions virtually this summer. New to the profession teachers will be attending the New Teacher Academy in August. A group of RC teachers is slated to attend a PLC conference in Omaha in July; so far, it is still on as scheduled. I have been attending a variety of webinars and zoom meetings through NDE, ESU, and other professional organizations. Administrators will be attending sessions about the grants this summer, too.

3. End of Year –Students were invited to participate in virtual track and field events during the week of May 11-15 organized by Ms. Kalyn Brannagan. The end of year "parade" was a big hit; it was wonderful for students and teachers to connect. A huge thank you to the Valparaiso Rural Fire District for the surprise drive by! A virtual Mustang Assembly to recognize students for their awards was recorded and sent out to families on May 15. Special thanks to Ms. Barb Schiefen for the outstanding video presentation of highlights throughout the year. Many grade level teachers also sent out recordings to their students to celebrate their learning. We are making plans to bring closure to the 2019-20 school year when students return to school in the fall.

4. Summer maintenance has begun. Thank you to our dedicated maintenance crew for their efforts. Many teachers now have a blue accent wall. Many of our support staff cleaned and organized space while students were not at school. As one teacher put it, my room is more organized now than it ever has been. The grounds have a facelift, too, so drive by and take a look. Kudos to all of these amazing staff!

5. Planning for 2020-21 – We wish Mary Kelly a happy retirement and Barb Schiefen all the best in her new position. The interview committee spent lots of time in zoom interviews, first screening, and then formally interviewing for our open positions. The committee worked diligently; it was a challenging process with many qualified candidates. We are excited to work with our new hires: Lori Morgan (elementary technology), Kathleen Cooper (5th grade), and Amy Ziegler (5th grade).

6. PTO - Thank you to the PTO for all their support throughout the year! A Mustang Day Out was hosted at Raymono's on May 15 to celebrate our year of learning.

June 5, 2020

To: Dr. Joel and the Raymond Central Board of Education

From: Ann Egr – Ceresco Principal and District Special Education Director

Elementary-

1. MUSTANG Award Winners: Due to COVID, teachers reached out to students during weekly ZOOM meetings. The teachers did an excellent job during this difficult time.

2. The end of the year was celebrated by a parade. Teachers lined the street, while keeping social distancing, to let the students know they are missed. This was a needed closure for students and staff.

3. End of the year cleaning and building maintenance has begun.

Special Education-

1. Summer is a busy time for the end of the year Special Education reporting. Nebraska Department of Education (NDE) requires numerous reports for SpEd accountability. The Special Education Discipline Report, Snap Shot, and Non-public meeting are all due within the next two weeks.

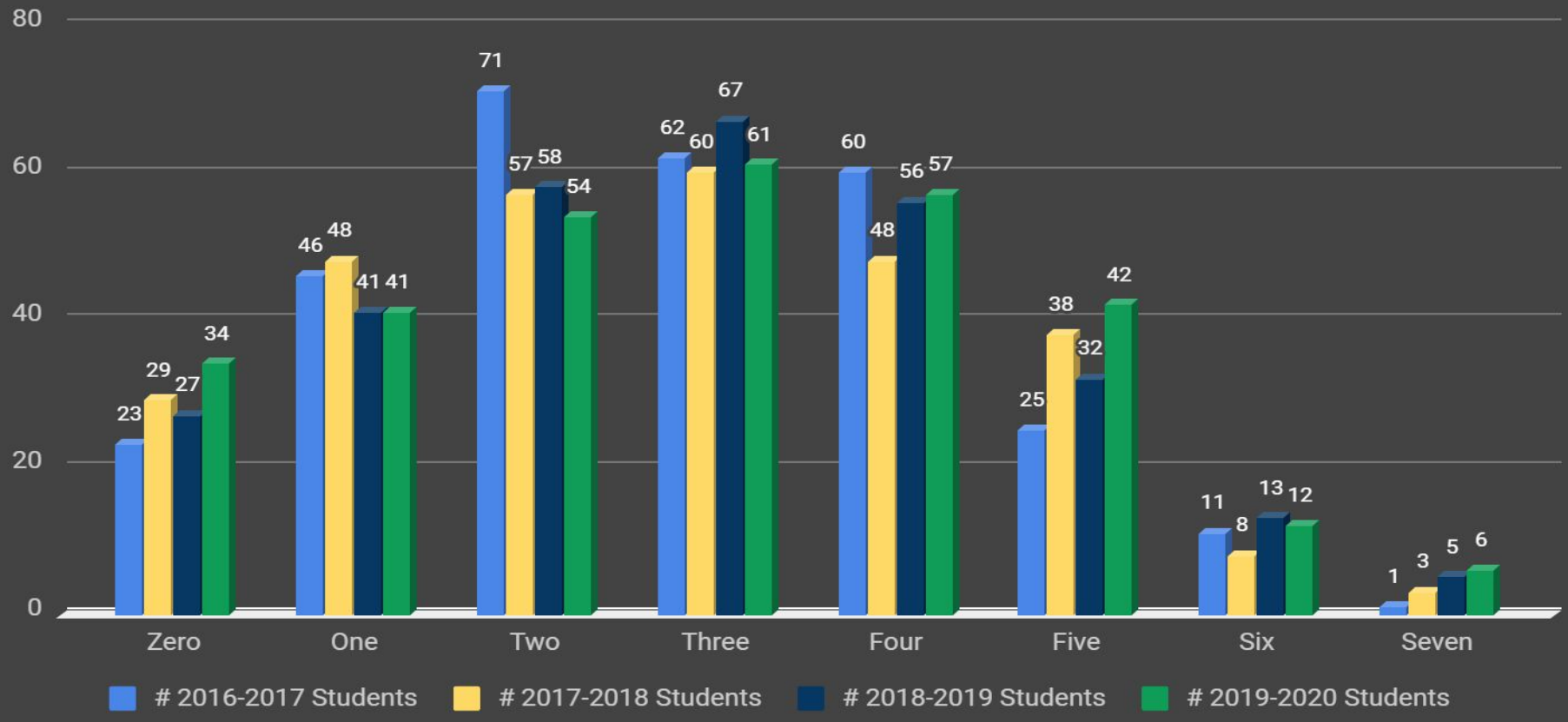
“Tell me and I forget. Teach me and I remember. Involve me and I learn” - Benjamin Franklin

RAYMOND CENTRAL
MUSTANGS

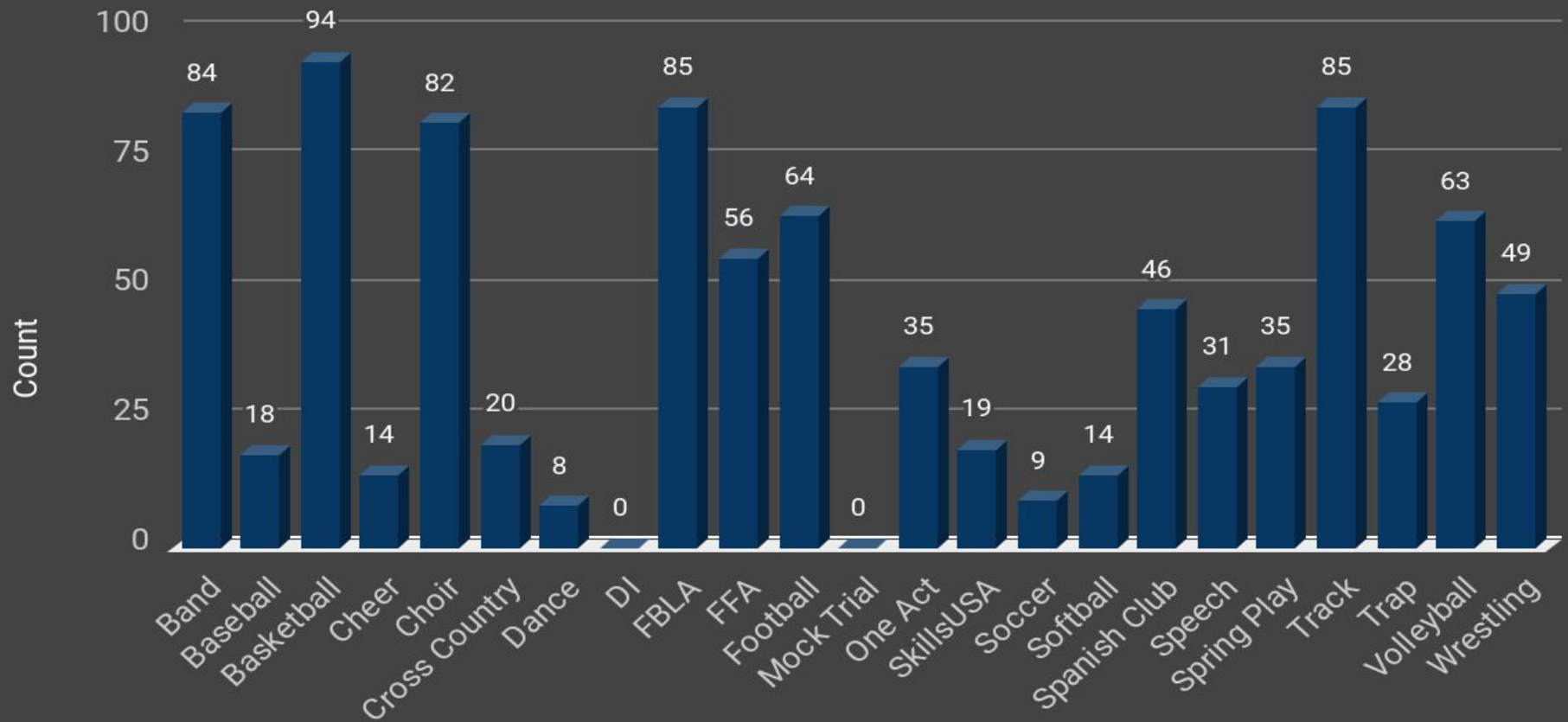
Student Activity Involvement
2019 - 2020

Many Journeys...

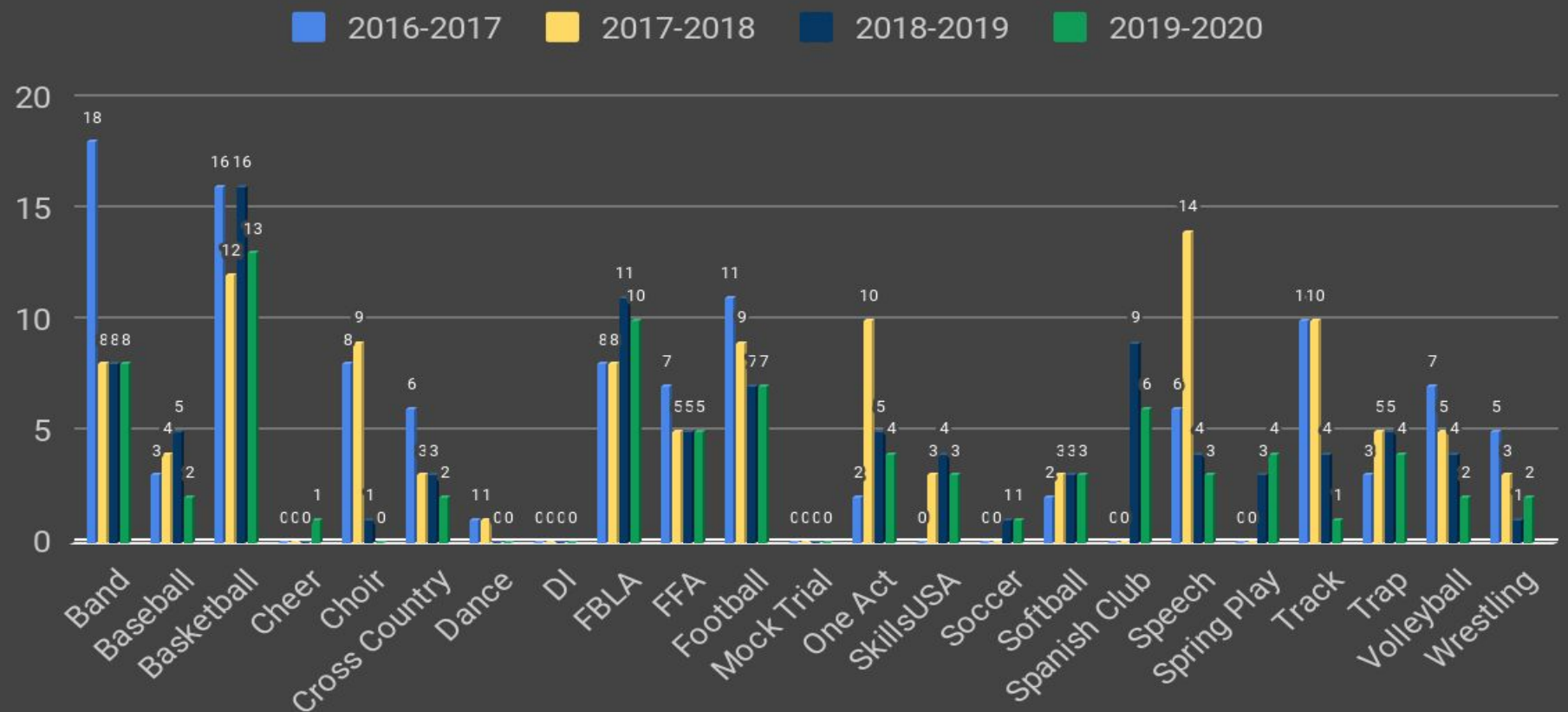
One District


Raymond Central Students Grades 7 - 12
School Year 2019 - 2020
Participation of Activities
80
60
40
20
0
23
29
27
34
46
48
41
41
71
57
58
54
62
60
67
61
60
48
56
57
25
38
32
42
11
8
13
12
1
3
5
6
Zero
One
Two
Three
Four
Five
Six
Seven
2016-2017 Students
2017-2018 Students
2018-2019 Students
2019-2020 Students

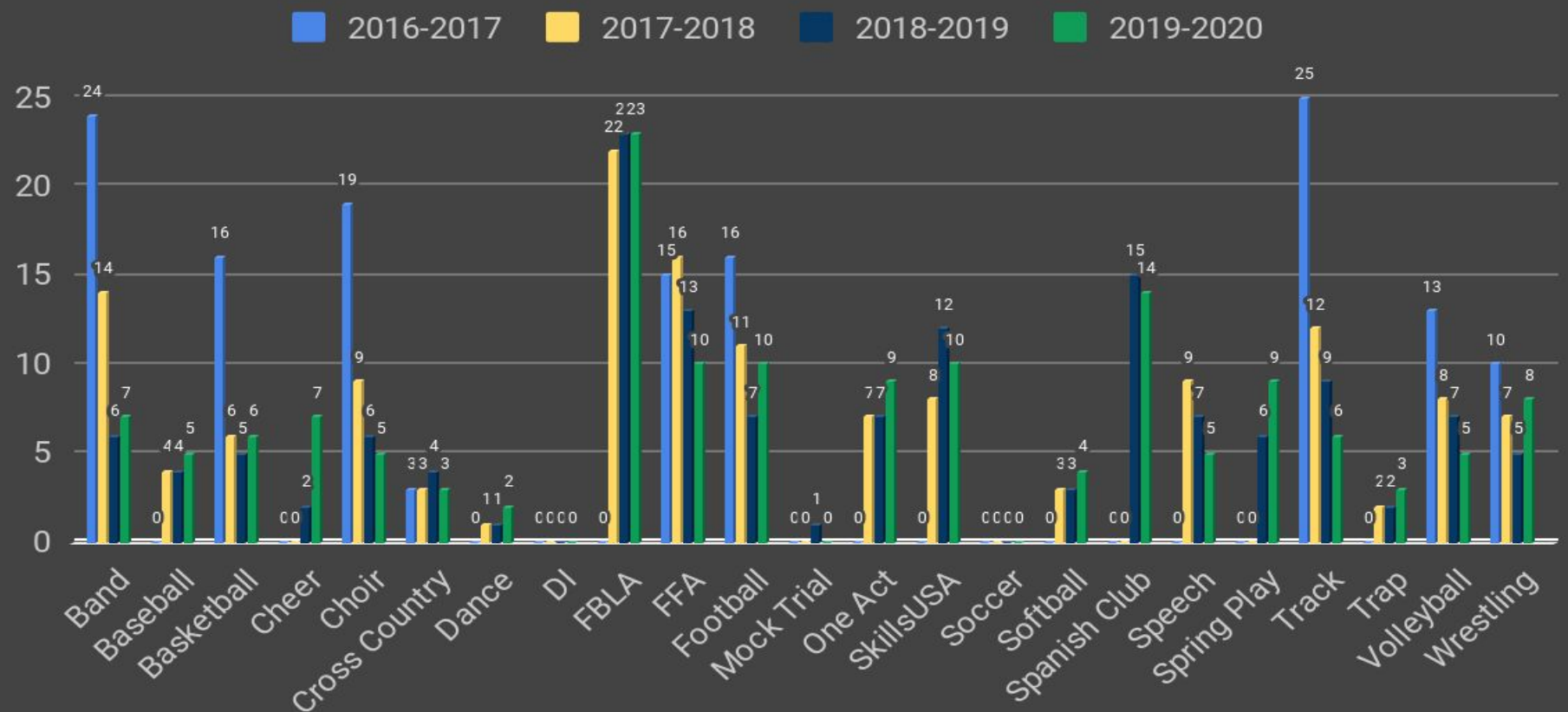
Raymond Central Students Grades 7 - 12
Participation Numbers by Activity



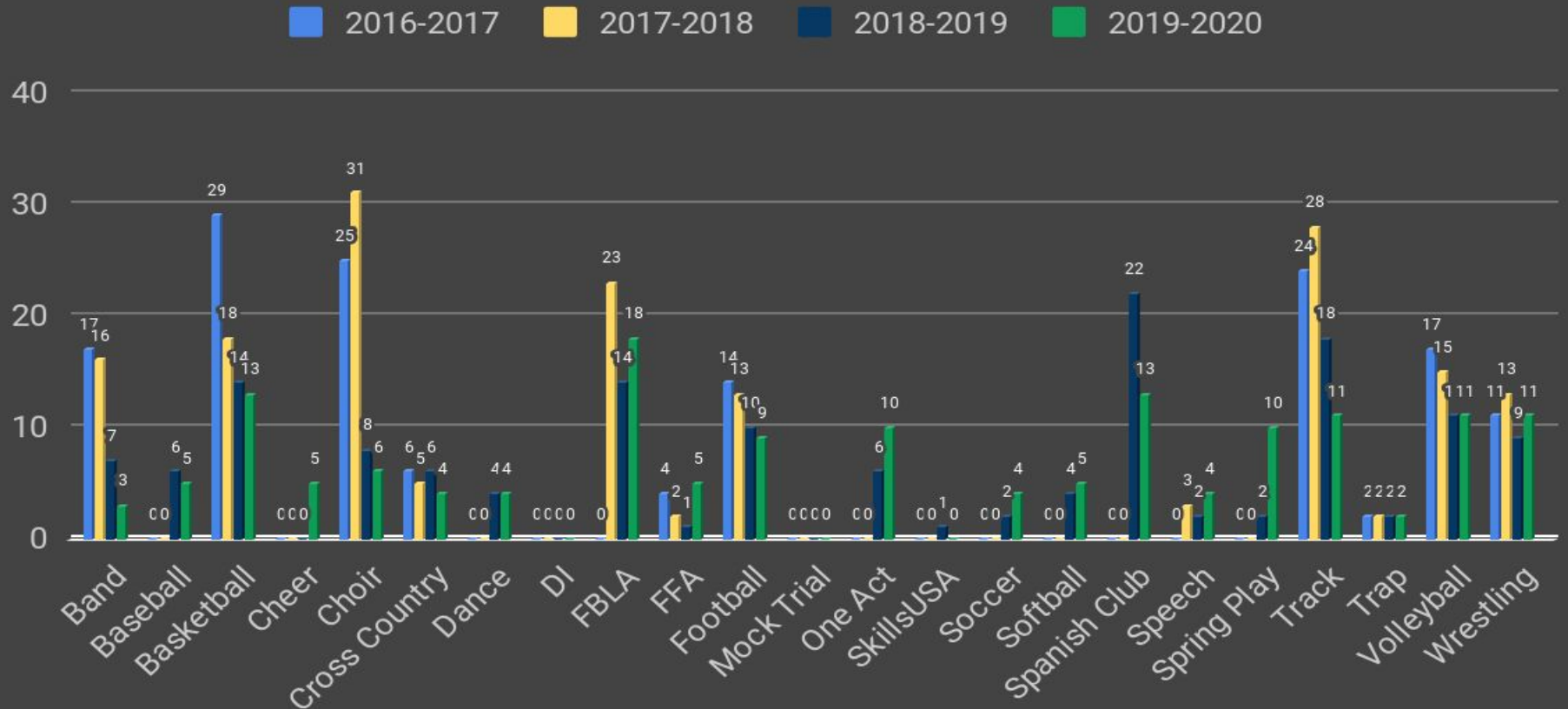
Number of Participants by Activity
12th Grade - Class of 2020



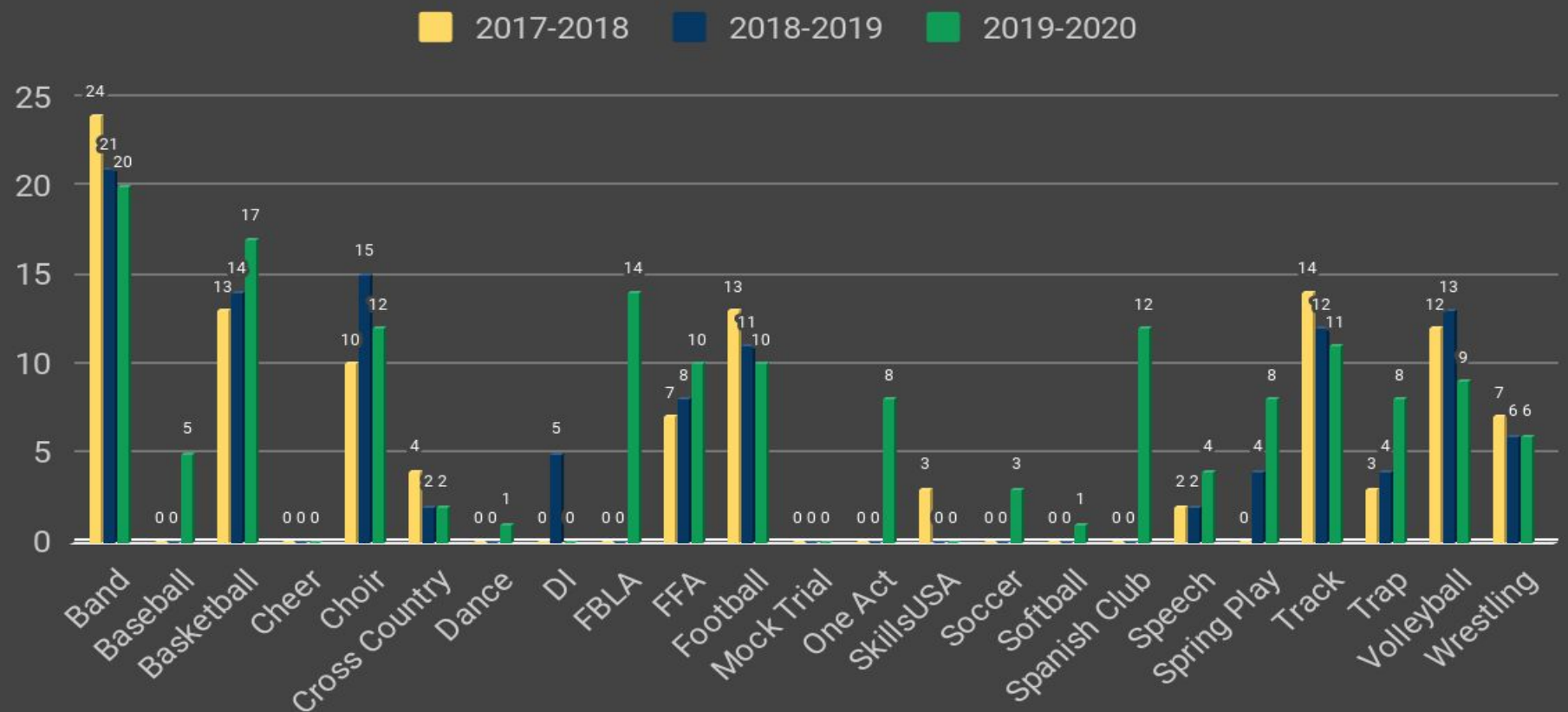
Number of Participants by Activity
11th Grade - Class of 2021

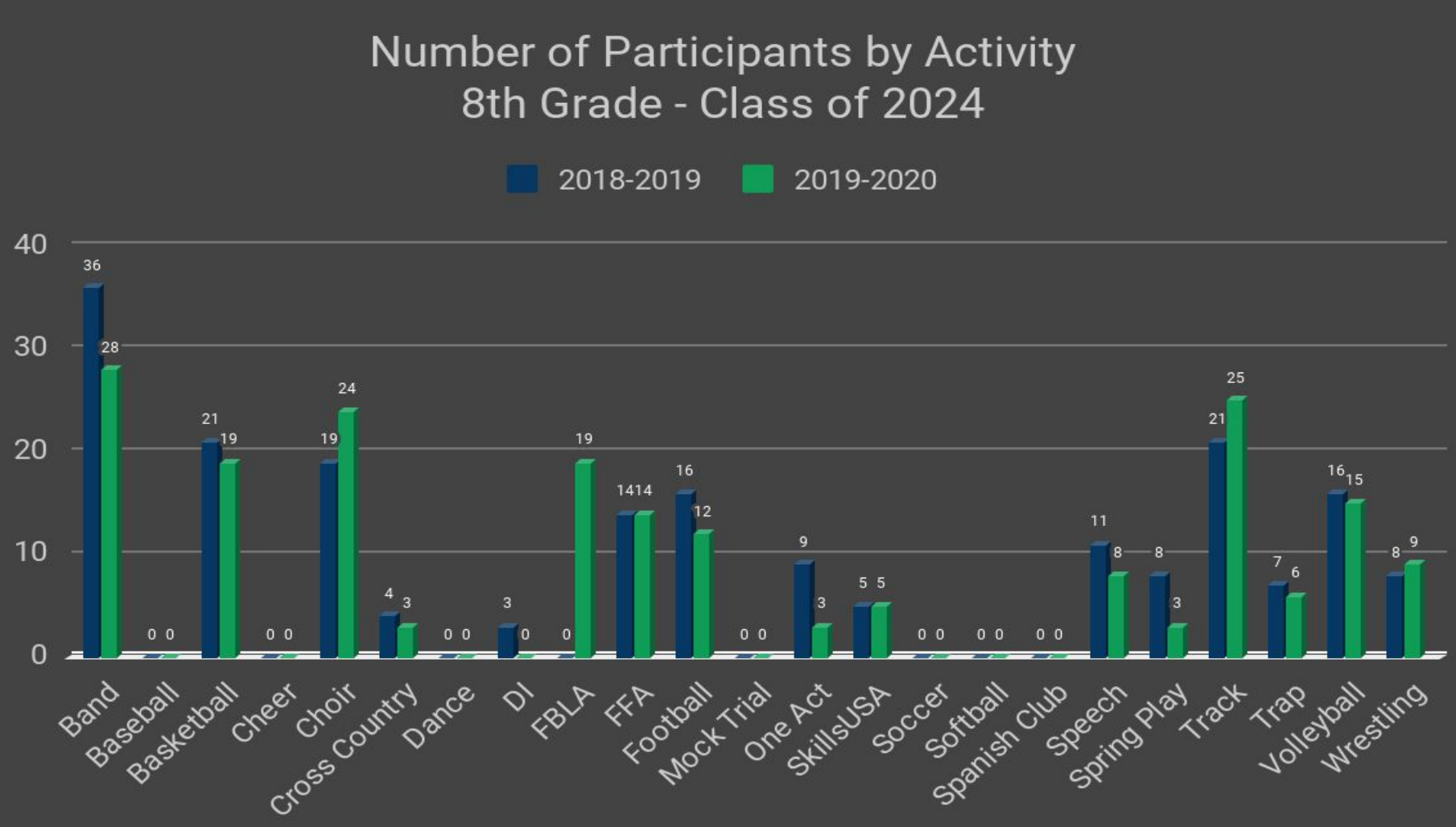


Number of Participants by Activity
10th Grade - Class of 2022

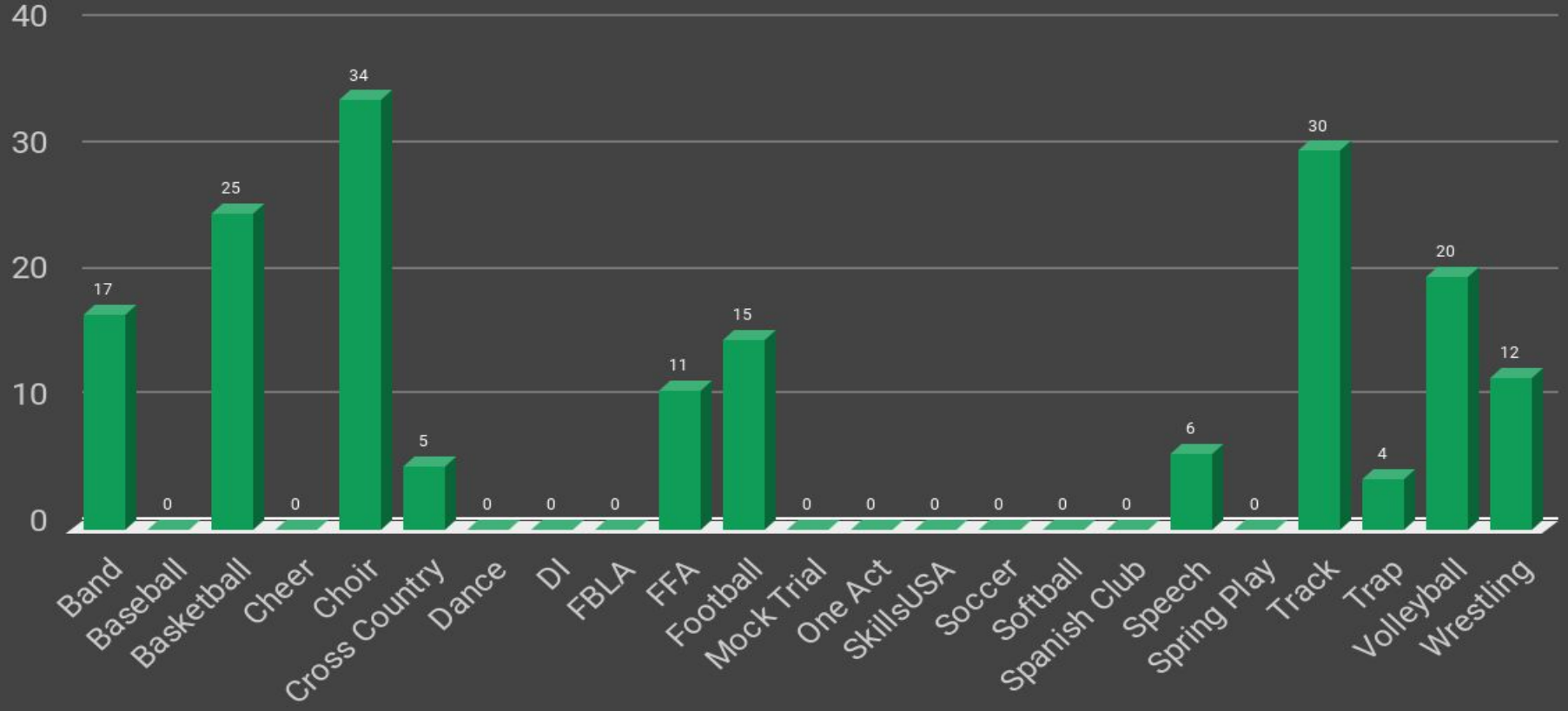


Number of Participants by Activity
9th Grade - Class of 2023




Number of Participants by Activity
8th Grade - Class of 2024
2018-2019
2019-2020
40
30
20
10
0
Band 36 28
Baseball 0 0
Basketball 21 19
Cheer 0 0
Choir 19 24
Cross Country 4 3
Dance 0 0
DI 3 0
FBLA 0 19
FFA 14 14
Football 16 12
Mock Trial 0 0
One Act 9 3
SkillsUSA 5 5
Soccer 0 0
Softball 0 0
Spanish Club 0 0
Speech 11 8
Spring Play 8 3
Track 21 25
Trap 7 6
Volleyball 16 15
Wrestling 8 9

Number of Participants by Activity
7th Grade - Class of 2025



RC Facility Priority List
Created 8.7.19, Updated 6.3.20

2019-2020

Research and implement an online software to submit work orders for Jared and Keely

- $6,000 for Year 1 and $4,000 for Year 2 and beyond.

Priority Project	Scheduled	Finished	Location	Estimated Cost / Total Cost	Anticipated Start Date	Completion Date	Contractor(s)
Area 4 (gym roof and NE corner)	X		Valparaiso Elementary	$154,375 $2 per sq. ft to replace wet insulation	May 2020	August 2020	• **Weathercraft of Lincoln**
Replace 3 outdoor and 1 indoor Rusted Door Frames	X		Jr/Sr High School	3 New Entryways on the S and E end of the school - **$33,925.00** Repair 4 Wooden Gym Doors **$1,625.00** **Total - $35,550**	June 2020	August 2020	• **Binswanger Glass**
Front Steps Concrete Repair (patching)	X	X	Jr/Sr High School	$1500 (Hermanz)			• **Steven's and Smith Construction**

Concrete in front of “old” entrance and handrail				$1950 (Rezac)	June 2020		
Fix Retaining Wall	X		Jr/Sr High School	$5200 (rezac)	July 2020		• **Macintosh Concrete (bid coming)** • **Rezac Concrete also will provide a bid**
Sand and Repaint New Gym Floor	X		Jr/Sr High School	$6500	June 2020		• **Shepard Gym Floors**
Art Room Floor Repair			Valparaiso Elementary	TBD			Jared has tried to crawl through the small space to see if we can get a jack down that far, unsuccessful. **RamJack** looked at the floor and essentially determined they could not be part of the solution. **Thrasher** will look at it next. There may be a possibility to hire a structural engineer.
Paint and Repair Weightroom	X	X	Jr/Sr High School	May 2020	May 2020		• **Barb Ohnoutka and Kristi Sears**

Exterior Wall							
Replace Electric Box	**X**	**X**	Jr/Sr High School	$3150			• **Sentry Electric**
Replacement plan for Air Handlers	X		Jr/Sr High School	$1,800,000	May 2020	August 2020	• **Trane**
Repair Buckling Window in the 1st/2nd Grade Wing			Valparaiso Elementary	TBD			
Seal Main Driveway			Jr/Sr High School	$61,547			• **PAVERS**
Lower Priority List							
New Tile in Kitchen	X		Val Elementary	TBD	July 2020		• **Custodial Crew (tile was found in the bus barn)**
Cement Pendulums to protect tanks	X	**X**	Jr/Sr High School	$100			• **Jared**
Plaster work on exterior gym walls in (once roof is complete)	X	X	Val Elementary	$5,050			• **Scott's Plastery**
Add Drainage			Jr/Sr High				

to the NE section of FB Field			School				
HVAC Replacement			Valparaíso Elementary				

Comprehensive List for 2019-2020

Project		Location	Estimated Cost / Total Cost	Anticipated Start Date	Completion Date	Contractor(s)
Area 4 (gym roof and NE corner)		Valparaiso Elementary	$190,000	June 2020	August 2021	
HVAC Replacement Schedule		Valparaiso Elementary	$400,000 (40 heat pumps @ $10,000)			
New Security Camera Software		All 3 Sites	$28,055			1. **Kidwell**
Wifi for Bus Barn and Press Box		Jr/Sr High School	$7,304.75			2. **Kidwell**
Water Softener Added to Boiler	X	Jr/Sr High School	$1,506.83	August 2019	August 2019	3. **Jeff White - AquaSystems**

Commercial Water Softener for New Addition	X	Jr/Sr High School	$5,786.60	Oct/Nov 2019	Nov 2019	**4. Jeff White - AquaSystems**
Gym Floor Repair	X	Ceresco	$1,195	October 2019	October 2019	**5. DavidWood Floors, Inc. (Ralston)**
Front Steps Concrete Repair		Jr/Sr High School	TBD			
Add Concrete in front of FB stadium for Handicap spots		Jr/Sr High School	$4,000			
New Tile in Kitchen		Val Elementary	$5,000			● **Ernies**
Replace Carpet in Entrances with Rubber Flooring		Both Val and Ceresco Elementary Schools	$13,800 ***Bid from Ernies***			
Resurface Jr/Sr High School Track	X	Jr/Sr High School	$51,950		September 2019	**1. Midwest Tennis and Track (Denison, IA)**
Energy Audit at Val Elementary	X	Val Elementary	Free	Meeting end of September to review data		**1. Trane**
Metal		Jr/Sr High School				

Bleachers for FB stadium						
Paint and Repair EIFS (Scott's Plastery)		Val Elementary Gym and Main Entrance Ceresco				
Pump/Well #5 Leaking between #4		Jr/Sr High School				
Replace Carpet w/ square tile carpet (make color universal for all 3 sites)		Val and Ceresco Elementary	Met w/ Ernie's October 2018 $210,500.008			
Remove Gravel from Playground(s) and add ADA approved black tile		Val and Ceresco Elementary				***Possible fundraising project for PTO***
1911 Rock Bench		Ceresco Elementary				
Replace Wooden Lockers w/ Metal		Val and Ceresco Elementary				
Add Concrete		Val Elementary	$13,350.00			

to N Parking Lot for Drainage						
Gym Floor Refinish (annual cost)		All Sites	$10,000	Summer 2019	Summer 2019	

Other:

- Replace Concrete Barriers at Val Elementary

2020-2021

Project		Location	Estimated Cost / Total Cost	Anticipated Start Date	Completion Date	Contractor(s)
Flat roof (center section) replacement		Ceresco Elementary	$190,000	June 2021	August 2021	

2021-2022

Project		Location	Estimated Cost / Total Cost	Anticipated Start Date	Completion Date	Contractor(s)
Area 2-4-6-8		Jr/Sr High School	$250,000	June 2022	August 2022	

2019-2020 RC Strategic Plan

Mission Statement

The Raymond Central community is committed to providing a positive, challenging learning environment which prepares each individual student to be a responsible citizen in an ever-changing society.

School Improvement Goal

All students will meet or exceed normal growth rate on standardized tests annually.

- Raymond Central Public Schools believe that a Professional Learning Community (PLC) can be defined as a group of educators committed to working collaboratively in ongoing processes of collective inquiry and action research to achieve better results for our students (*Learning By Doing*/DuFour, DuFour, Eaker). In doing so, Raymond Central has committed to three fundamental assumptions:
    - We can make a difference - our schools can be more effective.
    - Improving our people is the key to improving our schools.
    - Significant school improvement will positively impact teaching and learning.
- Intervention (1): Raymond Central is committed to working together to achieve our collective purpose of learning for all students. Staff will cultivate a collaborative culture through the continued development of high performing teams, Professional Learning Communities (PLCs).
    - To achieve this, teams will meet on a regular basis clarifying what students must learn, gathering evidence of student learning, analyzing evidence, identifying the most effective instructional strategies and practices, increasing the instructional capacity of all team members while working to achieve their SMART goals.
- Intervention (2): Teachers will use lesson design, GANAG (Goal setting, Access to prior knowledge, New information, Application, Goal Review) as the district instructional framework.
- Intervention (3): The School Improvement Team will work to develop meaningful, personalized professional development opportunities targeting individual and team growth.
- Intervention (4): Raymond Central will develop a Multi-Tiered System of Support (MTSS) for both academic and behavioral student needs. PBIS (Positive

Behavioral Intervention and Supports will be implemented to provide a system of prevention, noting early identification and intervention. The goal of MTSS is to ensure success for ALL students.

District Strategic Plan 2019-2025

Goal 1 - Increase the number of students that meet or exceed normal growth rates

- Performance Indicator (1): Students will be provided rigorous academic and real-life learning opportunities to become college and career ready.
- Performance Indicator (2): Develop and implement a Multi-Tiered System of Support (MTSS) based on a needs-driven model ensuring students at all levels and sites have access to appropriate resources to accelerate performance proficiencies.
- Performance Indicator (3): Teachers will utilize effective instructional models, including differentiation, based on research and best practice with curriculum aligned to national, state and local standards while continuously assessing and monitoring student progress.
- Performance Indicator (4): Increase Measurement of Academic Progress (MAP) scores to meet or exceed national growth rates from first data collection points to additional collection points through the academic year.
- Performance Indicator (5): The Board of Education will review student growth data in Reading, Math, and Social, Emotional Behavior, from results in the Formative Assessment System for Teachers, at a minimum of three times per year (fall, mid-year, and spring).
- Performance Indicator (6): The district will research and develop a Capstone experience for Raymond Central students serving as a culminating project, or senior exhibition, that will encourage students to incorporate life skills such as critical thinking, problem solving, written and oral communication, and goal setting as they prepare to exit from their #RCJourney and enter a career, college, military or adult life as a responsible citizen in an ever-changing society.
- Performance Indicator (7): The district will research, design and implement a grading and assessment philosophy based on research and best practice.

Goal 2 - Research and implement strategies to recruit, hire, develop, support, and retain the highest quality staff

- Performance Indicator (1): Develop and implement pathways for teacher leaders that allow them to gain leadership experience and expertise through professional collaboration with other teachers and administrators.

- Performance Indicator (2): To encourage high performance, develop and implement a performance-based program that recognizes individuals for their accomplishments.
- Performance Indicator (3): Review 2019-2020 staff exit surveys to determine patterns and trends.
- Performance Indicator (4): Research and implement an online resource for accepting applications for all open positions.

Goal 3 - Increase Student Enrollment

- Performance Indicator (1): Develop a positive ratio of option-enrolled students through advertising and showcasing the accomplishments of Raymond Central students using a variety of social and media outlets.

Goal 4 - Maintain and Improve Current Facilities

- Performance Indicator (1): Continue to update the RC 5-10 year facilities plan.
- Performance Indicator (2): Explore creative/innovative classroom and campus concepts.
- Performance Indicator (3): Hire a consultant to assist in future facility planning including the construction of a Performing Arts Center.

Goal 5 - Technology

- Performance Indicator (1): Continue to stay up-to-date with devices and infrastructure.
- Performance Indicator (2): Update and maintain the district website frequently to keep all stakeholders informed.
- Performance Indicator (3):Teachers will utilize technology targeting student-centered learning, differentiated instruction and digital citizenship. The district will provide training opportunities for teachers to enhance their skills in this area.

Goal 6 - Staff Professional Development

- Performance Indicator (1): Provide meaningful and relevant staff development training to improve instruction. Professional Learning Communities will be the major vehicle for accomplishing this task by using teacher collaboration.
    - Professional learning opportunities will focus on increasing knowledge and use of differentiation strategies within all classrooms.
    - Increasing student engagement is also critical. PLCs will play a vital role in implementing these strategies.

- Performance Indicator (2): Develop a data collection process to ensure high yield instructional strategies are implemented with fidelity to the GANAG lesson design.

Goal 7 - Mental Health Action Plan

- Performance Indicator (1): Provide ongoing professional development in mental health issues for staff, students, parents and community.
- Performance Indicator (2): Develop and implement a progress monitoring evaluation tool for RC mental health programs: Move This World Social/Emotional Curriculum (PK-6); mental health therapist (7-12); other.

Goal 8 - Ensure all students learn in a safe environment

- Performance Indicator (1): Conduct annual external safety audits at each school site.
- Performance Indicator (2): Develop and implement a district-wide reunification plan as part of the adopted standard response protocol.
- Performance Indicator (3): Provide ongoing safety training for staff and students.
- Performance Indicator (4): The district will research and implement an anonymous reporting app for students, parents, and staff that will be used in partnership between the school and law enforcement.
- Performance indicator (5): Continue to engage all stakeholders in school safety issues.

RC Facility Priority List
Created 8.7.19, Updated 6.3.20

2019-2020

Research and implement an online software to submit work orders for Jared and Keely

- $6,000 for Year 1 and $4,000 for Year 2 and beyond.

Priority Project	Scheduled	Finished	Location	Estimated Cost / Total Cost	Anticipated Start Date	Completion Date	Contractor(s)
Area 4 (gym roof and NE corner)	X		Valparaiso Elementary	$154,375 $2 per sq. ft to replace wet insulation	May 2020	August 2020	• **Weathercraft of Lincoln**
Replace 3 outdoor and 1 indoor Rusted Door Frames	X		Jr/Sr High School	3 New Entryways on the S and E end of the school - **$33,925.00** Repair 4 Wooden Gym Doors **$1,625.00** **Total - $35,550**	June 2020	August 2020	• **Binswanger Glass**
Front Steps Concrete Repair (patching)	X	X	Jr/Sr High School	$1500 (Hermanz)			• **Steven's and Smith Construction**

Concrete in front of “old” entrance and handrail				$1950 (Rezac)	June 2020		
Fix Retaining Wall	X		Jr/Sr High School	$5200 (rezac)	July 2020		• **Macintosh Concrete (bid coming)** • **Rezac Concrete also will provide a bid**
Sand and Repaint New Gym Floor	X		Jr/Sr High School	$6500	June 2020		• **Shepard Gym Floors**
Art Room Floor Repair			Valparaiso Elementary	TBD			Jared has tried to crawl through the small space to see if we can get a jack down that far, unsuccessful. **RamJack** looked at the floor and essentially determined they could not be part of the solution. **Thrasher** will look at it next. There may be a possibility to hire a structural engineer.
Paint and Repair Weightroom	X	X	Jr/Sr High School	May 2020	May 2020		• **Barb Ohnoutka and Kristi Sears**

Exterior Wall							
Replace Electric Box	**X**	**X**	Jr/Sr High School	$3150			• **Sentry Electric**
Replacement plan for Air Handlers	X		Jr/Sr High School	$1,800,000	May 2020	August 2020	• **Trane**
Repair Buckling Window in the 1st/2nd Grade Wing			Valparaiso Elementary	TBD			
Seal Main Driveway			Jr/Sr High School	$61,547			• **PAVERS**
Lower Priority List							
New Tile in Kitchen	X		Val Elementary	TBD	July 2020		• **Custodial Crew (tile was found in the bus barn)**
Cement Pendulums to protect tanks	X	**X**	Jr/Sr High School	$100			• **Jared**
Plaster work on exterior gym walls in (once roof is complete)	X	X	Val Elementary	$5,050			• **Scott's Plastery**
Add Drainage			Jr/Sr High				

to the NE section of FB Field			School				
HVAC Replacement			Valparaíso Elementary				

Comprehensive List for 2019-2020

Project		Location	Estimated Cost / Total Cost	Anticipated Start Date	Completion Date	Contractor(s)
Area 4 (gym roof and NE corner)		Valparaiso Elementary	$190,000	June 2020	August 2021	
HVAC Replacement Schedule		Valparaiso Elementary	$400,000 (40 heat pumps @ $10,000)			
New Security Camera Software		All 3 Sites	$28,055			1. **Kidwell**
Wifi for Bus Barn and Press Box		Jr/Sr High School	$7,304.75			2. **Kidwell**
Water Softener Added to Boiler	X	Jr/Sr High School	$1,506.83	August 2019	August 2019	3. **Jeff White - AquaSystems**

Commercial Water Softener for New Addition	X	Jr/Sr High School	$5,786.60	Oct/Nov 2019	Nov 2019	**4. Jeff White - AquaSystems**
Gym Floor Repair	X	Ceresco	$1,195	October 2019	October 2019	**5. DavidWood Floors, Inc. (Ralston)**
Front Steps Concrete Repair		Jr/Sr High School	TBD			
Add Concrete in front of FB stadium for Handicap spots		Jr/Sr High School	$4,000			
New Tile in Kitchen		Val Elementary	$5,000			● **Ernies**
Replace Carpet in Entrances with Rubber Flooring		Both Val and Ceresco Elementary Schools	$13,800 ***Bid from Ernies***			
Resurface Jr/Sr High School Track	X	Jr/Sr High School	$51,950		September 2019	**1. Midwest Tennis and Track (Denison, IA)**
Energy Audit at Val Elementary	X	Val Elementary	Free	Meeting end of September to review data		**1. Trane**
Metal		Jr/Sr High School				

Bleachers for FB stadium						
Paint and Repair EIFS (Scott's Plastery)		Val Elementary Gym and Main Entrance Ceresco				
Pump/Well #5 Leaking between #4		Jr/Sr High School				
Replace Carpet w/ square tile carpet (make color universal for all 3 sites)		Val and Ceresco Elementary	Met w/ Ernie's October 2018 $210,500.008			
Remove Gravel from Playground(s) and add ADA approved black tile		Val and Ceresco Elementary				***Possible fundraising project for PTO***
1911 Rock Bench		Ceresco Elementary				
Replace Wooden Lockers w/ Metal		Val and Ceresco Elementary				
Add Concrete		Val Elementary	$13,350.00			

to N Parking Lot for Drainage						
Gym Floor Refinish (annual cost)		All Sites	$10,000	Summer 2019	Summer 2019	

Other:

- Replace Concrete Barriers at Val Elementary

2020-2021

Project		Location	Estimated Cost / Total Cost	Anticipated Start Date	Completion Date	Contractor(s)
Flat roof (center section) replacement		Ceresco Elementary	$190,000	June 2021	August 2021	

2021-2022

Project		Location	Estimated Cost / Total Cost	Anticipated Start Date	Completion Date	Contractor(s)
Area 2-4-6-8		Jr/Sr High School	$250,000	June 2022	August 2022	

NASB Monthly Update for Board Meetings - Agenda Item: JUNE 2020

View the Monthly Update in video form now at:
https://vimeo.com/422856716

"NASB Update"

As a board, some items you should be focused on during June include:

- ***Submit your Legislative Proposals to the NASB Legislation Committee by July 1***
  - *http://www.nasbonline.org/registrations/ProposedResolution.aspx*
  - *10 Award points will be granted, per proposal, to the entire board that proposes a legislative change and/or new legislation*
- Review, update, and adopt Superintendent Evaluation tool and Superintendent Job Description.
  - File modified or newly adopted Superintendent Evaluation tools with Dr. Micki Charf, Accreditation Specialist at Micki.Charf@nebraska.gov;
- Conduct a Board Self-Assessment & Goal Planning session
- Update your Strategic Plan Progress Report
- Hold a Board-Administrators Budget Work Session
- Do a Year End Assessment and Curriculum Review; Review School Improvement Plan
- Your Annual Review Bullying Prevention Policy is Due July 1 - § 79-2,137
- ESUs holding elections in conjunction with the statewide general election must notify the Secretary of State, County Clerks or Election Commissioners of offices to be filled, terms, vacancies, votes to cast, and filing deadlines for each office. §32-404, §32-601;
- ESU Filing Deadlines: Incumbent filing deadline: July 15, 2020 Non-incumbent filing deadline: August 3, 2020
- Other areas of focus during the coming months will be working collaboratively and in support of the district's plans for re-opening school this fall.

NASB COVID-19 LINKS

- http://members.nasbonline.org/index.php/news-resources/covid-19-resources

Networking, Events & SBM Networking Call Info:

- **http://members.nasbonline.org/index.php/events**
- *NASB will not be conducting our June events.*
- ***NASB has hosted networking calls amongst school board members throughout March, April & May and plan to continue these in June. We appreciate those of you have been able to participate. Check your email for times and login/call information, or contact Matt Belka for access.***

Advocacy/2020 Legislative Session:

Submit your Legislative Proposals to the NASB Legislation Committee by July 1 … Now is the time for you and your board to think of items you might like addressed in 2021.

- *http://www.nasbonline.org/registrations/ProposedResolution.aspx*
- *10 Award points will be granted, per proposal, to the entire board that proposes a legislative change and/or new legislation*
- *If you have a topic in mind, or would like assistance getting the ball rolling, please let Matt Belka know at mbelka@NASBonline.org*

The 2020 legislative session is currently scheduled to resume July 20 and wrap up mid-August. During the pause, senators and their offices have continued their work.

A priority for the reconvening session will be budget adjustments and bills that deal with the pandemic. Most other bills will likely be tabled. LB 1106, formerly LB 974, (the education funding reform/property tax bill) is still a priority for Sens. Linehan and the Revenue committee. We have shared our concerns with the committee, and with the press.

Stay engaged during the Session and follow along with the bills NASB is tracking at: https://nasb.enviseams.com/legislative-bills and through NASB's ***Legislative Notes*** e-updates.

Follow NASB on twitter at www.twitter.com/NASBonline using the hashtag #liveNASB
and on facebook at www.facebook.com/NASBonline

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the ***Board Notes newsletter*** for "This Month In …" To access the latest newsletter, click here:

http://members.nasbonline.org/index.php/news-resources/board-notes



Community Relations

Annual Report and School Improvement

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

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

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

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

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

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

Date of Adoption: [Insert Date]

Students

Student Discipline

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

   a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
   b. 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:

   a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
   b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
   c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
   d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to

school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

e. A student who is on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less then twenty school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

a. 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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspensions Pending Hearing. 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.

c. 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 in accordance with law.

d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. 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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:

   a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last no longer than is necessary to avoid the dangers described above.

If the emergency exclusion will be for five school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or his or her designee determines that an emergency exclusion shall extend beyond five days, a hearing is to be held and a final determination made within ten school days after the initial date of exclusion. Such procedures shall substantially comply with the procedures set forth in this policy for a long-term suspension or expulsion, and be modified only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. 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.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a

school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or 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.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
    a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means

(a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

For purposes of this policy, the term "dangerous weapon" includes any personal safety or security device (such as tasers, mace and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device on school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire

deemed inappropriate by the administration may be deemed inappropriate for the school setting:

a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
e. Head wear including hats, caps, bandannas, and scarves.
f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
g. Clothing or jewelry that is gang related.
h. Visible body piercing (other than ears).

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

a. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to

learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

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

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

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

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

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own

an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions.

(1) "Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

(2) "Sexting" means generating, sending or receiving, encouraging others to send or receive, or showing others, through an electronic device, a text message, photograph, video or other medium that:

(i) Displays sexual content, including erotic nudity, any display of genitalia, unclothed female breasts, or unclothed buttocks, or any sexually explicit conduct as defined at Neb. Rev. Stat. § 28-1463.02; or

(ii) Sexually exploits a person, whether or not such person has given consent to creation or distribution of the message, photograph or video by permitting, allowing, encouraging, disseminating, distributing, or forcing such student or other person to engage in sexually explicit, obscene or pornographic photography, films, or depictions; or,

(iii) Displays a sexually explicit message for sexual gratification, flirtation or provocation, or to request or arrange a sexual encounter.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such

further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

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

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Prohibited Use of Electronic Devices: Students shall not use electronic devices for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; (f) recording others (photographs, videotaping, sound recording, etc.) or otherwise transmitting images and/or sounds of another person or persons without direct administrative approval and consent of the person(s) being recorded, other than recording of persons participating in school activities that are open to the public; (g) "sexting;" or (h) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

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

(i) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or

assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

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

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

(3) Penalties for Prohibited Use of Electronic Devices: Students who receive a "sexting" message are to report the matter to a school administrator and then delete such message from their electronic device. Students shall not participate in sexting or have any "sexting" message on their electronic devices regardless of when the message was received while on school grounds or at a school activity. Students who violate the prohibitions of this policy shall be subject to the imposition of appropriate disciplinary action, up to and including expulsion, provided that at a minimum the following penalties shall be imposed:

(i) Students found in possession of a "sexting" message shall be subject to a one (1) day suspension from school.

(ii) Students who send or encourage another to send a "sexting" message shall be subject to a five (5) day suspension from school.

(4) Reporting to Law Enforcement: Violations of this policy regarding the prohibited use of electronic devices that may constitute a violation of federal or state laws and regulations, including, but not limited to, the Nebraska Child Protection Act or

the Nebraska Child Pornography Prevention Act shall be reported to appropriate legal authorities and law enforcement.

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computer courses will have other safety or clean-up rules that will be explained to students by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.

11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Any act of a student which is a basis for expulsion and which the principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible. Conduct to be reported for law enforcement referral includes conduct that may constitute a felony, conduct which may constitute a threat to the safety or well-being of students or others in school programs and activities, and conduct that the legal system is better equipped to address than school officials. Conduct that does not need to be reported for law enforcement referral includes typical adolescent behavior that can be addressed by school administrators without the involvement of law enforcement. In making the decision of whether to report, consideration should be given to the student's maturity, mental capacity, and behavioral disorders, where applicable. When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

   The foregoing reporting standards shall be reviewed annually by the school board on or before August 1 of each year, be annually reviewed in collaboration with the County Attorney each year, be distributed to each student and his or her parent or guardian at the beginning of each school year, or at the time of enrollment if during the school year, and shall be posted in conspicuous places in each school during the school year.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: [Insert Date]

Students

Extracurricular Activity

Section 1 Extracurricular Activity Philosophy

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

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

Safety

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

Warning for Participants and Parents

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

Section 2 Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under

the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self respect, self-discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray, unless a District administrator gives prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended

to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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.

8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding [Name] Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Drug and Alcohol Violations.

Meaning of Terms.
Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

(1) Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

(2) Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences.
Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs and Alcohol.
An activity participant who violates the drug or alcohol rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation).
   The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 consecutive days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or

permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self-report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.

4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
   a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
   b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.
3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
   a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
   b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
   c. If a hearing is requested:

i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Section 3 Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.

3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

   Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

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

Section 4 Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.

2. Maintain passing grades in all courses. A student who is not passing one or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances if the grade remains below passing one week after progress reporting time. The student will remain ineligible until the student is passing all classes.

3. Maintain an overall "C" average to participate in extracurricular activities, except school dances.

4. Academic requirements do not apply to:
   (A) Instructional field trips which are a part of the scheduled course learning experience; or
   (B) Activities or events which are a part of the student's grade requirements.

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: [Insert Date]

Students

Search and Seizures

When it is determined based on searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.

Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following procedures will be used for conducting searches:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances.

2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.

3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.

4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities, provided that: a) the student gave consent for testing in advance (attendance at or participation in the extracurricular activity may be withheld in the absence of consent), b) the testing actually be random, c) that the testing procedures limit any intrusion on student privacy, and provide for an appropriate level of confidentiality and accuracy, and d) that the response to positive tests take into consideration student safety and compliance with laws related to reporting and releasing students to law enforcement.

5. School officials may search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file.

6. Searches of the District's computer system may be conducted in the discretion of the administration at any time.

The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as

practicable. A personal safety or security device (such as a taser, mace or pepper spray) not previously approved by the Administration constitutes a "dangerous weapon."

2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

Legal Reference: Neb. Rev. Stat. Sec. 28-1204.04 (firearms)

Date of Adoption: [Insert Date]

Students

Safe Pupil Transportation Plan

[Name] Public Schools Safe Pupil Transportation Plan

This Safe Pupil Transportation Plan sets forth the District's plan for providing safe transportation to students being transported in vehicles on regular routes assigned through the district transportation plan.

1. **Weapons.** Vehicles shall not transport any items, animals, materials, weapons or look-a-like weapons, explosive devices or bomb-related materials or equipment which could endanger the lives, health, or safety of the children, other passengers, and the driver. Look-a-like weapons associated with a school-sponsored or approved activity may be transported with written permission of an administrator of the District. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. If possible, these items should be secured and not visible or accessible to students while in the vehicle.

Upon becoming aware of a weapon aboard a vehicle, the driver will make every attempt to:

A. Contact dispatch and notify them of the situation ***if possible.*** If not possible, the driver will make every attempt to contact from a cell phone (after parking on a shoulder or otherwise not moving) or from the nearest safe haven location. Examples of a safe haven include, but are not limited to, any school building site, emergency service station (law enforcement or fire department), community service agency, etc.
B. Pull vehicle over to safe and secure area.
C. Confiscate weapon (if doing so does not jeopardize student or driver safety).
D. Give description of weapon and participating parties to dispatch.
E. Dispatch will immediately notify appropriate law enforcement agencies and school administration.

2. **Pupil behavior.** Students are expected to follow student conduct rules while in a vehicle. The pupil transportation driver is responsible for controlling behavior which affects safety and for reporting rule violations to school administration. In the event a student violates Board policy regarding student conduct standards or otherwise engages in behavior that jeopardizes safety, the driver will make every attempt to:

A. First seek to resolve incident through discussion with the student(s) involved.
B. Contact dispatch and notify them of situation ***if possible.*** If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
C. Activate emergency flashers.

D. Bring vehicle to a safe stop. Seek to resolve the incident, using physical force only as necessary to protect students or yourself.
E. Report and document discipline problems to the school administrator. Use a Bus Conduct Report/Incident Form, if available.

3. Terrorist threats. A person commits a terroristic threat if the person threatens to commit a crime of violence with the intent to terrorize another or with the intent of causing evacuation of a building, place of assembly or the vehicle or in reckless disregard of the risk of causing such terror or evacuation. Upon becoming aware of a terroristic threat relating to a pupil transportation vehicle, the driver will make every attempt to:

A. Contact dispatch and notify them of situation ***if possible.*** If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
B. Make every attempt to keep passengers calm (this may mean complying with the terrorist).
C. Dispatch will immediately notify appropriate law enforcement agencies and school administration.
D. Driver should wait for instructions from dispatch ***if possible***.

4. Severe weather. Upon becoming aware of severe weather while aboard a pupil transportation vehicle, the driver will make every attempt to:

A. Contact dispatch and notify them of situation ***if possible.*** If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
B. Return to the school if less than five minutes away and follow the directions of the school administrator.
C. If more than five minutes away from school, go to the nearest school and follow the directions of the school administrator.
D. If more than five minutes away from the nearest school or there is immediate danger, get to the nearest basement or underground shelter with all students.
E. If there is no shelter and there is immediate danger the driver and passengers are to follow evacuation procedures and get everyone off the vehicle into the nearest ditch or culvert at least 100 feet away from the vehicle.

5. Hazardous materials and Unattended Items. Upon becoming aware of a hazardous material aboard a pupil transportation vehicle, the driver will make every attempt to:

A. Contact dispatch and notify them of situation ***if possible.*** If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
B. Pull vehicle over to safe and secure area.
C. Give description of hazardous materials in question to dispatch.
D. Dispatch will immediately notify appropriate law enforcement and school administration.
E. Driver should wait for instructions from dispatch ***if possible***.

In the event an unattended item is discovered on or near the vehicle, the driver will seek to determine who the item belongs to and whether the item could be hazardous to the safety of those in the vehicle. Any unattended item that would break or could cause injury if tossed about the inside of the vehicle when involved in an accident shall be secured. If it is determined that the item is not hazardous and need not be secured, the driver will not allow the item to distract the driver's attention to the task of operating the vehicle.

6. Medical emergencies. Upon becoming aware of a medical emergency aboard a vehicle, the driver will make every attempt to:

A. Contact dispatch and notify them of situation ***if possible.*** If not possible, the driver will make every attempt to telephone dispatch from a cell phone or from the nearest safe haven location.
B. Dispatch will immediately notify appropriate medical agencies and school administration.
C. Driver should follow instructions from dispatch, school officials, and parents when such information can be obtained quickly enough. If not available, follow emergency first aid procedures.
D. ***Only if necessary,*** the driver should move passengers only enough to get them out of danger of traffic or fire. If moved, the driver and aide are to keep them where placed until a medical agency arrives, unless a parent has taken charge of their child.
E. Driver should try to keep student passengers as calm as possible.

7. Procedures in the event of mechanical breakdowns of the vehicle. Upon becoming aware of a mechanical breakdown aboard a vehicle, the driver will make every attempt to:

A. Pull vehicle over to safe and secure area ***if possible***.
B. Contact dispatch and notify them of situation ***if possible.*** If not possible, the driver will make every attempt to telephone dispatch from a cellular telephone or from the nearest safe haven location.
C. Activate emergency flashers and place warning flares/reflectors in accordance with safety guidelines, if not in secure area.
D. Driver should try to keep student passengers as calm as possible.
E. Dispatch will arrange for assistance and a relief vehicle ***if needed***.

8. Procedures in the event the drop-off location is uncertain or appears unsafe to leave students. In the event the drop-off location is uncertain or appears unsafe to leave students, the driver will make every attempt to:

A. Contact or otherwise communicate with dispatch to notify them of the situation ***if possible***.

B. Release children only if an adult responsible for the children is present. If not, keep children who are to be released in the vehicle, continue with route, and return children who were to be released to the school.

C. Dispatch will notify appropriate law enforcement agencies and school administration if appropriate given the circumstances.

9. Documentation under Safe Pupil Transportation Plan. Each pupil transportation driver is required to complete and submit to the school administration a bus conduct report or incident report involving the pupil transportation vehicle operated by the driver or any pupils transported in it. Documentation is to include the occurrence of any of the following events: weapons, student behavior which affects safety, terroristic threats, severe weather, hazardous materials, or medical emergencies. Documentation of such events shall be completed and submitted as soon as practicable after the incident.

10. Transportation of Unsafe Items. Drivers shall not permit pupil transportation vehicles to transport any items, animals, materials, weapons or look-a-like weapons or equipment which in any way would endanger the lives, health or safety of the children or other passengers and the driver. Look-a-like weapons associated with a school sponsored or approved activity may be transported only with written permission of a school administrator. Personal safety or security devices (such as tasers, mace or pepper spray) may only be transported with the prior approval of an administrator of the District. Any items that would break or could produce injury if tossed about inside the pupil transportation vehicle when involved in an accident or sudden stop shall be secured.

11. Supplemental Information. A copy of this plan shall be placed in each pupil transportation vehicle, kept at each school building, and made available upon request. Supplemental information with respect to operational and procedural guidelines used to administer this plan can be found in the District's safety and security plan adopted pursuant to 92 NAC10 and in the Nebraska Department of Education Pupil Transportation Guide.

12. Vehicle drivers of small vehicles on activity trips. The District will provide drivers of small vehicles with instruction on and guidance for emergency evacuation procedures, first aid, and emergency equipment. Drivers of small vehicles are generally expected to follow this Plan in the event of an emergency evacuation. The District's director of transportation may provide additional guidance for drivers of small vehicles to increase student safety.

13. Student Instruction. At least twice during each school year, each pupil who is transported in a school vehicle shall be instructed in safe riding practices and participate in emergency evacuation drills.

14. Driver Capacity. To confirm a driver has the ability to conduct daily tasks and emergency evacuations, drivers must: (a) pass a prescribed physical examination administered by a Certified Medical Examiner at least every two years and provide the employer with a copy of the medical certificate; (b) pass a transportation screening every year; (c) participate in required in-service training which includes emergency evacuation

training; and (d) if required, to have a Commercial Driver's License (CDL) to operate the vehicle, participate in the drug and alcohol testing program as required by federal law. Should a driver have a medical concern throughout the year, the Superintendent or Superintendent's designee will work with the driver to confirm a drivers' ability to conduct the daily tasks and emergency evacuations prior to transporting students.

Legal Reference: Neb. Rev. Stat. Sec. 79-318, 79-602, 79-607 and 79-608
Title 92, Nebraska Administrative Code, Chapters 91 and 92

Date of Adoption: [Insert Date]

Instruction

Ceremonies, Observances, and the Pledge of Allegiance

Appropriate patriotic exercises suitable to the occasion shall be held under the direction of the Superintendent on George Washington's birthday, Abraham Lincoln's birthday, Dr. Martin Luther King, Jr.'s birthday, Native American Heritage Day, Constitution Day, Memorial Day, Veterans Day, and Thanksgiving Day, or on the day or week preceding or following such holiday, if the school is in session. In addition, appropriate exercises may be held for Flag Day and State Fire Day.

The flags of the United States of America and the State of Nebraska shall be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

Each of the District's schools shall establish a period of time during the school day, when a majority of the students are scheduled to be present, during which time students will be led in the recitation of the Pledge of Allegiance in the presence of the flag of the United States of America. Student participation in the recitation of the Pledge of Allegiance shall be voluntary. Students not participating in the recitation of the Pledge of Allegiance shall be permitted to silently stand or remain seated but shall be required to respect the rights of those students electing to participate.

Legal Reference: Neb. Rev. Stat. Sections 79-705; 79-707, 79-708, 79-724; and NDE Rule 10
70 Federal Register 55507 (Constitution Day)

Date of Adoption: [Insert Date]

Concussions: Return to Learn Protocol

Students who sustain a concussion and return to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered.

The school administration of [Name] Public Schools adopts the NDE Guidance entitled "Bridging the Gap from Concussion to the Classroom," (2nd Edition)[1] and accompanying Appendix,[2] as its return to learn protocol, with the recognition that each student who has sustained a concussion will require an individualized response.

Any student, parent or guardian who suspects that the student sustained a concussion must immediately inform the student's coach or building administrator. If a student is suspected of having a concussion, the student may not be permitted to participate or practice in any school-sponsored activity.

The District encourages full cooperation and support from both students and parents in each student's return to learn protocol.

[1] https://cdn.education.ne.gov/wp-content/uploads/2019/08/Return-to-Learn-Bridging-the-Gap-7.31.2019.pdf
[2] http://www.education.ne.gov/sped/birsst/Concussion%20Appendix%20final%20February%202014.pdf.

Instruction

Classroom Environment

At all times, teachers are expected to organize, maintain and ensure that their classroom is in a safe, orderly and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Date of Adoption: [Insert Date]

Raymond Central Graduation Requirements Standard Diploma

230 Credits required for Graduation for Class of 2022 and older
240 Credits required for Graduation for Class of 2023 and younger

Program	Course	Credits
Language Arts Exceptions: Life Skills Communications per IEP	English 9	10
	English 10	10
	English 11	10
	English 12	10
	+Optional to replace English 12 with SCC Comp and SCC Lit taught by our instructor	
	Personal Communications	5
	+Optional to replace Personal Communications with Competitive Speech per IEP	
		Total Credits 45
Social Studies	Geography	10
	World History	10
	American History	10
	American Government	10
	Economics	5
		Total Credits 45
Math Students will continue on their Math track 30 credits of 3 separate math courses are required Algebra 1 is to be taken prior to General Math. Note: University of Nebraska System (UNL) requires 4 years of Math to be accepted. And must be Algebra 1, Geometry, Adv. Algebra and a year that builds on Adv. Alg.	Pre Algebra	10
	Algebra 1	10
	Geometry	10
	Advanced Algebra	10
	PreCalculus	10
	Calculus	10
	General Math	10
		Total Credits 30
Science Students will complete 30 credits of 3 separate science courses. *Physical Science and Biology will be two of them. Students have a choice for the last 10 credits.	*Physical Science	10
	Life Science	10
	*Biology	10
	Earth and Space	10
	Chemistry	10
	Physics	10
	Advanced Biology	10
	Physiology	10
		Total Credits 30
Physical Education/Health	Health	5
	Physical Education and Fitness	5
	Strength and Conditioning	5
		Total Credits 10

Business/Technology Graduating Class of 2022 only needs 5 total credits. *Class of 2023 and younger needs 15 with Computer Apps being 5 credits	*Computer Apps	5
	Information Technology 1	5
	Information Technology 2	5
	Computer Science Principles	10
	Networking	5
	Foundations of Web Design	5
	Introduction to Business	5
	Business Management	5
	Business Law	5
	Accounting 1	10
	Advanced Accounting	10
		Total Credits 15
Family Consumer Science * Adult Living is a senior required course.	*Adult Living	5
	Fundamentals of Foods and Nutrition	5
	Culinary 1	5
	Culinary 2	5
	Child Development	5
	Early Childhood Educational Services	5
	Early Childhood Practicum	5 or 10
	Home Design and Interior	5
	Textile Construction	5
	Interpersonal Relationships	5
		Total Credits 5
Fine Arts Students are required to complete 10 credits for graduation.	Band	5 or 10
	Choir	5 or 10
	Beginning Art	5 or 10
	Ceramics	5 or 10
	Digital Photography	5 or 10
	Advanced Art	5 or 10
	Drama	5
		Total Credits 10

Electives

50 credits total – 10 credits must be from Fine or Vocational Arts

Any additional course in a specific subject area outside of required credit hours are considered electives.

Foreign Language Most college will require 2 consecutive years of a foreign language for acceptance	Spanish 1	10
	Spanish 2	10
	Spanish 3	10
	Spanish 4	10
Agriculture Education Due to schedule rotations some classes will be offered every other year.	Introduction to Agriculture	5
	Welding	5 or 10
	Advanced Welding	5 or 10
	Small Engines	5
	Metals and Fabrications	5 or 10

	AFNRO	5 or 10
	Crop and Food Science	5
	Agri-Business	5
	Natural Resources	5
	Animal Science	5
	Advance Animal Science	5
	Horticulture	5
	Agri-Leadership	5
	Live Animal Selection & Carcass Evaluation	5
	Plant Science	5
Industrial Technology Due to scheduling courses are offered on a rotating basis.	Introduction to Industrial Technology	5
	Electricity	5
	Advanced Industrial Technology	5 or 10
	Autobody	5 or 10
	Introduction to Construction	5 or 10
	Construction Projects	10 or 20
	Introduction to Woods	5
	Woods Projects	5
Social Sciences	Psychology	5
	Sociology	5
Language Arts	Creative Writing	5
	Journalism	5 or 10
	Holocaust Literature	5
	Reading	5
	SCC Public Speaking	5

Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

Raymond Central has implemented a variety of supports and resources for students and staff. The following are examples, however, not an exhaustive list:

- Anonymous reporting app
- GoGuardian - Student Device Management Software
- K-12 Anti-Bullying Curriculum for Students
- 5th Grade Kindness Retreat
- Trauma-Informed Care Training for staff
- Mental Health First Aid Training for Staff
- 6-12 Onsite Mental Health Therapist (2 days per week)
- Project Harmony training for School Counselors

The school district shall review the anti-bullying policy annually.

Legal Reference: Neb. Rev. Stat. § 79-2,137
Student Discipline Act, Neb. Rev. Stat. §§ 79-254 to 79-296
NDE February 2003 State Board Action; Reaffirmed December 2005

Date of Adoption: April 20, 2009
Date of Revision: June 10, 2019

Use of Restraints and Seclusion

This policy sets forth the requirements, restrictions and procedures related to the use of physical restraints and seclusions at Raymond Central Public Schools.

Definitions

1. Physical Restraint. Physical restraint means one or more persons using a physical hold to restrict a student's freedom of movement as a response to student behavior. A light touching of a student while conducting a physical escort or a touching to provide instructional assistance is not a physical restraint for purposes of this Guidance.

2. Seclusion. Seclusion is the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving as a response to student behavior. Seclusion is distinguishable from an in-school suspension, in which other students or adults may be present. While students are required to remain in the in-school suspension area, the students are not physically prevented from leaving.

Physical Restraint

1. When Physical Restraint May be Used. Physical restraint may be used in the following circumstances:
   - To prevent a student from completing an act that would result in injury to the student or others when there is a substantial risk that the student would commit the act.
     - A verbal threat by a student does not present a substantial risk that a student would commit an aggressive act unless the student also demonstrates the ability and intent to carry out the threat.
     - Destruction of or damage to property does not present a substantial risk of personal injury unless personal injury would be caused as a result of the destructive act (for example, throwing sharp or heavy objects when others are present, or the person whose property is about to be destroyed is likely to react physically if the person's property were destroyed). (Note: If a student is about to destroy or damage property, the act of grasping the student's arm or leg solely to prevent the striking, throwing or kicking of the item is not prohibited).
   - To move a student to a seclusion room, or to remove a student to another location because the student is creating a substantial disruption to others, in circumstances where the student is unable to be moved or removed without the use of physical restraint; and
   - In circumstances where the student's IEP or a Behavioral Plan provides for the use of physical restraint in circumstances other than the foregoing. If it is anticipated that physical restraint may need to be used with a special education student, the IEP team is to discuss and include use of physical restraint in the student's IEP if the IEP team determines use of physical restraint to be appropriate. (Note: IEPs or Behavioral Plans should not provide for such physical restraint except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

   Physical restraint may not be used:
   - When a known medical or psychological condition contraindicates its use.
   - As a form of punishment.

2. Conditions. Use of physical restraint shall take into consideration the safety and security of the student:
   - In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the staff shall consider the potential for injury to the student, the student's privacy interests, and the educational and emotional well-being of other students in the vicinity.
   - If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, the student shall be permitted to have his or her hands free of restraint for brief periods, unless staff determines that such freedom appears likely to result in harm to the student or others.

3. Timeline. Physical restraint is to be used only as long as necessary to resolve the reason for which it was initiated.

4. Training. Physical restraint shall be applied only by individuals who have received systematic training that includes all the elements described below. An individual who applies physical restraint shall use only techniques in which he or she has received such training within the preceding two (2) years.

   Training with respect to physical restraint may be provided either by the School District or by an external entity and shall include, but need not be limited to:
   - Appropriate procedures for preventing the need for physical restraint, including the de- escalation of problematic behavior, relationship-building, and the use of alternatives to restraint;
   - A description and identification of dangerous behaviors on the part of students that may indicate the need for physical restraint and methods for evaluating the risk of harm in individual situations in order to determine whether the use of restraint is warranted;
   - The simulated experience of administering and receiving a variety of physical restraint techniques, ranging from minimal physical involvement to very controlling interventions;
   - Instruction regarding the effects of physical restraint on the person restrained, including instruction on monitoring physical signs of distress and obtaining medical assistance;
   - Instruction regarding documentation and reporting requirements and investigation of injuries and complaints; and
   - Demonstration by participants of proficiency in administering physical restraint. An individual may provide training to others in a particular method of physical restraint only if he or she has completed training in that technique that meets the foregoing requirements within the preceding one-year period.

Seclusion

1. When Seclusion May be Used. Seclusion may be used in the following circumstances:
   - When a student's behavior is so out of control that the student's behavior creates a risk of injury to the student or others;
   - When a student's behavior is so out of control that the student is causing a substantial disruption to school activities and there is no other technique and no other place the student may be moved to prevent continued disruption;
   - When a student's behavior is so out of control that the student is unable to engage in educational activities and there is no other technique that could reasonably be employed to allow the student's emotions to cool down and engage in appropriate behaviors and educational activities; and
   - The student has an IEP or a Behavioral Plan which provides for the use of seclusion in circumstances other than the foregoing. If it is anticipated that seclusion may need to be used with

a special education student, the IEP team is to discuss and include use of seclusion in the student's IEP if the IEP team determines use of seclusion to be appropriate. (Note: IEPs or Behavioral Plans should not provide for use of seclusion except in those circumstances where the professional staff determines that non-aversive or positive intervention strategies would not be effective).

Seclusion may not be used:

- When a known medical or psychological condition contraindicates its use.
- As a form of punishment.

2. Conditions. Use of seclusion shall take into consideration the safety and security of the student. Enclosures used for seclusion, other than enclosures used on a temporary basis, shall:
   - Have the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being isolated but also any other individual who is required to accompany that student.
   - Be constructed of materials that cannot be used by students to harm themselves or others, be free of electrical outlets, exposed wiring, and other objects that could be used by students to harm themselves or others, and be designed so that students cannot climb up the walls (including walls far enough apart so as not to offer the student being isolated sufficient leverage for climbing).
   - If an enclosure used for isolated time out is fitted with a door, the door shall either be a steel door or a wooden door of solid-core construction. If the door includes a viewing panel, the panel shall be unbreakable.
   - Be designed to permit visual monitoring of and communication with the student sufficient to ensure the student's safety and security. For students who do not communicate verbally, arrangements shall be made to permit the student to periodically communicate the student's needs.
   - If a locking mechanism is used on the enclosure, the mechanism shall be constructed so that it will engage only when a key, handle, knob, or other similar device is being held in position by a person, unless the mechanism is an electrically or electronically controlled one that is automatically released when the building's fire alarm system is triggered. Upon release of the locking mechanism by the supervising adult, the door must be able to be opened readily.

   The procedures for use of seclusion include:
   - An adult who is responsible for supervising the student shall remain within close proximity of the enclosure.
   - The adult responsible for supervising the student must periodically check on the student visually if possible.

3. Timeline. A student shall not be kept in seclusion for more than 20 minutes after the student ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which isolated time out would be an appropriate intervention.

4. Training. Orientation will be provided to staff members who are anticipated to be involved in the use of seclusion. The orientation shall cover the procedures contained in this Guidance.

Documentation and Evaluation

1. Documentation of Use of Physical Restraint or Seclusion. A written record of each use of seclusion or physical restraint shall be prepared and maintained in the student's temporary record. The student's case manager, if any, shall also maintain a copy of each such record. Each such record shall include:

- The student's name;
- The date of the incident;
- The beginning and ending times of the incident;
- A description of any relevant events leading up to the incident;
- A description of any interventions used prior to the implementation of physical restraint or seclusion;
- A description of the incident and/or student behavior that resulted in implementation of physical restraint or seclusion;
- A log of the student's behavior during physical restraint or seclusion, including a description of the restraint technique(s) used and any other interaction between the student and staff;
- A description of any injuries (whether to students, staff, or others) or property damage;
- A description of any planned approach to dealing with the student's behavior in the future;
- A list of the school personnel who participated in the implementation, monitoring, and supervision of physical restraint or seclusion;
- The date on which the parent or guardian was notified.

The record shall be completed by the beginning of the school day following the use of seclusion or physical restraint.

2. Notification of Administration. The Superintendent or Superintendent's designee shall be notified of the incident as soon as possible, but no later than the end of the school day on which it occurred.

3. Notification of Parent or Guardian. Within 24 hours after use of seclusion or physical restraint, the Superintendent or Superintendent's designee shall send written notice of the incident to the student's parents or guardians, unless the parent or guardian has provided the District a written waiver of this requirement for notification. The notice shall inform the parent of the date of the incident, a description of the intervention (physical restraint or seclusion) used, and who at the school may be contacted for further information.

4. Evaluation. An evaluation shall be conducted whenever a physical restraint exceeds 15 minutes or results in physical injury, whenever a seclusion exceeds 30 minutes, or use of physical restraint or seclusion is repeated with an individual student during any three-hour period:
   - A certified staff person trained in the use of physical restraint, or knowledgeable about the use of seclusion, as applicable, shall evaluate the situation.
   - The evaluation shall consider the appropriateness of continuing the procedure in use, including the student's potential need for medication, nourishment, or use of a restroom, and the need for alternate strategies (e.g., assessment by a mental health crisis team, assistance from police, or transportation by ambulance).
   - The results of the evaluation shall be committed to writing and copies of this documentation shall be placed into the student's temporary student record and provided to the Superintendent or Superintendent's designee.

Date of Adoption: July 19, 2010
Date of Revision: June 10, 2019

Parental/Community Involvement in Schools

Lancaster County School District No. 55-0161 a/k/a Raymond Central Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.

3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.

4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

7. As a general matter substantive decision-making processes will be left to the judgment to the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

Legal Reference: Neb. Rev. Stat. §§ 79-530 to 79-533
Family Educational Rights and Privacy Act, 20 U.S.C. 1232g
Protection of Pupil Rights Amendment, 20 U.S.C. 1232h

Date of Adoption: May 18, 2009
Date of Revision: June 10, 2009

HUNTER ADDITION

A SUBDIVISION OF A PORTION OF TRACT A OF TRACT 4, IN THE SW 1/4 OF THE SE1/4 OF SECTION 29, T13N, R7E OF THE 6TH P.M., SAUNDERS COUNTY NEBRASKA

FINAL PLAT

LEGAL DESCRIPTION

A PORTION OF TRACT A OF TRACT 4 LOCATED IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 29, TOWNSHIP 13 NORTH, RANGE 7 EAST OF THE 6TH P.M., SAUNDERS COUNTY, NEBRASKA AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF SAID SECTION 29; THENCE IN AN EASTERLY DIRECTION, ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 29, ON AN ASSUMED BEARING OF N87°59'27"E, FOR A DISTANCE OF 705.55 FEET; THENCE ON THE EAST LINE OF TRACT A OF TRACT 8 AND TRACT A OF TRACT 4, ALSO THE WEST LINE OF LOTS 1 THROUGH 6, TRUED BROS. FIRST ADDITION AND LOT 1, MARTHA ADDITION, N02°03'50"W, A DISTANCE OF 405.94 FEET TO THE NORTHWEST CORNER OF LOT 1, MARTHA ADDITION, ALSO THE POINT OF BEGINNING;

THENCE N67°03'20"W, A DISTANCE OF 129.26 FEET;
THENCE N37°57'02"W, A DISTANCE OF 118.99 FEET;
THENCE N16°14'40"W, A DISTANCE OF 119.08 FEET;
THENCE N02°02'04"W, A DISTANCE OF 522.89 FEET;
THENCE N87°57'56"E, A DISTANCE OF 35.82 FEET;
THENCE N02°02'04"W, A DISTANCE OF 130.00 FEET TO A POINT ON THE NORTH LINE OF SAID TRACT A OF TRACT 4;
THENCE ON THE NORTH LINE OF SAID TRACT A OF TRACT 4, N87°57'56"E, A DISTANCE OF 332.67 FEET TO THE NORTHEAST CORNER OF SAID TRACT A OF TRACT 4;
THENCE ON THE COMMON LINE OF SAID TRACT A OF TRACT 4 AND TRACT B OF TRACT 4 IN THE SOUTHEAST QUARTER OF SAID SECTION 29, S01°45'05"E, A DISTANCE OF 552.94 FEET TO A POINT ON THE NORTH LINE OF CAMERON STREET AS PLATTED IN THE VILLAGE OF CERESCO;
THENCE ON THE NORTH LINE OF CAMERON STREET, S87°15'06"W, A DISTANCE OF 19.81 FEET TO A POINT ON THE WEST LINE OF THIRD STREET AS PLATTED IN THE VILLAGE OF CERESCO;
THENCE ON THE WEST LINE OF THIRD STREET, S02°03'04"E, A DISTANCE OF 366.06 FEET TO THE NORTHEAST CORNER OF LOT 1, MARTHA ADDITION;
THENCE ON THE NORTH LINE OF SAID LOT 1, S87°56'56"W, A DISTANCE OF 129.85 FEET TO THE POINT OF BEGINNING AND CONTAINING A CALCULATED AREA OF 308,618.72 SQUARE FEET OR 7.08 ACRES.

SURVEYOR'S CERTIFICATE

I, LYLE L. LOTH, A REGISTERED LAND SURVEYOR IN THE STATE OF NEBRASKA, HEREBY CERTIFY THAT THIS SUBDIVISION OF A PORTION OF TRACT A OF TRACT 4, TO BE KNOWN AS "HUNTER ADDITION" WAS MADE BY ME OR UNDER MY DIRECT SUPERVISION; THAT ALL DIMENSIONS SHOWN ARE IN FEET AND DECIMALS OF A FOOT AND ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

ALL MONUMENTS SHOWN THEREON ACTUALLY EXIST AS DESCRIBED OR WILL BE INSTALLED AND THEIR POSITION IS CORRECTLY SHOWN.

SIGNED THIS _____ DAY OF _____ 2020.

LYLE L. LOTH, NEBRASKA L.S. #314
REGA ENGINEERING GROUP, INC.
601 OLD CHENEY ROAD, SUITE A
LINCOLN, NE 68512

REVIEW OF SAUNDERS COUNTY SURVEYOR

THIS FINAL PLAT OF "HUNTER ADDITION", WAS REVIEWED BY THE OFFICE OF SAUNDERS COUNTY SURVEYOR ON THIS

_____ DAY OF _____, 2020.

_____

SAUNDERS COUNTY SURVEYOR

ACCEPTANCE OF THE CERESCO VILLAGE ENGINEER

THIS FINAL PLAT OF "HUNTER ADDITION", WAS REVIEWED AND APPROVED BY THE CERESCO VILLAGE ENGINEER ON THIS

_____ DAY OF _____, 2020.

_____

CERESCO VILLAGE ENGINEER

APPROVAL OF THE PLANNING COMMISSION OF CERESCO, NEBRASKA

THIS FINAL PLAT OF "HUNTER ADDITION", WAS APPROVED BY THE CERESCO PLANNING COMMISSION THIS

_____ DAY OF _____, 2020.

_____

CHAIRPERSON, CERESCO PLANNING COMMISSION

OWNER'S DEDICATION

WE THE UNDERSIGNED, JAMES F. HUNTER III AND MARTHA ANNE WATLAND HUNTER, OWNERS OF THE REAL ESTATE SHOWN DO HEREBY CERTIFY THAT WE HAVE LAID OUT, PLATTED AND SUBDIVIDED, AND DO HEREBY LAY OUT, PLAT AND SUBDIVIDE, SAID REAL ESTATE IN ACCORDANCE WITH THIS PLAT.

THIS SUBDIVISION SHALL BE KNOWN AS "HUNTER ADDITION", AN ADDITION OF THE VILLAGE OF CERESCO, NEBRASKA. ALL STREETS SHOWN AND NOT HERETOFORE DEDICATED ARE HEREBY DEDICATED TO THE PUBLIC UNLESS SPECIFICALLY NOTED HEREIN. OTHER PUBLIC LANDS SHOWN AND NOT HERETOFORE DEDICATED ARE HEREBY RESERVED FOR PUBLIC USE.

CLEAR TITLE TO THE LAND CONTAINED IN THIS PLAT IS GUARANTEED.

THERE ARE STRIPS OF GROUND SHOWN OR DESCRIBED ON THIS PLAT AND MARKED EASEMENT, RESERVED FOR THE USE OF THE PUBLIC UTILITIES AND SUBJECT TO THE PARAMOUNT RIGHT OF UTILITY OR VILLAGE TO INSTALL, REPAIR, REPLACE AND MAINTAIN ITS INSTALLATIONS.

_____ _____
JAMES F. HUNTER III, husband MARTHA ANNE WATLAND HUNTER, wife

ACKNOWLEDGMENT OF NOTARY

STATE OF NEBRASKA)
) SS
COUNTY OF _____)

ON THIS _____ DAY OF _____, 2020, BEFORE ME THE UNDERSIGNED, A NOTARY PUBLIC DULY COMMISSIONED, QUALIFIED FOR AND RESIDING IN SAID COUNTY, PERSONALLY CAME JAMES F. HUNTER III AND MARTHA ANNE WATLAND HUNTER, HUSBAND AND WIFE, TO ME PERSONALLY KNOWN TO BE THE IDENTICAL PERSONS WHOSE NAME IS AFFIXED TO THE DEDICATION OF THE FORGOING PLAT AND ACKNOWLEDGE THE SAME TO BE THEIR VOLUNTARY ACT AND DEED.

MY COMMISSION EXPIRES THE _____ DAY OF _____, _____.

_____
NOTARY PUBLIC

COUNTY TREASURER'S CERTIFICATION

THIS IS TO CERTIFY THAT I FIND NO REGULAR OR SPECIAL TAXES DUE OR DELINQUENT AGAINST THE PROPERTY DESCRIBED AND EMBRACED IN THIS PLAT AS SHOWN BY THE RECORDS OF THIS OFFICE.

_____ _____
COUNTY TREASURER DATE

ACCEPTANCE OF CERESCO VILLAGE BOARD

THIS FINAL PLAT OF "HUNTER ADDITION", WAS APPROVED BY THE VILLAGE BOARD OF THE VILLAGE OF CERESCO, NEBRASKA ON THIS

_____ DAY OF _____, 2020, IN ACCORDANCE WITH THE STATE STATUTES OF NEBRASKA.

(Village of Ceresco SEAL)

_____
CHAIRMAN

ATTEST _____
VILLAGE CLERK

May 7, 2020

LICATION FOR FINAL PLAT
esco, Nebraska

LEGAL DESCRIPTION AND GENERAL LOCATION
A portion of Tract A of Tract 4 in the SW¼ of SE¼, Section 29, T13N, R7E Main + Third Streets

SUBDIVIDER
Name: James + Martha Hunter
Address: PO Box 27
Ceresco, NE 68017

Telephone: (402) 665-2101

OWNER
Name: James + Martha Hunter
Address: PO Box 27
Ceresco, NE 68017

Telephone: (402) 665-2101

VILLAGE USE ONLY
RECEIPT NO: _____
DATE: _____
FINAL PLAT #: _____

FEE PAID $ _____

AGENT (Authorized to act on Subdivider's behalf):
Name: REGA Engineering Group Inc
Address: (Marcia L. Kinning)
601 Old Cheney Road, Suite A
Lincoln, NE 68512
Telephone: (402) 484-7342

ANY OTHER ASSOCIATES:
Name: _____
Address: _____

Telephone: ( ) _____

NAME OF FINAL PLAT: Hunter Addition NUMBER OF LOTS: 21

a. Does the subdivider have any interest in the land surrounding the final plat? Yes X No__.
If yes, please describe the nature of such interest: Subdivider lives in existing residence to the west and the farmland to the west of this application has potential to be subdivided in the future

Will the final plat require any zoning or other action (rezoning, Planned Development, conditional use or vacations) to complete the development? Yes __ No X. If yes please describe the nature of the action: _____

c. The final plat is based upon the preliminary plat for Hunter Addition, approved by the Village Board on _____, 20__, Resolution No. _____

d. Is the final plat consistent with the approved preliminary plat? Yes X No__. If not, please explain the proposed changes and the reasons therefore:

e. Have all the improvements required by the preliminary plat been completed? Yes___ No X (Please check the Planning Commission's letter indicating the approval of the preliminary plat.) If not, which improvements have not been completed:
No improvements have been completed

Applicant'sSignature: _____ Date: _____

FINAL PLAT APPLICANT'S TECHNICAL CHECKLIST

Ceresco, Nebraska

NAME OF FINAL PLAT: Hunter Addition

LOCATION OF SUCH PLAT: Main + Third Streets

REQUIREMENTS OF FINAL PLAT

- [x] Name of subdivision
- [ ] Complete drawing on one sheet if possible
- [x] Drawn in ink or photographed on Mylar
- [ ] Signatures in black opaque ink
- [x] Blank margin of ½ inch and outline
- [x] Scale of one (1) inch equals ten (10) feet or sufficient to show all required information clearly
- [x] Number and total number of sheets - index sheet if more than two sheets
- [x] Boundary of the subdivision shall be indicated
- [x] Vicinity Map

CERTIFICATES AND ACKNOWLEDGMENTS

- [x] Owner's acknowledgment and offer of dedication by all parties having titled interest or lien upon the lands
- [x] Surveyor's certificate with legal description written in meets and bounds
- [x] Planning Commission approval certificate
- [x] Acknowledgment by Notary
- [x] Village Board approval and acceptance certificate
- [x] Certificate of approval by Village Engineer
- [ ] Certification of approval by the Village Enforcement officer, when individual sewage disposal or water systems are to be installed
- [ ] Certification by the Chairman and Village Clerk that plat is approved for recording by County Clerk
- [ ] Certification that the Subdivider has complied with one of the following alternatives:
  - [ ] Improvements have been installed in accordance with requirements of the subdivision ordinance
  - [ ] A security bond or certified check filed with the Village
  - [ ] Subdivision Improvements Agreement along with sufficient surety has been filed
- [ ] All affidavits, certificates, acknowledgments, endorsements, dedications, and notarial seals as are required by Law and the provisions of the zoning ordinance and subdivision regulations.

DATA REQUIRED ON THE FINAL PLAT

- [x] Sufficient data to determine all existing and placed stakes and to locate and retrace all lots, blocks, and parcels, Include:
  - [x] Bearings of lines
  - [x] Radii, arcs and central angles of all curves with dimensions to the nearest second
- [x] All dimensions shall be to the nearest .01 of a foot
- [x] Meets or exceeds the "minimum standards of surveys"
- [x] Location and description of monuments
- [x] Lot numbers, square footage, outlot, block dimensions, and frontage dimensions
- [x] Lot, outlot, and block identification system
- [ ] Areas reserved for public use - must clearly identify which are private and which are public
- [ ] If park land for use of public, must have an outlot letter and be included in the dedication
- [ ] If park land is private, must state so and provide maintenance agreement

FINAL PLAT APPLICANT'S TECHNICAL CHECKLIST (cont.)

Ceresco, Nebraska

- ☐ Purpose for which other than residential lots are dedicated or reserved
- ☒ Minimum building set back lines
- ☒ Locations and names of adjoining subdivisions and streets, adjoining unplatted properties ~~with names and addresses of adjoining owners of unplatted properties.~~
- ☒ Abutting streets, cul-de-sacs and alleys, whether public or private, must include the following:
  - ☒ Location
  - ☒ Names
  - ☒ Centerline
  - ☒ Centerline radius
  - ☒ Length and interior angle of horizontal curves
  - ☒ Tangent length
  - ☐ Right-of-Way and paving widths (according to sub-division regulations, future land use and transportation plans)
- ☒ Location, width and purpose of all easements (according to sub-division regulations)
- ☒ Location and identification of all section corners
- ☒ Total number of lots, outlots, and total number of acres in subdivision
- ☒ Cross-sections, profiles and grades of streets, gutters, curbs and sidewalks; with locations of all "in street utilities" -drawn to Village standards
- ☐ Protective covenants, when required
- ☐ Any interest in the land surrounding the plat
- ☐ Changes in zoning that may have been made

REQUIRED ON EACH STREET

- ☒ Name of Subdivision
- ☒ Scale
- ☒ North arrow and graphic scale
- ☐ Date
- ☒ Sheet number and total number of sheet comprising the subdivision
- ☐ Location of Subdivision (first sheet only)

DOCUMENTS REQUIRED

- ☐ Tax payment status form
- ☐ Special assessment status form
- ☐ Certificates of Title or Title Opinion
- ☐ Private restrictions or covenants, if necessary
- ☐ One (1) reproducible copy and four (4) copies of final plat for review prior to Planning Commission meeting. Other documents, including grading, drainage, utility plan and landscape/tree plan, will need to go to proper agencies and authorities.
  - [ ] Village Engineer
  - [ ] Traffic engineering
  - [ ] Utility Companies
  - [ ] Building and safety
  - [ ] School District
  - [ ] other

FINAL PLAT APPLICANT'S TECHNICAL CHECKLIST (cont.)

Ceresco, Nebraska

ANY OTHER INFORMATION OR COMMENTS RELATED TO THE FINAL PLAT:
(Please use additional sheet if necessary)

Applicant's Signature(s): _____ Date: _____

_____

REGA

ENGINEERING
GROUP, INC.

File No. 181305
May 7, 2020

Joan Lindgren, Village Clerk
Village of Ceresco
217 South 2nd Street
P.O. Box 160
Ceresco, NE 68017

RE: HUNTER ADDITION
FINAL PLAT
Main & Third Streets

Dear Joan,

On behalf of James and Martha Hunter, we are submitting the final plat of Hunter Addition. We request that this application be scheduled onto the next possible Planning Commission meeting.

Hunter Addition contains 7.08 acres and consists of 21 single family lots which is in conformance with the recently approved preliminary plat of Hunter Addition. The construction drawings for the public streets, water, sanitary sewer and storm sewer are also submitted at this time for review.

The subdivision agreement has been modified per the comments during the preliminary plat process. The ownership certificate has been requested from a title company and will be submitted to the Village once received. Using the construction drawings improvement quantities, preliminary costs have been estimated has been submitted showing the total amounts to be posted with an escrow.

We look forward to working with the Village of Ceresco on this application. Please do not hesitate to contact me if you have any questions, comments or need additional information to proceed with this application.

Sincerely,

Marcia L. Kinning
Cc: James and Martha Hunter
Enclosed: Final Plat Application & Checklist
4 Copies Final Plat (18"x24")
10 Copies Final Plat (11"x17")
1 Copy Subdivision Agreement
1 Copy Preliminary Cost Estimate of Improvements
2 Copies Construction Drawings (24"x36")
4 Copies Construction Drawings (11"x17")

PRELIMINARY COST ESTIMATE *#181305*

Responsibility of : James and Martha Hunter

HUNTER ADDITION

PRELIMINARY COST ESTIMATE	UNIT	COST	%	AMOUNT	ESCROW
IMPROVEMENTS					
Water Main	LUMP SUM	$72,890.30	110%	$80,179	$80,180
Sanitary Sewer	LUMP SUM	$142,211.00	110%	$156,432	$156,430
Public Pavement	LUMP SUM	$196,810.00	110%	$216,491	$216,490
Storm Sewer	LUMP SUM	$14,968.00	110%	$16,465	$16,465
Street Lights	LUMP SUM	$20,000.00	110%	$22,000	$22,000
Street Signs	LUMP SUM	$1,350.00	110%	$1,485	$1,485
Permanent Markers	LUMP SUM	$5,000.00	110%	$5,500	$5,500
SUBTOTAL					**$498,550**

4/16/2020

SUBDIVISION AGREEMENT

THIS AGREEMENT is made and entered into by and between **James F. Hunter III and Martha Anne Watland Hunter, husband and wife,** hereinafter called "Subdivider", whether one or more, and the **VILLAGE OF CERESCO, NEBRASKA, a municipal corporation,** hereinafter called "Village".

WHEREAS, Subdivider has made application to Village for permission to subdivide and for approval of the final plat of **Hunter Addition**, a copy of which is attached to this Agreement as Exhibit 'A' (the 'Final Plat'); and

WHEREAS, the Final Plat contains certain provisions requiring an agreement between Subdivider and Village relating to the Final Plat and the development thereof.

NOW, THEREFORE, IN CONSIDERATION of the Village granting permission to plat and approval of the Final Plat of **Hunter Addition,** it is agreed by and between Subdivider and Village as follows:

1. The Subdivider agrees to complete the street paving of the public streets as shown on the Final Plat within two (2) years following the approval of the Final Plat. A temporary turnaround shall not be required at the east and west end of Park Street.

DRAFT

2. The Subdivider agrees to inform the home builder that the installation of concrete sidewalks, along both sides of Hunter Street and Park Street; and the west side of Third Street adjacent to Lot 1, Block 2 as shown in Exhibit 'B' of this agreement, is the responsibility of the home builder with the construction of the building of each individual lot. Seven (7) years from the approval of the this final plat, the Subdivider agrees to install the sidewalk adjacent to those lots that remain in ownership of the Subdivider.
3. The Subdivider agrees to complete the public water distribution system to serve the properties located in the Final Plat within two (2) years following the approval of the Final Plat.
4. The Subdivider agrees to complete the public wastewater collection system to serve the properties located in the Final Plat within two (2) years following the approval of the Final Plat.
5. The Subdivider agrees to complete the enclosed drainage facilities located in the Final Plat within two (2) years following the approval of the Final Plat.
6. The Subdivider agrees to complete the installation of the LED public street lights along Hunter Street and Park Street within the Final Plat within two (2) years following the approval of the Final Plat.
7. The Subdivider agrees to complete the installation of the street name signs within two (2) years following the approval of the Final Plat.
8. The Subdivider agrees to complete the installation of permanent markers prior to construction on or conveyance of any lot within the Final Plat.

DRAFT

9. The Village agrees to install overhead electricity to the lots within the Final Plat once the public wastewater collection system, public water distribution system and paving of the public streets within the Final Plat have been completed.

10. The Subdivider agrees to complete any public and private improvements or facility required by the Village of Ceresco Subdivision Regulations which have not been waived and which inadvertently may have been omitted from the above list of required improvements within four (4) years of the date of this Agreement.

11. This Agreement and all obligations and covenants contained herein of the Subdivider shall run with the land and be binding and obligatory upon the heirs, successors and assigns of Subdivider.

12. This Agreement shall be recorded with the Saunders County Register of Deeds upon the recording of the Final Plat for the Hunter Addition.

13. This Agreement and all obligations of the Subdivider shall apply to the Hunter Addition including all of the lots legally described in Exhibit 'C' to this Agreement.

14. Subdivider guarantees the completion of all improvements as required by Village of Ceresco Subdivision Regulations Sections 7.02, 7.03 and 7.04 and will provide an Agreement for Escrow of Security Fund attached hereto as Exhibit 'D'.

15. An Ownership Certificate for the property included within the Final Plat is attached hereto as Exhibit 'E' to this Agreement.

Dated this _____ day of _____, 20_____.

DRAFT

JAMES F. HUNTER III AND MARTHA ANNE WATLAND HUNTER
husband and wife

James F. Hunter III

Martha Anne Watland Hunter

ATTEST:

VILLAGE OF CERESCO, NEBRASKA

Village Clerk

Chairman

STATE OF NEBRASKA)
) ss.
COUNTY OF SAUNDERS)

The foregoing instrument was acknowledged before me this _____ day of _____, 20__, by James F. Hunter III and Martha Anne Watland Hunter, husband and wife.

Notary Public

STATE OF NEBRASKA)
) ss.
COUNTY OF SAUNDERS)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__,

by _____, Village Board Chairman of the Village of Ceresco, Nebraska.

Notary Public

DRAFT

EXHIBIT 'A'

HUNTER ADDITION

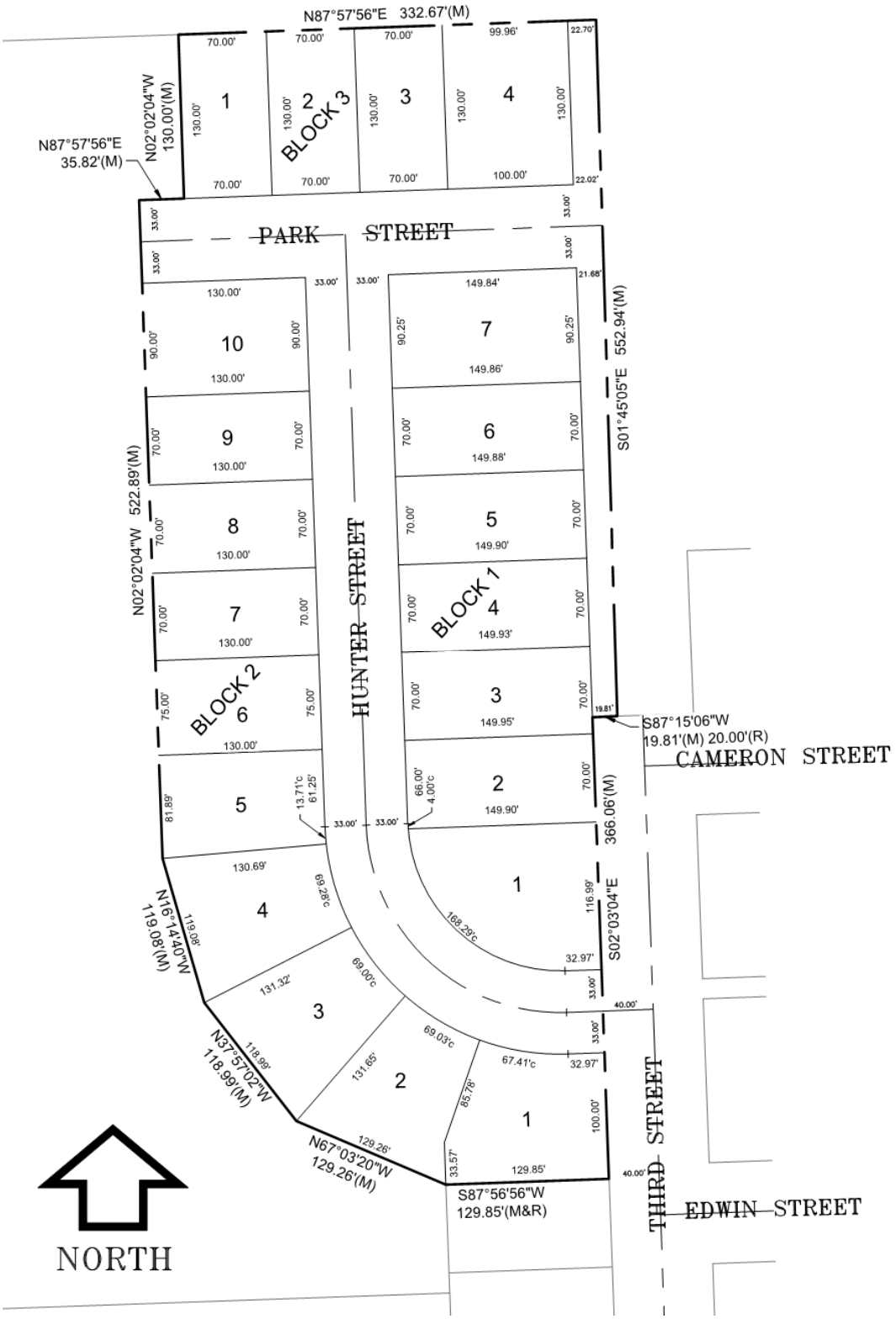


EXHIBIT 'B'

SIDEWALK EXHIBIT

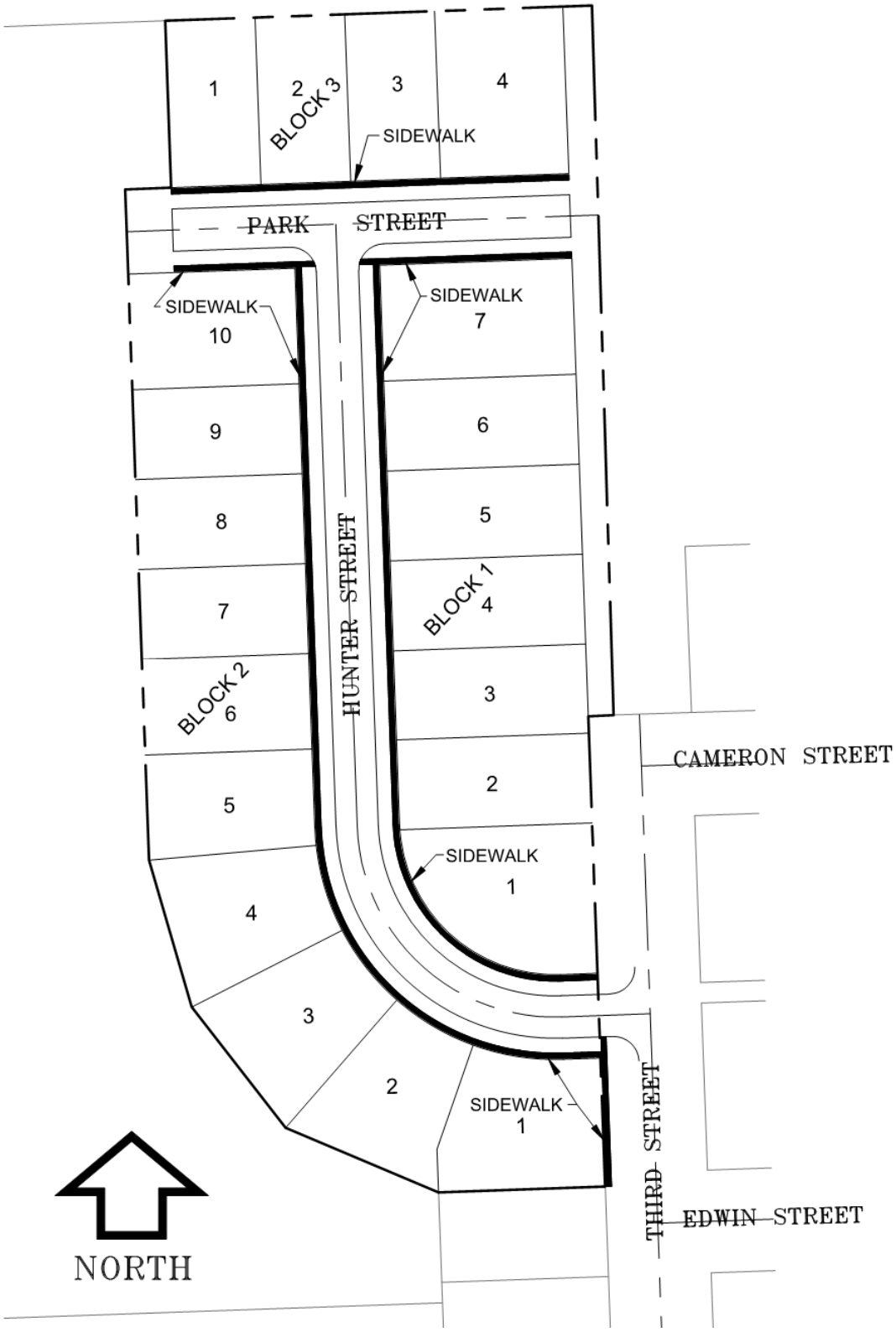


EXHIBIT 'C'

Legal Description of Lots

HUNTER ADDITION
FINAL PLAT

Block 1
- Lot 1
- Lot 2
- Lot 3
- Lot 4
- Lot 5
- Lot 6
- Lot 7

Block 2
- Lot 1
- Lot 2
- Lot 3
- Lot 4
- Lot 5
- Lot 6
- Lot 7
- Lot 8
- Lot 9
- Lot 10

Block 3
- Lot 1
- Lot 2
- Lot 3
- Lot 4

DRAFT

EXHIBIT 'D'

HUNTER ADDITION
FINAL PLAT
AGREEMENT FOR ESCROW OF SECURITY FUND

WHEREAS, before any final plat may be approved, the required improvements must have been installed or a performance bond, escrow or security agreement must be furnished to the Village to guarantee the installation of the required improvements which may be installed within a subdivision; and

WHEREAS, James F. Hunter III and Martha Anne Watland Hunter, husband and wife, hereinafter called "Permittee," has made application to the Village for permission to construct and/or install public improvements consisting of:

Improvement

Street Paving
Water Distribution System
Wastewater Distribution System
Drainage Facilities
Street Lights
Street Name Signs
Permanent Markers

within the final plat of Hunter Addition, an addition to the Village of Ceresco, Lancaster County, Nebraska and guarantee the same by placing funds in an escrow account as security for performance of said construction.

NOW, THEREFORE, IT IS AGREED by and between Permittee, and the Village of Ceresco, Nebraska, a municipal corporation, hereinafter called the "Village," as follows:

1. That prior to approval of the aforesaid final plat, Permittee shall either deposit the sum of _____ _____ Dollars ($_____) with _____(Bank) as escrow agent for the Village, or obtain a loan of immediately payable funds from _____ (Bank) in said amount and irrevocably pledge and assign said funds to_____(Bank) as escrow agent for the Village, the same to be held in escrow as security to guarantee the construction of the aforesaid improvements within said final plat.

2. The said escrow fund shall be allocated to the above-specified improvements in said final plat as follows:

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Improvement	Amount (110% of estimated cost)
Street Paving	$ 216,490.00
Water Distribution System	$ 80,180.00
Wastewater Distribution System	$ 156,430.00
Drainage Facilities	$ 16,465.00
Street Lights	$ 22,000.00
Street Name Signs	$ 1,485.00
Permanent Markers	$ 5,500.00

Said escrow fund shall NOT be automatically transferred and allocated to the specified improvements to the extent such improvements are required to be installed in a subsequent final plat involving any portion of the property within this final plat ("replat").

3. The funds designated for any one improvement listed above may be released from escrow only as authorized by the Village Administrator or other Village designee. The Village Administrator or other Village designee shall authorize _____(Bank) to release funds according to the following:

Whenever twenty-five, fifty or seventy-five percent or more of the value of any paving, water, sanitary sewer or drainage facilities improvement within the final plat has been completed in accordance with the approved construction plans, and the percentage of completion has been certified by Permittee's registered professional engineer to the Village, the amount of the funds required as security for said improvement shall be reduced by twenty-five, fifty or seventy-five percent, respectively; provided that such reduction does not reduce the amount of funds held in escrow for said improvement to an amount less than one hundred percent (110%) of the estimated cost of the work remaining to be completed under the approved construction plans. Final escrow releases will be submitted as follows;

a. Final paving releases will be submitted when 100% of the paving work has been completed under the construction plans. Compaction, air and slump, yield, and proof rolling tests are required to be completed by the Permittee's registered professional engineer, before the final release will be approved.
b. Final water releases will be submitted when 100% of the water work has been completed under the construction plans. Once the coliform tests have been completed and approved, the final release will be approved.
c. Final sanitary sewer releases will be submitted when 100% of the sewer work has been completed under the construction plans. Once the pressure tests and video of the sewer have been submitted and accepted, the final release will be approved.
d. Final drainage facilities releases will be submitted and approved when 100% of the drainage facilities work has been completed under the construction plans. One hundred percent (100%) will be released when the work has been completed to the satisfaction of the Village.
e. Street lighting releases will be submitted when 100% of the street lighting work has been completed under the construction plans. One hundred percent (100%) will be released when the work has been completed to the satisfaction of the Village.
f. Street name signs releases will be submitted when 100% of the street name signs have been installed under the construction plans. One hundred percent (100%) will be released when the work has been completed to the satisfaction of the Village.
g. Permanent markers releases will be submitted when 100% of the lot staking work has been completed under the construction plans. One hundred percent (100%) will be released when the work has been completed to the satisfaction of the Village.

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In the event any or all of the aforesaid improvements are not completed to the satisfaction of the Village by the completion dates listed in the conditions of approval for said final plat or replat to do said construction, whichever is earlier, then and in that event _____(Bank) upon written request from the Village, shall pay to the Village the total amount of funds designated for each of the aforesaid improvements which shall not have been completed on said date or the amount of funds necessary to complete construction thereof, whichever is the lesser, and the Village shall utilize said funds released by _____(Bank) to complete the improvements.

4. This Agreement shall be contingent upon its execution by the parties hereto, the pledge and assignment of the required security funds with _____(Bank) as escrow agent for the Village, and the acceptance of this Agreement by said escrow agent.

5. Permittee agrees to pay any and all fees charged by _____ (Bank) as escrow agent for the Village under the terms of this Agreement.

6. _____(Bank) shall be liable as a depository only.

7. Upon deposit of the security fund as provided in this Agreement, the Village agrees to waive the requirement that Permittee post performance bonds for completion of the aforesaid improvements.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed this _____ day of _____, 20_____.

"**Permittee**"

JAMES F. HUNTER III AND MARTHA ANNE WATLAND HUNTER, husband and wife

By:_____ _____
James F. Hunter III, husband Martha Anne Watland Hunter, wife

"**Village**"

ATTEST: VILLAGE OF CERESCO, NEBRASKA,

_____ By:_____
Village Clerk Chairman

Approved:

_____
Village Attorney

DRAFT

ACCEPTANCE OF ESCROW AGREEMENT

_____(Bank) hereby agrees to the terms and instruction listed above and acknowledges that it has accepted a deposit of Four Hundred Ninety-eight Thousand Five Hundred Fifty Dollars ($498,550.00) or an irrevocable pledge and assignment of immediately payable funds in said amount from James F. Hunter III and Martha Anne Watland Hunter (Permittee) to be held in escrow (Note No. _____) by _____(Bank) as escrow agent for the Village of Ceresco, Nebraska, a municipal corporation, to ensure construction of the improvements listed in the above and foregoing Agreement and further agrees not to release any of said monies or irrevocable pledges held by _____(Bank) to secure construction of said improvements until it has received written authorization from the Village of Ceresco in accordance with the foregoing Agreement.

Dated this _____ day of _____, 20_____.

Attest:

Bank: _____

Address: _____

_____

_____

By:_____

Name:_____

Title:_____

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EXHIBIT 'E'

DRAFT

Dean Dairy 2020-21 Dairy Bid

May 20

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DairyPure TruMoo

Le Mars Office
1345 12th Ave SW
Le Mars, IA 51031

DFA Dairy Farmers of America · Dean Foods

Bill To: 172899
RAYMOND CENTRAL PUBLIC

Dean Dairy would like the opportunity to bid on your schools dairy program for the upcoming 20-21 school year. Please see the below bid prices quoted for the month printed in the top right corner. **If you have any questions regarding the bid, please contact Debra Carlson at: Email: debra_carlson@deanfoods.com - Phone:** 712-548-2200 **- Fax: 712-548-5809**

Milk	Carton	Item #	Escalator
8oz LOL DairyPure Whole	Paper	56969	
8oz LOL DairyPure 2%	Paper	56986	
8oz LOL DairyPure 1%	Paper	56982	0.2220
8oz LOL DairyPure Skim	Paper	56984	0.2190
8oz TM 1% Chocolate (Squat - 48 per case)	Paper	47284	0.2350
8oz TM Fat Free Chocolate	Paper	45837	0.2300
8oz TM Fat Free Strawberry	Paper	46073	0.2300
Gallon LOL DairyPure Whole	Plastic	56826	
Gallon LOL DairyPure 2%	Plastic	56832	
Gallon LOL DairyPure 1%	Plastic	56840	
Gallon LOL DairyPure Fat Free Skim	Plastic	56836	
Half Gallon LOL DairyPure 2%	Plastic	56923	
Quart LOL DariyPure Buttermilk	Paper	58759	

Other	Carton	Item #	Escalator
Gallon Orchard Pure Orange Juice	Plastic	57741	3.6728
Half Gallon Orchard Pure Orange Juice	Plastic	57739	2.1009
12oz Orchard Pure 100% Orange Juice	Plastic	56683	0.9700
12oz LOL 100% Apple Juice	Plastic	29135	0.9700
8oz LOL Orange Juice	Paper	13165	0.3067
4oz -100% Juice: Orange, Apple, Fruit Punch & Grape	Plastic - Foil Top	54952	0.2150
5LB LOL Cottage Cheese 4%	Plastic Tub	11653	7.0054
5LB LOL Cottage Cheese 2%	Plastic Tub	11654	7.1709
5LB LOL Sour Cream Reg	Plastic Tub	11573	5.8410
5LB LOL Sour Cream Lite	Plastic Tub	54017	6.2880
1oz LOL Sour Cream Reg	Paper Packet	54152	10.0739
5LB LOL Yogurt Low Fat Strawberry	Plastic Tub	42701	8.0401
24oz LOL Yogurt Fat Free (All Flavors)	Plastic Tub	12832	2.3880
6oz LOL Yogurt-Low Fat and Fat Free (All Flavors)	Plastic Cup	12827	0.6251
HG DP Lactose Free ESL Skim (other fat levels avail.)	Paper	56745	4.0462
Dzn Large Eggs (15dzn per case - sold by full cases only)	Paper Carton	3707	2.5900
Half Gallon LOL IC Mix 5% Van and Choc	Plastic	37968	3.1922
14oz Dairy Pure /TruMoo Milk *Flavors: White: VD, 2%, Choc VD, Choc 1%*	Plastic	56781	0.9900
14oz TruMoo 1% Protein (Van-Choc)	Plastic	51059	1.3200

Please fill in the below information, sign and return via mail, e-mail or fax along with any other competitive bids and a 20 /21 school calendar .

TRU MOO - No High Fructose Corn Syrup, No Artificial Growth Hormones and No GMO Ingredients!

We Accept (Please circle one) **We Decline**

First Day of School:

Name of Kitchen/Food Service Director:

Phone #:

Email:

Signature:

Ship To's: * Delivery Days and Times to be Determined*

173942 RAYMOND PUB.SCHOOL-CERESC
173985 RAYMOND PUB.SCHOOL-RAYMON
173980 RAYMOND PUB.SCHOOL-VALPAR

No Acceptance of Standard Terms and Conditions: Notwithstanding any terms or conditions contained or referenced in this RFP, each response and submission relating to this RFP shall be subject to the condition that all terms and conditions relating to any resulting business relationship must be separately negotiated and agreed upon in a written agreement executed by both parties, which written agreement shall represent the entire and exclusive understanding and agreement between the parties as to the applicable business.



Produced & Distributed by Dean Foods.

Fluid Milk Escalator /De-escalator Clause

Future price adjustments will be predicated on the following escalator/de-escalator formula for fluid milk taking into consideration Federal Milk Market monthly changes in the cost of skim milk and butterfat. Expenses including fuel, energy, packaging and ingredients will also be included in monthly changes and will be communicated as to what these expenses include.

SKIM MILK:

- For each $.10/cwt increase or decrease in the cost of skim milk, prices will adjust respectively as follows on all fat levels.

5 Gallon - .0430 per 5 Gallon
Gallon - .0086 per Gallon
8 oz. - .00054 per 8 oz.

BUTTERFAT:

- For each $.10 increase or decrease in the cost of butterfat, prices will adjust respectively as follows by various fat levels.

Item	Whole (3.25%)	2%	1%	Fat Free
5 Gallon	.1395/5 Gal	.086/5 Gal	.043/5 Gal	.0045/5 Gal
Gallon	.0279/Gal	.0172/Gal	.0086/Gal	.0009/Gal
8 Oz	.0017/8 Oz	.0011/8 Oz	.0005/8 Oz	.0001/8 Oz

- **Monthly per unit adjustments will reflect a combination of the changes in skim milk and butterfat, and expenses (fuel, packaging, ingredients, resin, energy, etc.).**

- This escalator/de-escalator formula applies to all fluid milk items.

Non Fluid Milk Items

Prices bid on products other than fluid milk are for one month only, and will automatically renew at the quoted price, unless Dean Foods advises you of our intent to change the price as a result of a significant supplier price change.

SUSPENSION AND DEBARMENT CERTIFICATION

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions

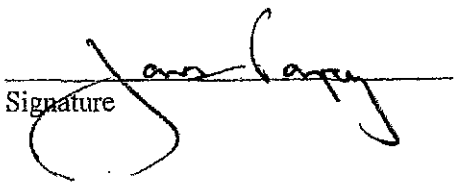
This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated. (BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS BELOW)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Dean Foods
Vendor Organization Name

Jim Tarpey-Retail Account Manager
Vendor Authorized Representative



Signature

Raymond Central Public Schools
1800 West Agnew Road
Raymond, Ne. 68428
Dear Dr. Derrick Joel,

Hiland Dairy is pleased to submit for your consideration the following quote for Dairy Products for the 2020-2021 school year,

Half Pint 1% Chocolate	.2220
Half Pint 1%	.2150
Half Pint Skim	.2000
Half Pint Strawberry	.2220

Escalating/De-escalating Bid

Accepted ☐
Declined ☐

Please submit form to
Michael Poulsen c/o Hiland Dairy
5220 NW 38th St.
Lincoln, Ne. 68524

Fax (402)470-2425

This is an escalating/de-escalating bid on all items. Please see attached clause for monthly cost adjustment factors. When a decision has been reached based on this bid, kindly mail/fax any competitive bids along with this form. Thank you.

Signed;_____

First Delivery: _____

If possible please include a 2020-2021 calendar.

Sincerely,

Michael Poulsen
Lincoln Branch Sales Manager
Hiland Dairy

Milk Escalator / De-Escalator Pricing Clause (DFA Supplied)

The pricing quoted is based on **June's 2020** Federal Milk Marketing Order for Class I Skim and Class I Butterfat. This pricing is subject to change as the cost of raw milk changes each month according to the USDA Federal Milk Market Price Announcements and Dairy Farmers of America.

The cost of milk fluctuates up and down each month based on the cost changes in raw milk. Changes of a minimum of $.10 per CWT (up or down) will move the cost of a half pint $ .00054.

Prices will also be adjusted up or down based on cost changes in packaging, ingredients, labor, fuel, juice concentrate, re-sale products (ex. Tropicana, Sport Shake), etc. Supporting documentation will be supplied upon request.

All price changes will become effective on the 1st day of the month following the price announcement.

CERTIFICATE OF NON-COLLUSION/INDEPENDENT PRICE DETERMINATION

The undersigned certifies that the preparation and submission of the attached bid have been conducted independently, without consultation, communication, or agreement with any other bidder or potential bidder and that there will be no consultation, communication, or agreement on the price, terms, and conditions of this bid by or on behalf of Hiland Dairy Foods Co., LLC with any other bidder or potential bidder prior to the official opening of the bid.

Date: June 2, 2020

Hiland Dairy Foods Co., LLC

Rick Beaman

Rick Beaman
General Sales Manager

Hiland DAIRY FOODS

1133 E. Kearney • P.O. Box 2270 • Springfield, MO • 65801-2270 • (417) 862-9311

Valued Customer;

Your business means the world to us. That's why we want to do our part to keep our world and environment safe. In support of our Green Initiative one of the most significant ways we can make a difference is to transition to electronic billing statements.

The transition is seamless and free of charge. If you would like to receive your statements via email, please provide the following information to:

RMerwald@Hilanddairy.com

Customer Number:
Business Name:
Accounts Payable Contact:
Phone Number:
Email address:

If you have any questions or I can assist you in the process, please feel free to contact me at the number below.

Sincerely,

Don Dishman
417-862-9311 ext. 10140
ddishman@hilanddairy.com

May 17, 2020

Dr. Derrick Joel
Superintendent
1800 W. Agnew Road
Raymond, NE 68428

Dr. Joel:

Please accept this letter as my formal resignation from my elementary teaching and junior high volleyball positions here at Raymond Central Public Schools.

It has been an honor to have been given the chance to start my teaching career here 14 years ago. I will be moving to Iowa to be closer to family. I will forever cherish the memories that I have made here at Raymond Central.

Respectfully yours,

Barb Schiefen

HOT LUNCH PRICE COMPARISON

	LUNCH PRICES				BREAKFAST PRICES				MILK
	ELEMENTARY	SECONDARY	REDUCED	ADULT	ELEMENTARY	SECONDARY	REDUCED	ADULT	PRICES
2007-2008	$1.95	$2.10	$0.40	$2.90	$0.90	$0.00	$0.30	$1.40	$0.25
2008-2009	$2.00	$2.15	$0.40	$3.00	$0.95	$0.00	$0.30	$1.45	$0.30
2009-2010	$2.10	$2.25	$0.40	$3.10	$1.05	$0.00	$0.30	$1.55	$0.30
2010-2011	$2.10	$2.25	$0.40	$3.10	$1.05	$0.00	$0.30	$1.55	$0.30
2011-2012	$2.15	$2.30	$0.40	$3.10	$1.10	$0.00	$0.30	$1.55	$0.30
2012-2013	$2.15	$2.30	$0.40	$3.10	$1.30	$0.00	$0.30	$1.55	$0.40
2013-2014	$2.25	$2.40	$0.40	$3.25	$1.35	$0.00	$0.30	$1.60	$0.45
2014-2015	$2.35	$2.50	$0.40	$3.30	$1.40	$0.00	$0.30	$1.65	$0.45
2015-2016	$2.45	$2.60	$0.40	$3.40	$1.50	$0.00	$0.30	$1.75	$0.45
2016-2017	$2.55	$2.70	$0.40	$3.40	$1.55	$0.00	$0.30	$1.80	$0.45
2017-2018	$2.60	$2.75	$0.40	$3.55	$1.60	$1.60	$0.30	$2.15	$0.45
2018-2019	$2.65	$2.80	$0.40	$3.60	$1.65	$1.65	$0.30	$2.20	$0.50
2019-2020	$2.65	$2.80	$0.40	$3.60	$1.65	$1.65	$0.30	$2.20	$0.50
2020-2021	$2.65	$2.80	$0.40	$3.60	$1.65	$1.65	$0.30	$2.20	$0.50

$9e2f7b5b165f$sxj50sua.jzm.f12afaa9-fa94-4481-8956-1b36d80f6b3d.914.b3af320e-9eae-442f-9ba2-a099236e0816.xlsx

HOT LUNCH PRICE COMPARISON

	LUNCH PRICES		LUNCH PRICES		BREAKFAST PRICES		BREAKFAST PRICES		MILK
	ELEMENTARY	SECONDARY	REDUCED	ADULT	ELEMENTARY	SECONDARY	REDUCED	ADULT	PRICES
1999-2000	$1.45	$1.55	$0.40	$2.50	$0.50	$0.00	$0.30	$1.00	
2000-2001	$1.45	$1.55	$0.40	$2.50	$0.50	$0.00	$0.30	$1.00	
2001-2002	$1.45	$1.55	$0.40	$2.50	$0.50	$0.00	$0.30	$1.00	
2002-2003	$1.55	$1.70	$0.40	$2.50	$0.60	$0.00	$0.30	$1.00	
2003-2004	$1.55	$1.70	$0.40	$2.50	$0.65	$0.00	$0.30	$1.15	
2004-2005	$1.70	$1.85	$0.40	$2.65	$0.65	$0.00	$0.30	$1.15	
2005-2006	$1.70	$1.85	$0.40	$2.65	$0.65	$0.00	$0.30	$1.15	
2006-2007	$1.80	$1.95	$0.40	$2.75	$0.75	$0.00	$0.30	$1.25	
2007-2008	$1.95	$2.10	$0.40	$2.90	$0.90	$0.00	$0.30	$1.40	$0.25
2008-2009	$2.00	$2.15	$0.40	$3.00	$0.95	$0.00	$0.30	$1.45	$0.30
2009-2010	$2.10	$2.25	$0.40	$3.10	$1.05	$0.00	$0.30	$1.55	$0.30
2010-2011	$2.10	$2.25	$0.40	$3.10	$1.05	$0.00	$0.30	$1.55	$0.30
2011-2012	$2.15	$2.30	$0.40	$3.10	$1.10	$0.00	$0.30	$1.55	$0.30
2012-2013	$2.15	$2.30	$0.40	$3.10	$1.30	$0.00	$0.30	$1.55	$0.40
2013-2014	$2.25	$2.40	$0.40	$3.25	$1.35	$0.00	$0.30	$1.60	$0.45
2014-2015	$2.35	$2.50	$0.40	$3.30	$1.40	$0.00	$0.30	$1.65	$0.45
2015-2016	$2.45	$2.60	$0.40	$3.40	$1.50	$0.00	$0.30	$1.75	$0.45
2016-2017	$2.55	$2.70	$0.40	$3.40	$1.55	$0.00	$0.30	$1.80	$0.45
2017-2018	$2.60	$2.75	$0.40	$3.45	$1.60	$1.60	$0.30	$1.85	$0.45
2018-2019									

RAYMOND CENTRAL PUBLIC SCHOOLS
FINANCIAL REPORT TO THE BOARD OF EDUCATION
POOLED CASH - BANK RECONCILIATION
June 30, 2020

	6/01/2020 Thru 6/30/2020	6/01/2019 Thru 6/30/2019
Book Balance - Beginning of month	$ 3,850,921.17	$ 3,254,513.80
Total Receipts	$ 451,750.08	$ 419,337.43
Total Disbursements	$ (711,037.44)	$ (688,115.44)
Actual Book Balance - End of Month	$ 3,591,633.81	$ 2,985,735.79
Bank Balance - Beginning of month	$ 3,934,420.11	$ 3,341,443.56
Deposits	$ 450,401.17	$ 418,112.59
Interest	$ 1,348.91	$ 1,482.47
Total Receipts	$ 4,386,170.19	$ 3,761,038.62
Total Warrants	$ (660,627.44)	$ (682,761.16)
	a	
Bank Balance - End of Month	$ 3,725,542.75	$ 3,078,277.46
Plus Outstanding Deposits	$ -	$ -
Less Outstanding Checks	$ (133,908.94)	$ (92,541.67)
Reconciled Bank Balance - End of month	$ 3,591,633.81	$ 2,985,735.79

RAYMOND CENTRAL PUBLIC SCHOOL

FINANCIAL STATEMENT - JULY 1, 2020

GENERAL FUND

Cash Balance - June 1, 2020		$3,850,921.17
June Receipts		$450,401.17
June Interest Earned		$1,348.91
	Total June Receipts	$4,302,671.25
June Disbursements		$711,037.44
	Cash Balance - July 1, 2020	$3,591,633.81

LUNCH FUND

Cash Balance - June 1, 2020		$134,061.64
Deposits		$255.33
ALA Carte, Milk, Kdg Milk, Snack & Other		$0.00
Federal Reimbursement		$20,486.76
State Reimbursement		$0.00
Transfer from General Fund		$0.00
Interest Earned on NOW Account		$18.66
	Total June Receipts	$154,822.39
Salaries		15,692.93
Other Purchases		$1,620.05
	Total June Disbursements	$17,312.98
	Cash Balance - July 1, 2020	$137,509.41

SINKING FUND

Cash Balance - June 1, 2020		$904,482.36
June Receipts		$1,435,136.68
June Interest Earned		$624.44
	Total June Receipts	$2,340,243.48
June Disbursements		$746,250.00
	Cash Balance - July 1, 2020	$1,593,993.48
Certificate of Deposit + Interest		$548,073.55
	Cash Balance - July 1, 2020	$2,142,067.03

BOND FUND

Cash Balance - June 1, 2020		$7,282.94
June Receipts		$391.04
June Interest Earned		$0.33
	Total June Receipts	$7,674.31
June Disbursements		$0.00
	Cash Balance - July 1, 2020	$7,674.31

DEPRECIATION FUND

Cash Balance - June 1, 2020		$1,015,060.50
June Receipts		$0.00
June Interest Earned		$889.91
	Total June Receipts	$1,015,950.41
June Disbursements		$0.00
	Cash Balance - July 1, 2020	$1,015,950.41
Certificate of Deposit + Interest		$622,354.76
	Cash Balance - July 1, 2020	$1,638,305.17

QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

Cash Balance - June 1, 2020		$10,460.72
June Receipts		$0.00
June Interest Earned		$0.92
	Total June Receipts	$10,461.64
June Disbursements		$0.00
	Cash Balance - July 1, 2020	$10,461.64

HIGH SCHOOL BOND FUND

Cash Balance - June 1, 2020		$599,157.81
June Receipts		$93,606.07
June Interest Earned		$200.10
	Total June Receipts	$692,963.98
June Disbursements		$31,831.65
	Cash Balance - July 1, 2020	$661,132.33

EMPLOYEE BENEFIT FUND - UNEMPLOYMENT

Cash Balance - June 1, 2020		$37,276.27
June Receipts		$0.00
June Interest Earned		$3.26
	Total June Receipts	$37,279.53
June Disbursements		$0.00
	Cash Balance - July 1, 2020	$37,279.53
Certificate of Deposit + Interest		$16,045.78
	Cash Balance - July 1, 2020	$53,325.31

TAXES - 2019-2020

Taxes Budgeted	$7,350,000.00
Taxes Received	$5,803,735.92
Balance	$1,546,264.08

JUNE 2020 RECEIPTS & DISBURSEMENTS

JUNE 1, 2020 BANK BALANCE		3,850,921.17
LANCASTER COUNTY TREASURER		
TAXES	24,906.05	
MOTOR VEHICLE TAXES	14,382.62	
FINES & FEES	618.04	
HOMESTEAD EXEMPTION	16,048.92	
SAUNDERS COUNTY TREAASURER		
TAXES	171,802.17	
MOTOR VEHICLE TAXES	11,246.92	
FINES & FEES	1,225.00	
HOMESTEAD EXEMPTION	16,572.17	
SEWARD COUNTY TREASURER		
TAXES	30,619.81	
MOTOR VEHICLE TAXES	446.05	
FINES & FEES	28.00	
HOMESTEAD EXEMPTION	263.45	
BUTLER COUNTY TREASURER		
MOTOR VEHICLE TAXES	0.41	
FINES & FEES	14.41	
STATE OF NEBRASKA		
STATE AID	46,688.00	
SPED SCHOOL AGE	96,912.00	
MEDICAID - CFDA	673.23	
MEDICAID DIRECT SERVICE	453.69	
RCPS HOT LUNCH FUND		
JUNE EXPENSES	17,312.42	
SALE OF PROPERTY		
ALTER METAL RECYCLING	184.80	
OAK CREEK VALLEY BANK		
GENERAL FUND INTEREST - JUNE	1,348.91	
IMPREST INTEREST - JUNE	3.01	
TOTAL JUNE RECEIPTS		451,750.08
TOTAL RECEIPTS		4,302,671.25
JUNE DISBURSEMENTS		711,037.44
JULY 1, 2020 BANK BALANCE		3,591,633.81

WE RECEIVED A TOTAL OF $5,803,735.92 IN PROPERTY TAXES FOR YEAR TO DATE.

June	Percent of Year Completed		83.00%			
RECEIPTS 2019-2020 ACCOUNT	2019-2020 ANTICIPATED	M-T-D RECEIVED 2019-2020	Y-T-D RECEIVED 2019-2020	Y-T-D RECEIVED 2018-2019	Year To Date % Received 2019-2020	Year To Date % Received 2018-2019
Property Taxes	$7,350,000.00	$227,328.03	$5,803,735.92	$5,648,118.92	78.96%	76.95%
Motor Vehicle Tax	$445,000.00	$26,076.00	$374,413.09	$374,462.08	84.14%	86.28%
Carline Taxes	$3,500.00	$0.00	$3,015.16	$4,551.86	86.15%	130.05%
Other Tuition	$0.00	$0.00	$0.00	$0.00		
Interest	$4,779.00	$1,351.92	$8,209.18	$0.00	171.78%	0.00%
Local License Fees	$1,000.00	$0.00	$1,830.00	$11,115.43	183.00%	741.03%
Other Local Receipts(Pre-School)	$9,000.00	$0.00	$7,165.67	$1,020.00	79.62%	11.33%
Fines & License Fees	$40,000.00	$1,885.45	$30,044.82	$9,913.61	75.11%	30.98%
ESU Receipts	$0.00	$0.00	$0.00	$33,954.05		
State Aid	$466,898.00	$46,688.00	$466,898.00	$678.65	100.00%	0.49%
Special Education	$300,000.00	$96,912.00	$490,952.00	$138,696.42	163.65%	46.23%
Special Education Transportation	$3,000.00	$0.00	$19,812.00	$424,171.00	660.40%	8483.42%
Homestead Exemption	$0.00	$32,884.54	$130,821.11	$3,333.00		
Payments for High Ability Learners	$6,221.00	$0.00	$6,569.00	$124,279.85	105.59%	1930.71%
Pro-Rate Motor Vehicles	$13,000.00	$0.00	$13,301.77	$6,221.00	102.32%	47.85%
State Apportionment	$100,000.00	$0.00	$136,925.19	$12,153.52	136.93%	12.15%
Relief to Property Tax Payers	$0.00	$0.00	$358,992.78	$116,677.95		
Contracted Teacher Services	$0.00	$0.00	$0.00	$286,482.06		
Other State Receipts	$0.00	$0.00	$42,000.00	$0.00		
Personal Property Tax Credit	$0.00	$0.00	$10,056.71	$0.00		
Title II, Part A ESSA (NCLB)	$12,974.00	$0.00	$15,077.00	$13,453.63	116.21%	90.24%
Other Federal Receipts	$0.00	$0.00	$0.00	$13,369.00		
Preschool SPED	$0.00	$0.00	$0.00	$40,000.00		40.00%
SPED IDEA Grant	$124,987.00	$0.00	$89,089.00	$34,432.00	71.28%	
Title I Funds	$43,934.00	$0.00	$31,601.00	$0.00	71.93%	0.00%
Public Water System Grant	$0.00	$0.00	$0.00	$31,875.00		
R.E.A.P. Grant	$0.00	$0.00	$0.00	$6,012.90		
Carl Perkins	$500.00	$0.00	$2,295.00	$38,238.24	459.00%	
Ag Land Property Credit	$0.00	$0.00	$112,794.10	$0.00		
Insurance Adjustments	$0.00	$0.00	$924.00	$101,446.35		
Sale of Property	$100.00	$184.80	$576.40	$5,230.00	576.40%	5230.00%
MIPS-Medicaid in Public Schools	$0.00	$1,126.92	$3,945.84	$2,975.18		
Other Non-Revenue Receipts	$100.00	$0.00	$245.00	$27,152.87	245.00%	27152.87%
Cash Balance Dissolved/Merged Districts	$0.00	$0.00	$1.65	-$10.14		
Balance Non-Resident HS Tuition	$0.00	$0.00	$0.00	$0.00		
TOTAL	$8,924,993.00	$434,437.66	$8,161,291.39	$7,510,004.43	91.44%	86.55%
DISBURSEMENTS 2019-2020 CATEGORY	2019-2020 BUDGET	M-T-D DISBURSED 2019-2020	Y-T-D DISBURSED 2019-2020	Y-T-D DISBURSED 2018-2019	Year To Date % Disbursed 2019-2020	Year To Date % Disbursed 2018-2019
Instructional Services	$4,593,420.00	$340,575.03	$3,476,260.82	$3,017,897.73	75.68%	72.41%
Special Education	$1,605,803.00	$136,640.23	$1,056,326.42	$966,446.81	65.78%	64.77%
Guidance	$223,588.00	$19,494.60	$139,720.57	$122,911.57	62.49%	66.87%
Safety & Security	$20,848.00	$2,050.00	$20,190.42	$15,848.00	96.85%	100.00%
Activities	$125,186.00	$73.72	$59,421.86	$238,058.29	47.47%	72.38%
Media, Audio Visual, Technology	$514,687.00	$32,959.73	$338,618.10	$345,383.75	65.79%	74.00%
General Administration	$457,973.00	$40,206.83	$385,328.36	$266,434.14	84.14%	75.80%
School Administration	$576,624.00	$43,888.08	$432,402.20	$403,711.43	74.99%	67.73%
Business	$298,953.00	$7,143.92	$52,108.47	$66,499.51	17.43%	18.23%
Operation of Plant	$798,030.00	$40,685.00	$465,699.22	$457,186.99	58.36%	58.70%
Maintenance of Plant	$608,815.00	$20,530.37	$260,489.15	$224,235.13	42.79%	36.73%
Pupil Transportation	$530,415.00	$4,039.46	$212,236.74	$314,027.50	40.01%	60.84%
Grants	$55,474.00	$5,343.05	$53,813.78	$137,176.45	97.01%	109.96%
Transfers	$10,000.00	$0.00	$0.00	$0.00	0.00%	0.00%
TOTAL	$10,419,816.00	$693,630.02	$6,952,616.11	$6,575,817.30	66.72%	65.12%

RAYMOND CENTRAL PUBLIC SCHOOLS
June 2020 - Activities Account Balances

Activity Name	Beginning Balance	Receipts	Checks	Adjustments	Ending Balance
Annual	7,099.29	150.00	0.00	0.00	7,249.29
AP Funds	35,195.29	570.00	-200.00	0.00	35,965.29
Athletics	120,121.47	11,360.84	1,815.81	18.16	129,684.66
Band	288.63	0.00	0.00	0.00	288.63
Band Trip	10,669.76	0.00	0.00	0.00	10,669.76
Baseball	-132.00	0.00	0.00	0.00	-132.00
Boys BB	3,135.69	421.73	0.00	0.00	3,557.42
Ceresco Book Fair	166.68	0.00	0.00	0.00	166.68
Ceresco Box Tops	287.59	60.00	0.00	0.00	347.59
Ceresco Field Trips	2,994.32	0.00	0.00	0.00	2,994.32
Ceresco Playground	1,462.75	0.00	0.00	0.00	1,462.75
Ceresco Pop	113.60	0.00	0.00	0.00	113.60
Cheerleaders	5,917.33	1,796.23	6,058.84	0.00	1,654.72
Choir	14,171.91	0.00	0.00	0.00	14,171.91
Class 2020	30.01	0.00	0.00	0.00	30.01
Class 2021	1,147.69	0.00	0.00	0.00	1,147.69
Class 2022	458.21	0.00	0.00	0.00	458.21
Class 2023	54.75	0.00	0.00	0.00	54.75
Class 2024	264.96	0.00	0.00	0.00	264.96
College Access Grant	0.00	0.00	0.00	0.00	0.00
Computer	7,782.68	1,000.00	42.89	0.00	8,739.79
Concessions	19,713.57	2,246.13	0.00	0.00	21,959.70
Cross Country	513.98	0.00	0.00	0.00	513.98
Culinary Snack Cart	1,228.58	0.00	0.00	0.00	1,228.58
DI	4,614.68	0.00	0.00	0.00	4,614.68
Drama Act	2,312.27	0.00	0.00	0.00	2,312.27
Drill Team	1,133.68	0.00	938.70	0.00	194.98
Elem Fines	489.07	0.00	0.00	0.00	489.07
Elem PE	2,167.50	0.00	0.00	0.00	2,167.50
Elem Pictures	2,390.09	0.00	0.00	0.00	2,390.09
Elem Prof Development	2,252.44	0.00	0.00	0.00	2,252.44
Elem Reading Promotion	548.06	0.00	0.00	0.00	548.06
Elem Student Council	483.85	0.00	0.00	0.00	483.85
FBLA Act	3,429.25	0.00	130.00	0.00	3,299.25
FFA Act	3,732.23	2,600.00	0.00	0.00	6,332.23
Fines	516.82	0.00	0.00	0.00	516.82
Football	39.80	0.00	0.00	0.00	39.80
Girls BB	1,319.99	0.00	0.00	0.00	1,319.99
Golf Activity	1,068.91	0.00	0.00	0.00	1,068.91
HAL	91.41	0.00	0.00	0.00	91.41
Hot Lunch	-333.97	0.00	0.00	0.00	-333.97
HS Caring Shelves	901.21	200.00	0.00	0.00	1,101.21
HS Pop	207.98	0.00	0.00	0.00	207.98
JH Boys BB	15.31	0.00	0.00	0.00	15.31
JH Football	5.85	0.00	0.00	0.00	5.85
JH Girls BB	67.68	0.00	0.00	0.00	67.68
JH Student Council	299.95	0.00	0.00	0.00	299.95
JH Track	629.85	0.00	0.00	0.00	629.85

RAYMOND CENTRAL PUBLIC SCHOOLS
June 2020 - Activities Account Balances

Activity Name	Beginning Balance	Receipts	Checks	Adjustments	Ending Balance
JH Volleyball	229.99	0.00	0.00	0.00	229.99
JR Achievements	649.57	0.00	0.00	0.00	649.57
Kindness Acct	19,942.33	0.00	0.00	0.00	19,942.33
Library	2,194.73	0.00	0.00	0.00	2,194.73
Life Skills	2.41	0.00	0.00	0.00	2.41
Mock Trial	380.96	0.00	0.00	0.00	380.96
National Honor Society	37.45	0.00	0.00	0.00	37.45
Pre-Kindergarten	3,176.94	0.00	0.00	0.00	3,176.94
Professional Development	19,016.69	0.00	215.00	0.00	18,801.69
PTO	619.72	0.00	0.00	0.00	619.72
Rain Garden	459.50	0.00	0.00	0.00	459.50
RC Concessions	9,429.00	0.00	10,107.59	0.00	-678.59
RC Foundation	0.00	235.36	235.36	0.00	0.00
RC PACTS	176.16	0.00	0.00	0.00	176.16
Restitution	326.81	0.00	0.00	0.00	326.81
SADD	61.17	0.00	0.00	0.00	61.17
Science Fair	0.00	0.00	0.00	0.00	0.00
Service Fees (Activity Acct)	-11.79	0.00	0.00	0.00	-11.79
Social Justice	194.12	0.00	0.00	0.00	194.12
Softball	3,301.71	0.00	0.00	0.00	3,301.71
Spanish Club	2,134.33	0.00	0.00	0.00	2,134.33
Speech	5,767.09	0.00	0.00	0.00	5,767.09
Staff Inservice	1,372.94	0.00	0.00	0.00	1,372.94
Student Council	4,075.58	0.00	0.00	0.00	4,075.58
Student Pop	3,055.94	0.00	116.44	0.00	2,939.50
Testing	3,969.23	0.00	0.00	0.00	3,969.23
TFK - Ceresco	1,250.92	0.00	0.00	0.00	1,250.92
TFK - Valparaiso	4,259.52	0.00	0.00	0.00	4,259.52
Tonettes	159.86	0.00	0.00	0.00	159.86
Track	895.24	0.00	0.00	0.00	895.24
Val Book Fair	9,422.93	0.00	0.00	0.00	9,422.93
Val Box Tops	3,027.24	0.00	0.00	0.00	3,027.24
Val Field Trips	6,022.24	0.00	0.00	0.00	6,022.24
Val In-Service	3,249.81	0.00	0.00	0.00	3,249.81
Val Movie Night	3,495.44	0.00	184.60	0.00	3,310.84
Val Office Book Fund	953.25	0.00	0.00	0.00	953.25
Val Pop	982.01	0.00	0.00	0.00	982.01
VolleyBall	1,085.67	0.00	0.00	0.00	1,085.67
Weight Room	69.00	0.00	0.00	0.00	69.00
Wrestling	1,201.71	0.00	730.00	0.00	471.71
	377,708.07	20,640.29	20,375.23	18.16	377,991.29

RAYMOND CENTRAL PUBLIC SCHOOLS

June 2020 - Student Fees Balances

Activity Name	Beginning Balance	Receipts	Checks	Adjustments	Ending Balance
Activity Pass	0.00	0.00	0.00	0.00	0.00
Ag-Ed Labs	2,042.45	0.00	0.00	0.00	2,042.45
Art Class	112.20	0.00	0.00	0.00	112.20
Band Dry Cleaning	363.64	0.00	0.00	0.00	363.64
Band Repair/Rental	1,391.80	0.00	0.00	0.00	1,391.80
Choir Dry Cleaning	289.10	0.00	0.00	0.00	289.10
Chromebooks	2,457.70	256.80	0.00	0.00	2,714.50
Computer Science	260.00	0.00	0.00	0.00	260.00
Drama	396.00	0.00	0.00	0.00	396.00
FBLA	2,789.06	0.00	0.00	0.00	2,789.06
FFA	311.94	0.00	0.00	0.00	311.94
Foods Class	1,101.70	0.00	0.00	0.00	1,101.70
Mock Trial	450.01	0.00	0.00	0.00	450.01
NFL	15.00	0.00	0.00	0.00	15.00
Service Fees (Student Fees)	11.51	0.00	0.00	-0.89	10.62
Skills USA	2,020.10	0.00	0.00	0.00	2,020.10
Speech	-78.33	0.00	0.00	0.00	-78.33
Sports Fees	5.30	0.00	0.00	4.66	9.96
Tech Ed	3,322.93	0.00	0.00	0.00	3,322.93
	17,262.11	256.80	0.00	3.77	17,522.68

Raymond Central Public Schools

Friday July 10, 2020

	Payment Vendor	Invoice Description	Invoice Total
1	ASI	Payflex Administration Costs	64.80
2	Aqua Systems	Building Maintenance Supplies - S - 189.00, C - 63.00	252.00
3	Comforttechs	Service Call/ AC - S	$475.00
4	Company Care	Bus Driver Physical	$60.00
5	D B Nebraska Service Company	Building Maintenance - Repairs to Climatemaster Units - C	$1,548.00
6	Derrick C. Joel	Mileage Reimbursement	$186.30
7	Dianne Coffin	SPED Therapy Services	$2,312.55
8	Donald R. Prentice	Exterminator - S - 90.00, C - 50.00, V - 50.00	$190.00
9	Eakes Office Solutions	Custodial Supplies - Sanitizing wipes and gloves - S - 345.79, V - 140.00, C - 123.00	$608.79
10	Electronic Contracting Company	Quarterly Billing / Security Monitoring - C	$81.00
11	Engineered Controls	HVAC Troubleshooting- C	$135.00
12	Family Services	Services Provided 2nd Semester	$1,500.00
13	First National Capital Markets	2020 Feasibility Study	$17,500.00
14	Follett School Solutions, Inc.	Library Books - S	$868.17
15	Home Depot Pro	Building Maintenance / Backpack Sanitizer Sprayers - S - 1336.09, C - 1467.11	$2,803.20
16	JourneyEd.com. Inc.	Adobe License K-12	$2,450.00
17	Kidwell	Firewall Renewal S - 650.00, V - 325.00, C - 325.00	$1,300.00
18	Kindra Fox	SPED Therapy Services	$2,518.31
19	Kiner Supply Company	Building Maintenance Supplies / Water & Sediment Filters - S - 342.23, C - 133.00	$475.23
20	Liberty Lawn & Landscape	Lawn Treatment - S - 280.00, V - 198.00, C - 152.00	$630.00
21	Marvin Hellerich	Tile Cutting - C	$100.00
22	McGraw-Hill School Education Holdings, LLC	Curriculum Books Title 1 - V - 335.73, C - 334.00	$669.73
23	Menards Lincoln	Building Maintenance Supplies - C	$221.52
24	Midwest Automatic	Annual Inspections C - 277.50, V - 320.00, Repair & Retest Backflow V - 575.00	$1,172.50
25	NACIA	Annual Membership 20-21 - SD	$15.00
26	Nebraska Council Of School Administrators	Registration Fee - AS, BG, DJ	$150.00
27	Nebraska Public Health Environmental Laboratory	Water Tests	$95.00
28	Norris Public Power	Electricity - S	$11,233.18
29	Oak Valley Lumber Co	Building Maintenance Supplies - C - 1,263.19, Grounds Maintenance Supplies - C - 29.20	$1,292.39
30	Omaha Public Power Dist	Electricity - C	$2,233.72
31	Paper Tiger Shredding	Purge Outdated Paperwork - District Office	$160.95
32	Peggy Breitkreutz	Mileage Reimbursement	$16.10
33	Perry, Guthery, Haase & Gessford, P.C., L.L.O	Legal Services	$226.19
34	RCPS Imprest Account	June 2020 Reimbursement	$12,297.13
35	RCPS Dist. #161	Payroll	$559,546.53
36	Ron's Rolloffs, Inc.	Dumpster and Removal - S	$245.25
37	School Specialty Supply	Supplies: Library - C -266.35, V - 422.99, 2nd Grade V - 187.15, Art V/C -403.76, Furniture/Equipment - C - 457.52	$1,737.77

38	School Specialty Supply	Office Supplies - S	$709.57
39	Scott Tvrdy	Mowing V - 320.00, C - 320.00	$640.00
40	Security Equipment, Inc.	Repair Service Calls for Security Cameras - S - 2,070.95, V - 510.25	$2,581.20
41	Software Unlimited	Accounting Software License Fees	$7,285.00
42	Stacy Doan	Nearpod License - S - 100.00, C - 50.00, V - 50.00	$200.00
43	Stephens & Smith Construction Co, Inc	Repair Front Steps - S	$1,500.00
44	Tvrdy`s One Stop	2003 Silver Ford Cargo Van - AC Recharge/Add Freon	$106.25
45	Tyler Jedlicki	Mowing - S	$435.00
46	U. S. Bank Equipment Finance	Photo Copier Lease - S - 1,257.01, V - 559.29, C - 537.56, Supt - 314.71	$2,668.57
47	Vicki D Highstreet	Training Fees - W. Lehn, K Schaffer	$660.00
48	Village Of Valparaiso	Utilities - V	$281.72
49	Wahoo-Waverly-Ashland Newspaper	Publications	$28.70
50	Waste Connections Co	Garbage Service - S - 396.75, V - 66.00	$462.75
			$644,865.27
	Hot Lunch Fund		
1	Cash-Wa Distributing	S - 3,147.49, V - 3,054.89, C - 3,054.89	$9,257.27
2	Patty Hudson	S - 333.14, V - 323.33, C - 323.33	$979.80
3	RCPS District #161	Payroll	$25,577.14
			$35,814.21
	Building Fund		
1	Trane	2nd Installment Payment / June - HVAC - HS	$348,250.00
2	Trane	3rd Installment Payment / July - HVAC - HS	$348,250.00
3	Lancaster County Treasurer	Aug 1 Tax Payment - Farm Land	$2,118.29
			$698,618.29
	Depreciation Fund		
1	Icon Improvements, LLC	Replace Rooftop Unit # 8 - HVAC - HS	$20,000.00
			$20,000.00

Raymond Central Public Schools

Thursday June 18, 2020

	Payment Vendor	Invoice Description	Invoice Total
1	Alternative Service & Repair	Bus 11 - Replace Pipes and Valves - Coolant System 1,647.60, Bus 17B - Bus not running, Replaced Main Power Wire 678.47	$2,326.07
2	Aqua Systems	Water Softener Salt - S	$53.76
3	ASI	Payflex Administration Costs	$64.80
4	Benes Service	Grounds Supplies - V	$57.50
5	Brooke L. Cheleen	SPED - Physical Therapy	$961.95
6	Butler Public Power District	Electricity - V	$1,777.51
7	Cheryl Rieck	Supt Office Supplies	$35.96
8	Company Care	Fee - Bus Driver Physicals	$99.00
9	Crescent Electric Supply	Fuses - S	$56.12
10	Cutting Edge Security Solutions	Install Door Release Buttons in Office - S	$420.00
11	Eakes Office Solutions	Custodial Supplies, Sanitizer - S - 539.56, V - 196.00, C - 172.00	$907.56
12	Educational Service Unit #2	Membership Fee 2020-2021 - S - 1000.00, V - 500.00, C - 500.00, SPED Therapy Services 4th Quarter 45,269.76	$47,269.76
13	Electronic Contracting Company	Service Call - S	$195.00
14	Illuminate education	FastBridge Testing Annual Fee	$2,100.00
15	Kiner Supply Company	Building Maintenance Supplies - V	$335.27
16	Livestockjudging.com	Registration Fee - FFA	$75.00
17	Menards Lincoln	Building Upkeep - S	$46.15
18	National Time & Signal	Building Maintenance - C	$174.27
19	Nebraska Council Of	Conference Fee - AS, BG, SD, AE	$600.00
20	Norris Public Power	Electricity - S	$8,668.65
21	Oak Valley Lumber Co	Grounds Supplies - V - 58.60, Building Maintenance Supplies - V - 9.20, C - 66.87, S - 1,383.79	$1,518.46
22	Otte Oil & Propane, Inc.	Building Maintenance - S	$235.25
23	Pitney Bowes(Lease)	2nd Quarter Postage Machine Lease - S	$162.69
24	Sam's Club MC/SYNCB	Office Supplies - S	$137.13
25	School Specialty Supply	Classroom Supplies 1st Grade - V	$320.94
26	Small Engine Specialists	Chainsaw Repair - S - 45.67, C - 16.00, V - 18.00	$79.67
27	Village Of Ceresco	Utilities - C	$284.28
28	Wahoo-Waverly-Ashland Newspaper	Publications	$85.86
29	Windstream	Phone - S - 463.78, Supt - 197.46, Internet - C - 679.16, V - 635.00	$1,975.40
			$71,024.01

Raymond Central Public Schools

June 2020 Imprest Checks

DATE	CHECK NUMBER	VENDOR	DESCRIPTION	AMOUNT
6/11/2020	4411	Professional Development	Professional Development	(215.00)
6/4/2020	12416	Reimers Kaufman Concrete	Building Maintenance Supplies	65.17
6/5/2020	12417	Jackson Services	Mats & Mops	24.85
6/8/2020	12418	Arnaldo Mancias	Professional Development	215.00
6/9/2020	12419	Great Plains Nursery	Grounds Suppplies - V	150.00
6/15/2020	12420	Jones Bank	June 15th Payment- Computers	12,057.11
				12,297.13

RAYMOND CENTRAL PUBLIC SCHOOLS
June 2020 - Activities Account Checks

Activity Name	Check Date	Vendor Name	Description	Amount
AP Funds	6/4/2020	Nebraska Leadership Seminar Inc	Leadership Seminar Dues	-200.00
Athletics	6/4/2020	Justin Lillie	3D Essentials Reimbursement	20.00
Athletics	6/18/2020	Sam's Club MC/SYNCB	Locker Room Padlocks	1,795.81
Cheerleaders	6/4/2020	Shay Spohr	Pink Poms	39.46
Cheerleaders	6/11/2020	Athletics	Varsity Order Balancing (-$850 for Camp)	3,099.38
Cheerleaders	6/11/2020	Universal Cheerleaders Assoc	UCA Camp Deposit	900.00
Cheerleaders	6/11/2020	Universal Cheerleaders Assoc	UCA CAMP PAYMENT	1,930.00
Cheerleaders	6/11/2020	Shay Spohr	Varsity Conference	90.00
Computer	6/18/2020	Keely Reinert	Cord for Monitor	42.89
Drill Team	6/18/2020	Varsity Spirit Fashion	Dance Team Uniforms	938.70
FBLA Act	6/18/2020	US Bank	NLC Registration for Connor Nichols	65.00
FBLA Act	6/18/2020	FBLA-PBL, Inc.	NLC Registration for Rosalie Tvrdy	65.00
Prof Development	6/11/2020	RCPS Imprest	Joyces' retirement luncheon	215.00
RC Concessions	6/11/2020	Concessions	EOY Indoor Concessions	1,752.01
RC Concessions	6/11/2020	Concessions	EOY Outdoor Concessions	494.12
RC Concessions	6/11/2020	Athletics	EOY Outdoor Concessions	1,729.44
RC Concessions	6/11/2020	Athletics	EOY Indoor Concessions	6,132.02
RC Foundation	6/4/2020	Traci Hummel	Traci Hummel-Wish List	235.36
Student Pop	6/25/2020	US Bank	Joyces retirement supplies	116.44
Val Movie Night	6/4/2020	Barb Schiefen	Staff Teach and Love Shirts	184.60
Wrestling	6/25/2020	SchoolPride	Medalist banner/updates	730.00
				20,375.23

July 2020 RC Board of Education Report

- I am currently in the process of creating a video for the 2020 Spring Banquet. Coaches are working on their individual presentations, which will be used to make a Virtual Presentation.
- We have continued going through a 3D Coaching Essentials Course and holding weekly roundtable discussions via Zoom. 3D Coaching provides coaches with great resources to coach beyond the sport-specific training and strategy of the game and provides strategies to motivate and inspire student-athletes to challenge themselves individually and collectively. We have had some great discussions in our group. Coaches Placke, Houchins, Lillie, Prai, Rockemann, and myself have been walking through training with deep discussion over the content.
- Keely, Steve, and I have continued researching different methods of live streaming all varsity events for the Fall. Due to the circumstances, we do not know what fall sports are going to look like, but I think this will be a valuable option if we are to have limited or no fans in the stands. Still more to come. I will be upgrading our Hudl subscription to include Hudl Focus, a camera that can be controlled remotely and can be used to livestream Gym events including concerts and other performances.
- Jared and I have continued to be in contact with Kyle Schwarting regarding the potential Walking/XC path on the south 67 acres. Jared has also been in contact with the NRD to create a permanent solution for the erosion problem occurring directly south of the lagoons.
- I have sent the following message home to all 9-12 Parents and Students regarding the new Drug Testing Policy:

RC Students and Parents,

As we work through a lot of uncertainty in our current situation, I wanted to make sure everyone has access to the following information. The RC Board of Education approved Policy 5306 in January of 2020 to be put into effect in the Fall of 2020. I would have preferred to have a large in-person meeting to discuss this, but current conditions do not allow us to do that. I do apologize for that inconvenience.

I do encourage you to read through and watch the following attachments in their entirety before contacting me with any concerns you may have. This policy was created solely with the intention of focusing on student safety and education.

5306-Drug and Alcohol Testing - This is the approved Board Policy in its entirety.

RC - Random Drug Testing Overview (Slideshow) - This is an overview of the policy that gives more details of how we designed the policy and how we plan to implement..

RC - Random Drug Testing Overview (Video) - This is the same slideshow, but in video presentation format that explains the slideshow in even more detail.

Policy 5306 - Consent to Test Form - This is a copy of the Consent to Test Form that will need to be completed and submitted before the first fall contest (8/20/20).

*Failure to do so will result in ineligibility for participation in schools sponsored extracurricular activities. See Board Policy for more information.

Stay Safe Mustangs!

Brian Gralheer

brian.gralheer@rcentral.org

402-785-2685

- We have been undergoing a slow reopening process with summer weights, open gyms, and camps. July 1st opened up all sports to open gyms. The NSAA has stated to continue exercising caution, but the month of July will be used as an indication to how fall sports will open.

Brian Gralheer
Activities Director/Assistant Principal
Raymond Central Jr./Sr. High School

July 5, 2020

To: Dr. Joel and the Raymond Central Board of Education
From: Ann Egr – Ceresco Principal and Director of Student Services

Elementary-
1. Updates and revisions to the 2020-2021 handbook have been made. The proposed changes are a separate item for board approval.

2. Custodial staff is working hard! The facilities look great!

3.The School Improvement Team will travel to Omaha July 20-22 for a Solution Tree Institute. The primary focus of the Institute was on Professional Learning Communities. As a team, we are excited to continue this PLC journey. Attendees are Shelly Dostal, Carolyn Enevoldsen, Monica Blank, Erin Brewer, Sydney Paige, Shelly Hlavaty, Tasha Osten, Heather Bohac, Kim Hudson, Kendra Carlson, Taylor Craig.

4. The Administration Team will be attending Administrator Days July 29- 31. This event will be a virtual conference.

Special Education-
1. Final Special Education end of the year data and all reports have been submitted to The Department of Education. Thank-you Mr. Steve Rose for all the assistance and dedication to this process.

July Board Report-Jr/Sr High
Allison Stansberry

It has been an extremely busy summer. Between wrapping up the 2019-2020 school year and preparing for the 2020-2021 school year with everything in between, we have been busy! We have updated both student and staff handbooks, as well as Appendix B. Once we get through Graduation, the next plan is to create a document based on our reopening plan tailored to the Jr/Sr High. I am hoping to have this rolled out to staff by August 1st. We plan on having a staff meeting on Monday, July 13th to answer any questions they have as well as listen to suggestions/ideas.

We have hired Heather Potter as our new Paraprofessional for the upcoming year. Heather currently lives in Valparaiso with her husband and two kids. We are excited to have Heather join our team!

We have scheduled our Orientation/Registration Nights. On August 3rd we will host a 6th grade orientation. At this time we have a plan to schedule those who have registered to attend in to small groups and will have rotational sessions. We have created a route so there won't be much overlap or crossing of groups. The stations will be as follows:

- Student Handbook and FYI's (Stansberry)
- Registration Forms/Lunches/Nurse (Torie, Jordy, and Amanda)
- Activities and Athletics +Ineligibility Policy (Gralheer)
- School Tour +Schedule/Planners (Osten)

We plan on doing the same set up on August 4th for 7th grade orientation.

On August 5th and 6th, for grades 8-11, we will be doing a check out/registration very similar to what we did with our check in in May. We will have a sign-up and stations set up throughout the gym/commons with one door for entrance and one door for exiting.

We are preparing for our Traditional Graduation Ceremony on July 18th, 2020. We have created a plan, a seating diagram, and tickets for our graduates. Each senior will get 6 tickets per family. We have worked with Three Rivers as well as collaborating with other conference schools to create a plan to help keep our graduates, their families, and staff safe while being able to honor the Class of 2020. We will have an indoor backup plan in case there is inclement weather and we are unable to host the ceremony outside.

We are currently looking at options for ACT testing for the upcoming school year. Tentatively, the plan is to give seniors the ACT in the fall (due to not being able to take it last year) and the juniors the practice ACT. In the Spring of 2021 we hope to give the juniors the ACT and the Sophomores the practice ACT. As I stated, this is all tentative and I will communicate out once we have a definite plan!

Thinking ahead, we have changed Homecoming for the 2020-2021 school year. The dance is scheduled for Saturday, September 12th. This could always change as we continue to follow the Directed Health Measures but into place. A survey was sent to both families and students asking their preference on Homecoming being Friday night as is or changing it to Saturday and the majority wanted it on Saturday. We will try it this year and see how it goes!

Upcoming Dates:

July 17th: Graduation Rehearsal
July 18th: Graduation
July 28th: Science TechBook Training
July 29th: Math TechBook Training +NDE Day (Virtual)
July 30th: Administrator Days (Virtual)
July 31st: Administrator Days (Virtual)
August 3rd: 6th Grade Orientation
August 4th: 7th Grade Orientation
August 5th: 8-11 Registration/Check Out
August 6th: 8-11 Registration/Check Out +ELA Curriculum ReWrite +New Teacher Training
August 7th: All Staff PD

TO: Dr. Derrick Joel and the Board of Education
FROM: Mrs. Shelly Dostal, Elementary Principal at Valparaiso, and K-5 Curriculum Director
DATE: July 9, 2020
RE: Principal's Report

1. Planning for 2020-21 – Plans are being developed for the school year. Dr. Joel has shared the Re-Opening Plan. We will have more specific plans at each school. Supplies and materials have been ordered. Custodial crews have been working in the building. Classroom spaces have been assigned and teachers are gearing up for the year. The School Improvement Team will meet again in August. The back to school PTO pool party will be held on August 7 from 6-8pm at the Wahoo pool (as long as health guidelines allow). New teachers will attend RC orientation in August with all staff reporting on August 9. New to the education profession teachers will attend the ESU#2 New Teacher Academy on August 3 and 4. The first day of school will be August 12, dismissing at the elementary at 11:45am.

2. I will be attending EduClimber Training virtually on July 14 and 15; we are excited for all of our student data to be housed in one location. The PLC Institute is scheduled for July 20-22 with a group of our RC teachers attending. They will be updating plans on July 13, but for now, it's on as scheduled with limited capacity and other protective measures. The administrative team will be attending Administrator Days virtually on July 31, August 1 and 2. We continue to train with the EIR grant and Crisis Team. I have also been working with Kara Nelson to develop plans for the Before and After School Program.

3. The handbook has been updated for board approval. Please see proposed changes.

RC Facility Priority List
Created 8.7.19, Updated 7.7.20

2019-2020

Research and implement an online software to submit work orders for Jared and Keely

- $6,000 for Year 1 and $4,000 for Year 2 and beyond.

Priority Project	Scheduled	Finished	Location	Estimated Cost / Total Cost	Anticipated Start Date	Completion Date	Contractor(s)
Area 4 (gym roof and NE corner)	X		Valparaiso Elementary	$154,375 $2 per sq. ft to replace wet insulation	July 13	August 2020	• **Weathercraft of Lincoln**
Replace 3 outdoor and 1 indoor Rusted Door Frames	X		Jr/Sr High School	3 New Entryways on the S and E end of the school - **$33,925.00** Repair 4 Wooden Gym Doors **$1,625.00** **Total - $35,550**	July 27 or August 7	August 2020	• **Binswanger Glass**
Front Steps Concrete Repair (patching)	X	X	Jr/Sr High School	$1500 (Hermanz)			• **Steven's and Smith Construction**

Concrete in front of “old” entrance and handrail	X	X		$1950 (Rezac)	June 2020		
Fix Retaining Wall	X		Jr/Sr High School	$5200 (rezac)	July 2020		• **Rezac Concrete also will provide a bid**
Sand and Repaint New Gym Floor	X	X	Jr/Sr High School	$6500	June 2020		• **Shepard Gym Floors**
Art Room Floor Repair			Valparaiso Elementary	TBD			Jared has tried to crawl through the small space to see if we can get a jack down that far, unsuccessful. **RamJack** looked at the floor and essentially determined they could not be part of the solution. **Thrasher** will look at it next. There may be a possibility to hire a structural engineer.
Paint and Repair Weightroom Exterior Wall	X	X	Jr/Sr High School	May 2020	May 2020		• **Barb Ohnoutka and Kristi Sears**

Replace Electric Box	X	X	Jr/Sr High School	$3150			• **Sentry Electric**
Replacement plan for Air Handlers	X		Jr/Sr High School	$1,800,000	May 2020	August 2020	• **Trane**
Repair Buckling Window in the 1st/2nd Grade Wing	X	X	Valparaiso Elementary	TBD			
Seal Main Driveway			Jr/Sr High School	$61,547			• **PAVERS**
Lower Priority List							
New Tile in Kitchen	X		Val Elementary	TBD	July 2020		• **Custodial Crew (tile was found in the bus barn)**
Cement Pendulums to protect tanks	X	**X**	Jr/Sr High School	$100			• **Jared**
Plaster work on exterior gym walls in (once roof is complete)	X	X	Val Elementary	$5,050			• **Scott's Plastery**
Add Drainage to the NE section of FB			Jr/Sr High School				

Field							
HVAC Replacement			Valparaíso Elementary				

Comprehensive List for 2019-2020

Project		Location	Estimated Cost / Total Cost	Anticipated Start Date	Completion Date	Contractor(s)
Area 4 (gym roof and NE corner)		Valparaiso Elementary	$190,000	June 2020	August 2021	
HVAC Replacement Schedule		Valparaiso Elementary	$400,000 (40 heat pumps @ $10,000)			
New Security Camera Software		All 3 Sites	$28,055			1. **Kidwell**
Wifi for Bus Barn and Press Box		Jr/Sr High School	$7,304.75			2. **Kidwell**
Water Softener Added to Boiler	X	Jr/Sr High School	$1,506.83	August 2019	August 2019	3. **Jeff White - AquaSystems**
Commercial Water Softener for New	X	Jr/Sr High School	$5,786.60	Oct/Nov 2019	Nov 2019	4. **Jeff White - AquaSystems**

Addition						
Gym Floor Repair	X	Ceresco	$1,195	October 2019	October 2019	**5. DavidWood Floors, Inc. (Ralston)**
Front Steps Concrete Repair		Jr/Sr High School	TBD			
Add Concrete in front of FB stadium for Handicap spots		Jr/Sr High School	$4,000			
New Tile in Kitchen		Val Elementary	$5,000			● **Ernies**
Replace Carpet in Entrances with Rubber Flooring		Both Val and Ceresco Elementary Schools	$13,800 ***Bid from Ernies***			
Resurface Jr/Sr High School Track	X	Jr/Sr High School	$51,950		September 2019	**1. Midwest Tennis and Track (Denison, IA)**
Energy Audit at Val Elementary	X	Val Elementary	Free	Meeting end of September to review data		**1. Trane**
Metal Bleachers for FB stadium		Jr/Sr High School				

Paint and Repair EIFS (Scott's Plastery)		Val Elementary Gym and Main Entrance Ceresco				
Pump/Well #5 Leaking between #4		Jr/Sr High School				
Replace Carpet w/ square tile carpet (make color universal for all 3 sites)		Val and Ceresco Elementary	Met w/ Ernie's October 2018 $210,500.008			
Remove Gravel from Playground(s) and add ADA approved black tile		Val and Ceresco Elementary				***Possible fundraising project for PTO***
1911 Rock Bench		Ceresco Elementary				
Replace Wooden Lockers w/ Metal		Val and Ceresco Elementary				
Add Concrete to N Parking Lot for Drainage		Val Elementary	$13,350.00			

Gym Floor Refinish (annual cost)		All Sites	$10,000	Summer 2019	Summer 2019	

Other:

- Replace Concrete Barriers at Val Elementary

2020-2021

Project		Location	Estimated Cost / Total Cost	Anticipated Start Date	Completion Date	Contractor(s)
Flat roof (center section) replacement		Ceresco Elementary	$190,000	June 2021	August 2021	

2021-2022

Project		Location	Estimated Cost / Total Cost	Anticipated Start Date	Completion Date	Contractor(s)
Area 2-4-6-8		Jr/Sr High School	$250,000	June 2022	August 2022	

1 to 1 Chromebook Initiative Policies and Procedures

Raymond Central Public Schools is proud to offer our students Chromebook devices for use at school. The 1 to 1 Chromebook program, which provides mobile computing and wireless technology to all grades 2-12 students, has been designed to enhance delivery and assist with individualized instruction.

For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.

- Students will receive instruction on the proper use and care of a Chromebook.
- Students will be able to access the Chromebook during the school year once the student and parent have signed the Chromebook Loan Agreement Form, The Student Handbook Receipt, and paid the required technology fee.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in an unsafe place.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- Students are to use the Chromebook to access only educationally and socially appropriate materials and websites.
- Students are to use the Chromebook in accordance with all Raymond Central Public Schools technology policies including all stipulations found on the Chromebook Loan Agreement Form.
- Chromebooks are property of Raymond Central Public Schools and must be returned at the end of the school year, upon withdrawal from Raymond Central Public Schools, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebooks are property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

Receiving Your Chromebook

Chromebooks will be assigned during our "Chromebook Orientation." At least one parent and student must attend an annual session for Chromebook orientation and information. Before being assigned a Chromebook, students and parents must sign and return the following items:

1. Chromebook Loan Agreement/Acceptable Use Form
2. Signed receipt of the Student/Parent Handbook
3. Pay technology fee

This equipment is, and at all times, remains the property of Raymond Central Public Schools of Raymond, Nebraska, and is here with lent to the Student/Borrower for educational purposes only for the academic school year.

Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the Chromebook may result in the Student/Borrower losing his/her right to use this Chromebook. The equipment will be returned to the school when requested by Raymond Central Public Schools, or sooner, if the Student/Borrower withdraws from Raymond Central Public Schools prior to the end of the school year.

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.

Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege

and that by Student/Borrowers agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Raymond Central Public Schools. The Chromebook must be returned in good working order with all original parts.

*Any student and parent who may need assistance in paying the Chromebook technology fee should contact your building principal.

Using Your Chromebook At School

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to all classes each day, unless specifically told not to do so by a teacher or administrator. Repeat violations will result in disciplinary action.

Chromebooks must be brought to class each day fully charged. Chromebooks have battery life of up to 10 hours, so charging should not be needed throughout the school day. Charge stations will be available in a central location in the mornings and during lunch for those who need to charge. Only charge your Chromebook with the charger you are given at checkout or a school provided charger.

Chromebook Repairs

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the Technology team, if available.
- Students will be expected to return the loaner Chromebook by the end of the school day until their issued Chromebook returns from repair. The student is financially responsible for all damages and repairs to the Chromebook.

Lost/Stolen/Destroyed	225
Screen Repair	100
AC Adapter (Port)	25
Cosmetic Damage	30
Upper Case	40
Lower Case	40
Keyboard	100
Bezel	20
Battery	40

Motherboard	200
LCD Cable	25
Hinge Set	40
Power Cord	35
Wifi Card	25
Speaker	25
USB Board	25
Camera	50
Trackpad	40

Screensavers and Background

- Only appropriate backgrounds and screensavers may be used on the Chromebook.
- Presence of any weapons-related, pornographic, inappropriate language, alcohol or drug-related, gang-related, or inappropriate pictures or words on the Chromebook or within its files, as determined by the administration, will result in disciplinary action and where appropriate, law enforcement officials.
- The Chromebook is the property of Raymond Central Public Schools. Therefore, staff, teachers, and administration have the right to check any material being used or stored on the Chromebook at any time.
- Violations of this policy can result in disciplinary action.

Sound

Sound should always be muted unless permission is obtained from a teacher or administrator for educational purposes or earbuds are in use.

Managing Your Files and Saving Your Work

Students should save all of their work to their Google Drive. It is the student's responsibility to ensure work is not lost due to technical mistakes and accidental deletions.

Security

Chromebooks will be filtered by software for appropriate use at school and off campus. Parents/guardians are responsible for monitoring appropriate use while off school grounds. The District is not responsible for any viruses that may be transferred to or from Student/Borrowers other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrowers possession.

Inspection

Students may be selected at random to provide their school-issued Chromebook for inspection without notice by administrators and/or the technology department.

Chromebook Identification and Protection

- Student Chromebooks will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.
- Tampering with the Chromebook security measures is forbidden. Violations of this policy will result in disciplinary action and possible loss of technology use privileges.

Acceptable Use Guidelines

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of Raymond Central Public Schools.
- Access to Raymond Central Public Schools technology resources is a privilege, not a right. Each employee, student, and/or parent will be required to follow all applicable technology, including stipulations in the Chromebook Loan Agreement and the Student/Parent Handbook.
- Transmission of any materials that is in violation of the law is prohibited and law enforcement will be contacted. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of the Chromebook, or the files of another user, without the consent of the administration and/or technology department, is against our Acceptable Use policy and will result in disciplinary action, including the loss of privileges to check out Chromebook for home use.
- The Student/Borrower agrees to not use the Chromebook for commercial use or political advocacy.

Integrity and Civility

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility associated with our school district:

- Cheating
- Plagiarizing
- Falsifying information
- Violating copyright laws
- Hacking into others' systems, including the school and/or district
- Gaining unauthorized access to any network or other Chromebook or computer

Email

Student/Borrower are assigned a school email account to use for appropriate academic communication with other students and staff members. Outside email accounts should not be used on this school device at any time.

Technology Left in Unlocked Areas

- Under no circumstances should Chromebooks or other technology equipment be left in unlocked areas. Do not leave unattended in locker areas, PE or athletic locker rooms, classrooms, commons areas, cafeteria, bathrooms, busses, or hallways. Any Chromebook left in these areas is in danger of being stolen.
- Lockers are always to be locked. Do not share your locker combination with anyone, including "best friends."

- Unsupervised Chromebook will be confiscated by staff and taken to the administrative office. Disciplinary action may result from Chromebooks being left without supervision. Each student is responsible for his or her Chromebook once it has been issued to the student.

Chromebooks in the Classroom

All students will have the opportunity to utilize their Chromebook in their daily learning. Students are reminded that the machines are school property and should be treated accordingly. Students using the Chromebook for inappropriate uses at home or school will conference with an administrator to determine an appropriate consequence. Students who violate the educational intent of the Chromebook will be subject to the disciplinary procedures found in the Raymond Central High School Student/Parent Handbook related to the use of school technology, internet or general behavior.

- Teachers will notify students when the Chromebooks are appropriate for use in the classroom.
- Students may not use any gaming or social media applications during a scheduled class time.
- Students must keep volume on mute or will use earbuds.

Please see the Chromebook Parent/Student Agreement in the Appendix. A signed copy must be on file in the High School Office to check out and use a school issued Chromebook.

Chromebook Parent/Student Loan Agreement/Acceptable Use Form

Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education while at school this year. It is essential the following guidelines be followed to ensure the safe, efficient, and ethical operation of this Chromebook.

- I will supervise my student's use of the Chromebook in the event there is a need to use it at home.
- I will discuss our family values and expectations regarding use of the internet and email at home and will supervise my student's use of the internet and email.
- I will not attempt to repair or alter the Chromebook.
- I will report to the school any problems with the Chromebook.
- I understand if my student comes to school without his/her Chromebook, they will be held accountable according to the student handbook.
- I agree to make sure the Chromebook is kept at school and returned upon my student's withdrawal from Raymond Central Public Schools.
- I have read and understand the expectations related to the Chromebook 1-to-1 learning initiative in the Raymond Central Public School Student/Parent Handbook.

Student Responsibilities

Your Chromebook is an important learning tool and is for educational purposes only. In order to access your Chromebook each day, you must be willing to accept the following responsibilities:

- When using the Chromebook, I will follow the policies and student handbook of the Raymond Central Public Schools and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- My Chromebook is my responsibility and I will properly care for it at all times.
- I will not load inappropriate material on the Chromebook.
- I will honor my family values when using the Chromebook.
- I will not give personal information when using the Chromebook.
- I will bring the Chromebook to class every day with the battery fully charged.
- I agree email (school), or any other Chromebook communication should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will clean my Chromebook using only the appropriate cleaning solution suggested by the school tech department.
- I will return the Chromebook when requested and upon my withdrawal from Raymond Central Public Schools.
- I have read and understand the expectations related to the Chromebook 1-to-1 learning initiative in the Raymond Central Public School Student/Parent Handbook.

Raymond Central Public Schools is NOT RESPONSIBLE, NOR LIABLE for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network, inappropriate use of unauthorized or authorized use of the network. The student and the student's parents/guardians, by submitting to the Acceptable Use Policy through your signature, agree to waive Raymond Central Public Schools from any liability for physical or emotional harm or damage to a student that is caused by or related to the inappropriate use of technology.

By signing this form, you are agreeing to this Chromebook Loan Agreement and Acceptable Use Form.

Date:_____

Parent Signature_____ Print Name _____

Student Signature _____ Print Name _____

Grades 2-5 Raymond Central Technology Fee Form

Student Name _____ Grade _____

Parent/Guardian Name _____

Parent Email _____

Raymond Central Public Schools is excited to provide one-to-one (1:1) technology for all students in grades K-12 for the 2020-2021 school year. Raymond Central Public School Board of Education Policy 5416 (listed on the appendix) states that there is a $20.00 "Tech Fee" for all students grades K-12. Therefore, we will be collecting the $20.00 fee along with the Chromebook Parent/Student Loan Agreement and Acceptable Use Form for all student grades 3-5 for the 2020-2021 school year. **The payment and the forms will be due August 21, 2020.**

If you have any questions contact Ann Egr(402-655-3561), Shelly Dostal (402-784-3301), or Keely Reinert (402-785-2685).

Please check one of the following:

_____ I have included my student's Technology Fee of $20 for the 2020-2021 school year.

_____ I have applied for or will apply for a fee waiver for my student.

GoGuardian Parent

GoGuardian Parent is an application available on devices running iOS and Android designed to share managed user history collected via GoGuardian Admin and GoGuardian Teacher with verified parents and guardians.

_____ Sign me up for a GoGuardian Parent Account

Parent/Guardian Signature _____ Date _____

7-12 Chromebook Case Sign Up and Take Home

Student Name _____ Graduation Year 20_____

Parent/Guardian Name _____

Parent Email _____

Take Home

Please check one of the boxes indicating whether your student can take their Chromebook home.

_____ I do not want to pay the $20 Technology fee and understand my student will not have a school issued Chromebook for the 2019-2020 school year.

_____ Yes, I want my student to take home their Chromebook for the 2020-2021 school year.

_____ No, my student will leave their Chromebook at school and will check it out when they arrive at school and check it in at the end of the school day.

Chromebook Sleeve

Chromebook Sleeves are designed to protect your Chromebook from damage. Raymond Central is selling sleeves for $15.00 to help protect the Chromebook.

_____ Yes, I will purchase a sleeve from the school for $15.00

_____ No, I will not purchase a sleeve from the school. I will provide my own case.

GoGuardian Parent

GoGuardian Parent is an application available on devices running iOS and Android designed to share managed user history collected via GoGuardian Admin and GoGuardian Teacher with verified parents and guardians.

_____ Sign me up for a GoGuardian Parent Account

Parent/Guardian Signature _____ Date _____

Grades K-1 Raymond Central Technology Fee Form

Student Name _____ Grade _____

Parent/Guardian Name _____

Parent Email _____

Raymond Central Public Schools is excited to provide one-to-one (1:1) technology for all students in grades K-12 for the 2020-2021 school year. Raymond Central Public School Board of Education Policy 5416 (listed on the appendix) states that there is a $20.00 "Tech Fee" for all students grades K-12. Therefore, we will be collecting the $20.00 fee for all student grades K-2 for the 2019-2020 school year. **The payment and the form will be due August 21, 2020.**

If you have any questions contact Ann Egr (402-655-3561), Shelly Dostal (402-784-3301), or Keely Reinert (402-785-2685).

Please check one of the following:

_____ I have included my student's Technology Fee of $20 for the 2020-2021 school year.

_____ I have applied for or will apply for a fee waiver for my student.

GoGuardian Parent

GoGuardian Parent is an application available on devices running iOS and Android designed to share managed user history collected via GoGuardian Admin and GoGuardian Teacher with verified parents and guardians.

_____ Sign me up for a GoGuardian Parent Account

Parent/Guardian Signature _____ Date _____

NASB Monthly Update for Board Meetings - Agenda Item: JULY 2020

View the Monthly Update in video form now at:

https://vimeo.com/434109116

"NASB Update"

As a board, some items you should be focused on during June include:

- Monitor progress of district goals, link goals to discussion and action items; Strategic Plan Progress Report
- Board/Administrators Budget Work Session; Certification of District's Assessed Valuation; Public Budget Hearing / Adopt Budget due on or before September 20
- Review Alternative Education Program
- Learning Community attendance reports and budget due September 1
- Board/All Staff Gathering; Negotiations employee's agent request recognition due September 1(year preceding contract year)
- Committee on American civics due beginning of school year; State school safety director is required to complete an assessment of the security or each school building no later than August 31, 2020.

NASB COVID-19 LINKS

- http://members.nasbonline.org/index.php/news-resources/covid-19-resources
- We've added a TON of fresh items & updates including links to Contingency Planning; Info on Masks in Schools from the NMA, NAFP & NDE; a letter to Secretary Devos; CARES letter to our federal delegation, YouTube updates & more!

Networking, Events & SBM Networking Call Info:

- **http://members.nasbonline.org/index.php/events**
- ***NASB has hosted networking calls amongst school board members throughout March, April, May and June. We appreciate those of you have been able to participate.***
- The first of 3 **Candidate Webinars** will be July 27 from 6:00 to 7:30 PM CT
- Area Membership Meetings are currently scheduled for August & September … more to come!
- Is this year's Board Member of the Year on your Board? Nominations for the annual Ann Mactier Award are due Sept 30th at http://members.nasbonline.org/index.php/board-leadership/ann-mactier-school-board-member-of-the-year-award

Advocacy/2020 Legislative Session:

- Thanks to all board who submitted a Legislative Proposals to the NASB Legislation Committee. The Committee meets later this month to go over everything.

- The 2020 legislative session is currently scheduled to resume July 20 and wrap up mid-August. During the pause, senators and their offices have continued their work.
- A priority for the reconvening session will be budget adjustments and bills that deal with the pandemic. Most other bills will likely be tabled. LB 1106, formerly LB 974, (the education funding reform/property tax bill) is still a priority for Sens. Linehan and the Revenue committee. We have shared our concerns with the committee, and with the press.
- Stay engaged during the Session and follow along with the bills NASB is tracking at: https://nasb.enviseams.com/legislative-bills and through NASB's ***Legislative Notes*** e-updates.

Follow NASB on twitter at www.twitter.com/NASBonline using the hashtag #liveNASB
and on facebook at www.facebook.com/NASBonline

Watch all of the NASB videos at www.vimeo.com/NASBonline

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the ***Board Notes newsletter*** for "This Month In …" To access the latest newsletter, click here:

http://members.nasbonline.org/index.php/news-resources/board-notes



Appendix B
Raymond Central Public Schools/Raymond Central Education Association
2020-2021 Co-Curricular Salary Schedule
(Adopted by Board of Education September 11, 2019)

Category I	1st	2nd	3rd	4th	5th	Number of Assistants	Assistants
Basketball	12	13	14	16	18	2	6,7,8,9,11
Football	12	13	14	16	18	3	6,7,8,9,11
Track	12	13	14	16	18	3	6,7,8,9,11
Volleyball	12	13	14	16	18	2	6,7,8,9,11
Wrestling	12	13	14	16	18	1	6,7,8,9,11
Speech	12	13	14	16	18	2	6,7,8,9,11
Band	12	13	14	16	18		

Category II	1st	2nd	3rd	4th	5th	Number of Assistants	Assistants
Baseball	9	10	11	13	15	1	4,5,6,7,8
Softball	9	10	11	13	15	1	4,5,6,7,8
Vocal Music	9	10	11	13	15		
Musical	3	3.5	4	4.5	5		
Strength & Conditioning	7	8	9	11	13		

Category III	1st	2nd	3rd	4th	5th	Number of Assistants	Assistants
Cheerleaders	5	6	7	9	11		
Cross Country	5	6	7	9	11	1	4,5,6

Category IV	1st	2nd	3rd	4th	5th	Number of Assistants	Assistants
Jr High Basketball	3	4	5	7	9		2,3,4,5,6
Jr High Football	3	4	5	7	9	1	2,3,4,5,6
Jr High Track	3	4	5	7	9	2	2,3,4,5,6
Jr High Volleyball	3	4	5	7	9		2,3,4,5,6
Jr High Wrestling	3	4	5	7	9		2,3,4,5,6
Drill Team	3	4	5	7	9		2,3,4,5,6
FBLA	3	4	5	7	9	2	2,3,4,5,6
FFA	3	4	5	7	9	1	2,3,4,5,6
Skills USA (VICA)	3	4	5	7	9	1	2,3,4,5,6
One Act	3	4	5	7	9	1	
Mock Trial	3	4	5	7	9		
Jr High Speech	3	4	5	7	9		

Category V	1st	2nd	3rd	4th	Number of Assistants	Assistants
Destination Imagination	3.5	5	7	8	1	2,3,4
AdvancED Chair	3.5	5	7	8		

Category VI	1st	2nd	3rd
Junior Class Sponsor	2.5	3.5	4.5
AdvancED	2.5	3.5	4.5
Yearbook	2.5	3.5	4.5
Website Coordinator	2.5	3.5	4.5

Category VII	1st	3rd
Senior Class Sponsor	.008	.015
Science Fair	.008	.015
Spanish Club	.008	.015
JH Student Council	.008	.015
SH Student Council	.008	.015
High Ability	.008	.015

Category VIII	1st	3rd
National Honor Society	.004	.008
Curriculum Development Com	.004	.008
Seventh Grade Class/JH SC Asst	.004	.008
Eighth Grade Class/JH SC Asst	.004	.008
Freshman Class/SH SC Asst	.004	.008
Sophomore Class/SH SC Asst	.004	.008

Category IX	1st
TeamMates	3

RESOLUTION OF THE BOARD OF EDUCATION OF LANCASTER COUNTY SCHOOL DISTRICT NO. 55-0161, A/K/A RAYMOND CENTRAL PUBLIC SCHOOL DISTRICT REGARDING THE FALL REOPENING AND RETURN TO SCHOOL

BE IT RESOLVED THAT:

WHEREAS, for the past several months, various local, state, and national emergency orders, recommendations, guidance and directives have been issued regarding the COVID-19 global pandemic, including the Nebraska Department of Health and Human Services Directed Health Measure Order 2020-008 (dated April 1, 2020), which required that "All schools; public, private and parochial: are hereby ordered to cease all in-person instruction . . .;" and

WHEREAS, since the entry of Directed Health Measure Order 2020-008, the District has provided student instruction via remote or distance means; and

WHEREAS, since the end of the 2019-2020 school year, District administrators and staff members have worked diligently with key stakeholder groups, including public health officials and medical experts, to develop a plan to return to in-person student instruction during the 2020-2021 school year; and

WHEREAS, the evolving COVID-19 pandemic presents numerous challenges to developing a definitive return-to-school plan, given how the COVID-19 pandemic continues to rapidly develop in a fluid environment (including the possibility of a frequently updated "risk dial"); and

WHEREAS, the Board of Education supports the ongoing efforts to develop and implement a return-to-school plan, and the Board of Education believes that it is in the best interests of student learning that students return to in-person instruction during the 2020-2021 school year; and

WHEREAS, in order for the District to effectively and timely respond to the ever changing COVID-19 situation, the Board hereby desires to delegate certain authority and decision-making responsibility to the Superintendent or Superintendent's designee so that the Superintendent or Superintendent's designee may continue to plan for and ultimately implement without delay a return to in-person instruction during the 2020-2021 school year.

NOW, THEREFORE, the Board of Education hereby finds, determines, and adopts the following:

1. Ratification of Actions Taken to-Date. The Board of Education hereby ratifies, supports, and affirms all actions taken to-date by District administrators and staff in response to and planning for student instruction during the COVID-19 pandemic.

2. Delegation of Safety and Health Requirements. Pursuant to Neb. Rev. Stat. § 79-526, the Board of Education "shall make rules and regulations as it deems necessary for the government and health of the pupils and devise any means as may seem best to secure the regular attendance and progress of children at school." In fulfillment of that statutory requirement, and

pursuant to all other applicable law, the Board of Education hereby expressly delegates to the Superintendent or Superintendent's designee the authority to develop rules and regulations deemed necessary for the government and health of the District's students and devise any means as may seem best to secure the regular attendance and progress of students at school. These rules and regulations may include a mask requirement or recommendation, sanitizing procedures, social distancing guidelines, building entry and admission protocols, and the like. In formulating, preparing, and implementing said rules and regulations, the Superintendent shall consult with appropriate stakeholder groups, including public health officials and medical experts.

In formulating, preparing and implementing such rules and regulations, the Board further expressly delegates and authorizes the Superintendent or Superintendent's designee to develop and implement any and all other health and safety measures in response to the COVID-19 pandemic, including modifications or changes to the District's 2020-2021 school calendar, transportation provisions and opportunities, extra-curricular and after-school activities, before-and-after-school care programs, and so forth.

By passage of this Resolution, the Board hereby expresses its expectation that all persons, including students, staff, community members, and other visitors comply with such rules and regulations.

3. Delegation of Student Handbook Provisions. The Board of Education hereby delegates to the Superintendent or Superintendent's designee the authority to amend, update, or otherwise revise student handbooks for the 2020-2021 school year, so long as such amendments, updates, or revisions relate to the COVID-19 pandemic. Such amendments, updates, or revisions shall have the effect of rules and standards validly established pursuant to Neb. Rev. Stat. §§ 79-257, 79-259, 79-261, 79-262 and 79-264. Further, any such amendments, updates, or revisions (including a possible mask requirement) shall comply with Nebraska law, including Neb. Rev. Stat. §§ 79-734 and 79-2,127, *et seq*.

The Board expects students to comply with such amendments, updates, revisions and any other directives from District administrators and staff.

4. Delegation of Staff Handbook Provisions. The Board of Education hereby delegates to the Superintendent or Superintendent's designee the authority to amend, update, or otherwise revise staff handbooks for the 2020-2021 school year, so long as such amendments, updates, or revisions relate to the COVID-19 pandemic. Such amendments, updates, or revisions shall have the effect of Board-approved expectations and directives. The Board further delegates to the Superintendent or Superintendent's designee the authority to determine and implement staff return-to-work requirements, staff health and safety precautions, and, to the extent permitted by law, staff compensation arrangements, including the payment (or nonpayment) of extra duty stipends if a season or activity is cancelled due to the COVID-19 pandemic. The Board expects all staff to comply with such amendments, updates, and revisions.

5. Temporary Suspension of Board Policies and Delegation of Authority to Develop Rules. By passage of this Resolution, the Board hereby acknowledges that it has balanced its desire for in-person student instruction with the fluid COVID-19 situation and the need for the

District to achieve a proper balance with the limitations of the District's current budget, existing facilities, staffing levels, and limited resources. After balancing these competing interests, and to the extent permitted by law, the Board hereby suspends any Board policies that conflict with this Resolution or conflict with any action taken by the Superintendent or Superintendent's designee pursuant to this Resolution. Further, any Board policies that would otherwise prevent, hinder, or delay necessary action in carrying out or implementing the same in order to cope with the COVID-19 emergency are hereby waived and suspended. Once this Resolution expires, all Board policies (even those that conflict with this Resolution) will become and remain effective.

6. Decision-Making Process. The Superintendent and/or Superintendent's designee is expected to keep the Board reasonably informed of any meaningful actions taken pursuant to this Resolution.

7. Balancing Interests. The Board intends that the return to in-person instruction be implemented in a way that prioritizes the health and safety of students, families, and staff members. However, the Board acknowledges that a return to in-person instruction plan may mitigate, but will not completely eliminate, the associated risks of in-person instruction in the middle of the COVID-19 pandemic. As public health professionals have recognized, no single act or set of actions will eliminate the risk of COVID-19. The Board balances this risk while simultaneously recognizing that the need for quality, effective, in-person student instruction is a priority during the 2020-2021 school year. As a result, the Board has balanced these competing interests and has based its preference to return to in-person instruction on the Board's own unique and particular social, economic, and policy-making determinations.

8. Subsequent or Emergency Changes. The Superintendent or Superintendent's designee is hereby delegated and authorized to take any subsequent or emergency measures or actions in planning for or implementing a return to in-person student instruction and in response to the COVID-19 pandemic, including those measures that may not be explicitly referenced in this Resolution.

9. Subsequent Ratification. The Board intends to ratify the actions of the Superintendent or Superintendent's designee at a subsequent Board meeting.

10. Expiration. This Resolution, and all of the content, powers, delegation and authority therein, shall expire upon the earlier of: (1) a vote by a majority of the quorum of the Board or (2) the end of the 2020-2021 school year.

THIS RESOLUTION was adopted this ____ day of _____, 2020 by at least a majority vote of a quorum of the Board of Education at a duly held public meeting.

_____
PRESIDENT, BOARD OF EDUCATION

_____
SECRETARY, BOARD OF EDUCATION

CDC guidance for schools and plan if positives in schools

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html#

Temperature Checks. From AAP

Temperature checks and symptom screening are a frequent part of many reopening processes to identify symptomatic persons to exclude them from entering buildings and business establishments. The list of symptoms of COVID-19 infection has grown since the start of the pandemic and the manifestations of COVID-19 infection in children, although similar, is often not the same as that for adults. **School policies regarding temperature screening and temperature checks must balance the practicality of performing these screening procedures for large numbers of students and staff with the information known about how children manifest COVID-19 infection, the risk of transmission in schools, and the possible lost instructional time to conduct the screenings.** Schools should develop plans for rapid response to a student or staff member with fever who is in the school regardless of the implementation of temperature checks or symptom screening prior to entering the school building. In many cases, it will not be practical for temperature checks to be performed prior to students arriving at school. **Parents should be instructed to keep their child at home if they are ill.** Any student or staff member with a fever of 100.4 degrees or greater or symptoms of possible COVID-19 virus infection should not be present in school.

In lieu of temperature checks and symptom screening being performed after arrival to school, **methods to allow parent report of temperature checks done at home may be considered.** Resources and time may necessitate this strategy at most schools. The epidemiology of disease in children along with evidence of the utility of temperature screenings in health systems may further justify this approach. Procedures using texting apps, phone systems, or online reporting rely on parent report and may be most practical but possibly unreliable, depending on individual family's ability to use these communication processes, especially if not made available in their primary language. Although imperfect, these processes may be most practical and likely to identify the most ill children who should not be in school. School nurses or nurse aides should be equipped to measure temperatures for any student or staff member who may become ill during the school day and should have an identified area to separate or isolate students who may have COVID-19 symptoms.

Physical Distancing - AAP

In Pre-K, the relative impact of physical distancing among children is likely small based on current evidence and certainly difficult to implement. Therefore, Pre-K should focus on more effective risk mitigation strategies for this population. These include hand hygiene, infection

prevention education for staff and families, adult physical distancing from one another, adults wearing face coverings, cohorting, and spending time outdoors.

Higher-priority strategies:

- Cohort classes to minimize crossover among children and adults within the school; the exact size of the cohort may vary, often dependent on local or state health department guidance.
- Utilize outdoor spaces when possible.
- Limit unnecessary visitors into the building.

Lower-priority strategies:

- Face coverings(cloth) for children in the Pre-K setting may be difficult to implement.
- Reducing classmate interactions/play in Pre-K aged children may not provide substantial COVID-19 risk reduction.

Elementary Schools

Higher-priority strategies:

- Children should wear face coverings when harms (eg, increasing hand-mouth/nose contact) do not outweigh benefits (potential COVID-19 risk reduction).
- Desks should be placed 3 to 6 feet apart when feasible (if this reduces the amount of time children are present in school, harm may outweigh potential benefits).
- Cohort classes to minimize crossover among children and adults within the school.
- Utilize outdoor spaces when possible.

Lower-priority strategies:

- The risk reduction of reducing class sizes in elementary school-aged children may be outweighed by the challenge of doing so.
- Similarly, reducing classmate interactions/play in elementary school-aged children may not provide enough COVID-19 risk reduction to justify potential harms.

Secondary Schools

There is likely a greater impact of physical distancing on risk reduction of COVID in secondary schools than early childhood or elementary education. There are also different barriers to successful implementation of many of these measures in older age groups, as the structure of

school is usually based on students changing classrooms. Suggestions for physical distancing risk mitigation strategies when feasible:

- Universal face coverings in middle and high schools when not able to maintain a 6-foot distance (students and adults).
- Particular avoidance of close physical proximity in cases of increased exhalation (singing, exercise); these activities are likely safest outdoors and spread out.
- Desks should be placed 3 to 6 feet apart when feasible.
- Cohort classes if possible, limit cross-over of students and teachers to the extent possible.
    - Ideas that may assist with cohorting:
        - Block schedule (much like colleges, intensive 1-month blocks).
        - Eliminate use of lockers or assign them by cohort to reduce need for hallway use across multiple areas of the building. (This strategy would need to be done in conjunction with planning to ensure students are not carrying home an unreasonable number of books on a daily basis and may vary depending on other cohorting and instructional decisions schools are making.)
        - Have teachers rotate instead of students when feasible.
        - Utilize outdoor spaces when possible.
        - Teachers should maintain 6 feet from students when possible and if not disruptive to educational process.
        - Restructure elective offerings to allow small groups within one classroom. This may not be possible in a small classroom.

Special Education

Every child and adolescent with a disability is entitled to a free and appropriate education and is entitled to special education services based on their individualized education program (IEP). Students receiving special education services may be more negatively affected by distance-learning and may be disproportionately impacted by interruptions in regular education. It may not be feasible, depending on the needs of the individual child and adolescent, to adhere both to distancing guidelines and the criteria outlined in a specific IEP. Attempts to meet physical distancing guidelines should meet the needs of the individual child and may require creative solutions, often on a case-by-case basis.

Physical Distancing in Specific Enclosed Spaces

Bussing

- Encourage alternative modes of transportation for students who have other options.
- Ideally, for students riding the bus, symptom screening would be performed prior to being dropped off at the bus. Having bus drivers or monitors perform these screenings is problematic, as they may face a situation in which a student screens positive yet the parent has left, and the driver would be faced with leaving the student alone or allowing the student on the bus.
- Assigned seating; if possible, assign seats by cohort (same students sit together each day).
- Tape marks showing students where to sit.
- When a 6-foot distance cannot be maintained between students, face coverings should be worn.
- Drivers should be a minimum of 6 feet from students; driver must wear face covering; consider physical barrier for driver (eg, plexiglass).
- Minimize number of people on the bus at one time within reason.
- Adults who do not need to be on the bus should not be on the bus.
- Have windows open if weather allows.

Hallways

- Consider creating one-way hallways to reduce close contact.
- Place physical guides, such as tape, on floors or sidewalks to create one-way routes.
- Where feasible, keep students in the classroom and rotate teachers instead.
- Stagger class periods by cohorts for movement between classrooms if students must move between classrooms to limit the number of students in the hallway when changing classrooms.
- Assign lockers by cohort or eliminate lockers altogether.

Playgrounds

Enforcing physical distancing in an outside playground is difficult and may not be the most effective

Meals/Cafeteria

School meals play an important part in addressing food security for children and adolescents. Decisions about how to serve meals must take into account the fact that in many communities there may be more students eligible for free and reduced meals than prior to the pandemic.

- Consider having students cohorted, potentially in their classrooms, especially if students remain in their classroom throughout the day.
- Create separate lunch periods to minimize the number of students in the cafeteria at one time.
- Utilize additional spaces for lunch/break times.

- Utilize outdoor spaces when possible.
- Create an environment that is as safe as possible from exposure to food allergens.
- Wash hands or use hand sanitizer before and after eating.

Cleaning and Disinfection

The main mode of COVID-19 spread is from person to person, primarily via droplet transmission. For this reason, strategies for infection prevention should center around this form of spread, including physical distancing, face coverings, and hand hygiene. Given the challenges that may exist in children and adolescents in effectively adhering to recommendations, it is critical staff are setting a good example for students by modeling behaviors around physical distancing, face coverings and hand hygiene. Infection via aerosols and fomites is less likely. However, because the virus may survive in certain surfaces for some time, it is possible to get infected after touching a virus contaminated surface and then touching the mouth, eyes, or nose. Frequent handwashing as a modality of containment is vital.

Cleaning should be performed per established protocols followed by disinfection when appropriate. Normal cleaning with soap and water decreases the viral load and optimizes the efficacy of disinfectants. When using disinfectants, the manufacturers' instructions must be followed, including duration of dwell time, use of personal protective equipment (PPE), if indicated, and proper ventilation. The use of EPA approved disinfectants against COVID-19 is recommended (EPA List N). When possible, only products labeled as safe for humans and the environment (eg, Safer or Designed for the Environment), containing active ingredients such as hydrogen peroxide, ethanol, citric acid, should be selected from this list, because they are less toxic, are not strong respiratory irritants or asthma triggers, and have no known carcinogenic, reproductive, or developmental effects.

When EPA-approved disinfectants are not available, alternative disinfectants such as diluted bleach or 70% alcohol solutions can be used. Children should not be present when disinfectants are in use and should not participate in disinfecting activities. Most of these products are not safe for use by children, whose "hand-to-mouth" behaviors and frequent touching of their face and eyes put them at higher risk for toxic exposures. If disinfection is needed while children are in the classroom, adequate ventilation should be in place and nonirritating products should be used. Disinfectants such as bleach and those containing quaternary ammonium compounds or "Quats" should not be used when children and adolescents are present, because these are known respiratory irritants.

In general, elimination of high-touch surfaces is preferable to frequent cleaning. For example, classroom doors can be left open rather than having students open the door when entering and leaving the classroom or the door can be closed once all students have entered followed by hand sanitizing. As part of increasing social distance between students and surfaces requiring regular cleaning, schools could also consider eliminating the use of lockers, particularly if they

are located in shared spaces or hallways, making physical distancing more challenging. If schools decide to use this strategy, it should be done within the context of ensuring that students are not forced to transport unreasonable numbers of books back and forth from school on a regular basis.

When elimination is not possible, surfaces that are used frequently, such a drinking fountains, door handles, sinks and faucet handles, etc, should be cleaned and disinfected at least daily and as often as possible. Bathrooms, in particular, should receive frequent cleaning and disinfection. Shared equipment including computer equipment, keyboards, art supplies, and play or gym equipments should also be disinfected frequently. Hand washing should be promoted before and after touching shared equipment. Computer keyboard covers can be used to facilitate cleaning between users. Routine cleaning practices should be used for indoor areas that have not been used for 7 or more days or outdoor equipment. Surfaces that are not high touch, such as bookcases, cabinets, wall boards, or drapes should be cleaned following standard protocol. The same applies to floors or carpeted areas.

Outdoor playgrounds/natural play areas only need routine maintenance, and hand hygiene should be emphasized before and after use of these spaces. Outdoor play equipment with high-touch surfaces, such as railings, handles, etc, should be cleaned and disinfected regularly if used continuously.

Masks/face coverings -AAP

Evidence continues to mount on the importance of universal face coverings in interrupting the spread of SARS-CoV-2. Although ideal, universal face covering use is not always possible in the school setting for many reasons. Some students, or staff, may be unable to safely wear a cloth face covering because of certain medical conditions (eg, developmental, respiratory, tactile aversion, or other conditions) or may be uncomfortable, making the consistent use of cloth face coverings throughout the day challenging. For individuals who have difficulty with wearing a cloth face covering and it is not medically contraindicated to wear a face covering, behavior techniques and social skills stories(see resource section)can be used to assist in adapting to wearing a face covering. When developing policy regarding the use of cloth face coverings by students or school staff, school districts and health advisors should consider whether the use of cloth face coverings is developmentally appropriate and feasible and whether the policy can be instituted safely. If not developmentally feasible, which may be the case for younger students, and cannot be done safely (eg, the face covering makes wearers touch their face more than they otherwise would), schools may choose to not require their use when physical distancing measures can be effectively implemented. School staff and older students (middle or high school) may be able to wear cloth face

coverings safely and consistently and should be encouraged to do so. Children under 2 years and anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance should not wear cloth face coverings.

On-site School Based Health Services

On-site school health services should be supported if available, to complement the pediatric medical home and to provide pediatric acute and chronic care. Collaboration with school nurses will be essential, and school districts should involve School Health Services staff early in the planning phase for reopening and consider collaborative strategies that address and prioritize immunizations and other needed health services for students, including behavioral health and reproductive health services.

Behavioral Health/Emotional Support for Children and Adolescents

Schools should anticipate and be prepared to address a wide range of mental health needs of children and staff when schools reopen. Preparation for infection control is vital and admittedly complex during an evolving pandemic. But the emotional impact of the pandemic, financial/employment concerns, social isolation, and growing concerns about systemic racial inequity — coupled with prolonged limited access to critical school-based mental health services and the support and assistance of school professionals — demands careful attention and planning as well. Schools should be prepared to adopt an approach for mental health support.

Schools should consider providing training to classroom teachers and other educators on how to talk to and support children during and after the COVID-19 pandemic. Students requiring mental health support should be referred to school mental health professionals.

Suicide is the second leading cause of death among adolescents or youth 10 to 24 years of age in the United States. In the event distance learning is needed, schools should develop mechanisms to evaluate youth remotely if concerns are voiced by educators or family members and should be establishing policies, including referral mechanisms for students believed to be in need of in-person evaluation, even before schools reopen.

School mental health professionals should be involved in shaping messages to students and families about the response to the pandemic. Fear-based messages widely used to encourage strict physical distancing may cause problems when schools reopen, because the risk of exposure to COVID-19 may be mitigated but not eliminated.

When schools do reopen, plans should already be in place for outreach to students who do not return, given the high likelihood of separation anxiety and agoraphobia in students. Students

may have difficulty with the social and emotional aspects of transitioning back into the school setting, especially given the unfamiliarity with the changed school environment and experience. Special considerations are warranted for students with pre-existing anxiety, depression, and other mental health conditions; children with a prior history of trauma or loss; and students in early education who may be particularly sensitive to disruptions in routine and caregivers. Students facing other challenges, such as poverty, food insecurity, and homelessness, and those subjected to ongoing racial inequities may benefit from additional support and assistance.

Schools need to incorporate academic accommodations and supports for all students who may still be having difficulty concentrating or learning new information because of stress associated with the pandemic. It is important that schools do not anticipate or attempt to catch up for lost academic time through accelerating curriculum delivery at a time when students and educators may find it difficult to even return to baseline rates. These expectations should be communicated to educators, students, and family members so that school does not become a source of further distress.

Immunizations

Existing school immunization requirements should be maintained and not deferred because of the current pandemic. In addition, although influenza vaccination is generally not required for school attendance, in the coming academic year, it should be highly encouraged for all students. School districts should consider requiring influenza vaccination for all staff members. Pediatricians should work with schools and local public health authorities to promote childhood vaccination messaging well before the start of the school year. It is vital that all children receive recommend vaccinations on time and get caught up if they are behind as a result of the pandemic. The capacity of the health care system to support increased demand for vaccinations should be addressed through a multifaceted collaborative and coordinated approach among all child-serving agencies including schools.

Raymond Central Public Schools Reopening Plan
Fall 2020

Nebraska Association Local Health Directors (NALHD)

Working With Schools

Below are shared core principles that local health departments (LHDs) in NE consider when making recommendations and advising local schools about how to safely reopen and stay open during the COVID-19 pandemic.

- LHDs statewide monitoring and evaluating public health data related to COVID-19 in our local jurisdiction daily.
- LHDs want Nebraska schools to open and stay open. We recognize the unique nature of schools and the education system's role in the economic and well-being of children and adults.
- LHDs work closely with our local schools and ESUs to develop reasonable plans for social distancing and masking in school facilities to reduce the spread of COVID-19. These plans need to be locally-responsive and aim to create school environments that will minimize the impact on the school community and the student learning experience when students or staff test positive for COVID-19

Key recommendations that these plans include when community spread is occurring include:

- All staff and students wear cloth face coverings over their nose and mouth whenever possible.
- General physical distancing of 6 feet between individuals wherever possible.
- Frequent hand washing and/or hand sanitizing

When a positive COVID-19 case is confirmed in a school, that individual will be excluded and allowed to return based upon current guidance from CDC at the time. LHDs will work with schools to consider the following questions when determining how that case will impact others in their classroom and/or school building.

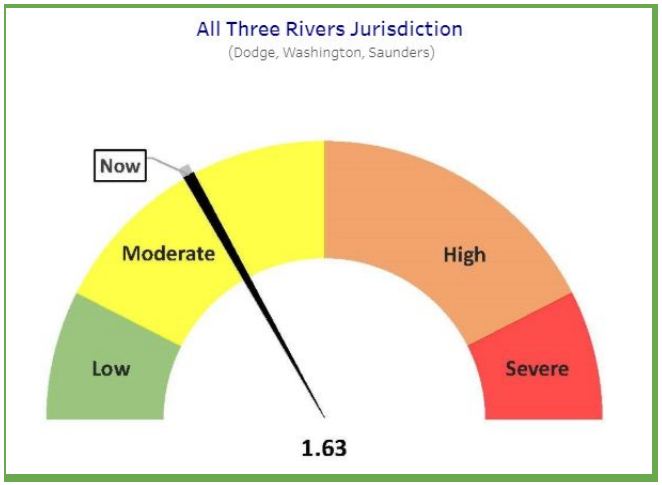
- What is the level of community spread outside of the school building?
- Was the individual with COVID-19 wearing a mask most of the time?
- Were other students and staff who were within 6 feet of the individual with COVID-19 for more than 15 minutes masked?
- Was the individual with COVID-19 part of the cohort within the building or did they interact with a large number of students and staff throughout the day?
- To what extent is the school community implementing other non-pharmaceutical interventions?
- The answers to these questions will determine:
    - The number of close contacts.
    - If the close contacts who are not symptomatic may stay in the classroom.
    - The number of other students and staff who will need to be quarantined.

Raymond Central Public Schools Reopening Plan
Fall 2020

Raymond Central Public Schools is excited to welcome students back to our three school sites on August 12th, 2020. In order for our district to provide a safe and secure environment for our students and staff, the following measures must be taken and will be implemented with fidelity. The COVID-19 risk level is based on the COVID-19 Risk Dial created and updated by the Lincoln-Lancaster Health Department and Three Rivers Health Department. The COVID-19 threat level will be updated as needed by the Lancaster County Health Department and Three Rivers Health Department which will guide the decision making progress for Raymond Central Public Schools. This plan will be updated to follow the recommendations of local health departments as needed. Updates will be communicated via the school website and school correspondence.



Updated 7.10.20



Raymond Central Public Schools Reopening Plan
Fall 2020

COVID Green

- All students grades PK-12 will attend school in person
- Based on the current recommendations of local health departments, students and staff may choose to wear masks when the risk level is identified as green. RC will provide multilayered cloth face coverings for students and staff who do not have them available. Students/Staff are welcome to bring and wear their own appropriate multilayered cloth face coverings.

;

COVID Yellow

- All students in PK-12 will attend school in person
- Accommodations will be made for K-12 students who are not attending in person to utilize online learning through Zoom and other remote learning tools. Remote learning may consist of joining classes via zoom, meeting individually with a teacher, completing online assignments, etc.
- Based on the current recommendations of local health departments, students are encouraged to wear masks and may be required when appropriate/needed such as during small groups, one on one instruction, etc, and/or for the safety of students and/or staff due to unforeseen circumstances when the risk level is identified as yellow. Staff will be required to wear masks when students are present. RC will provide multilayered cloth face coverings for students and staff who do not have them available. Students/Staff are welcome to bring and wear their own appropriate multilayered cloth face coverings. Any student or staff riding a school bus must wear a mask when the dial level is yellow.

COVID Orange

- All students in PK-12 will attend school in person, however, capacity numbers may need to be adjusted based on recommendations from the health department.
- Accommodations will be made for K-12 students who are not attending in person to utilize online learning through Zoom and other remote learning tools. Remote learning may consist of joining classes via zoom, meeting individually with a teacher, completing online assignments, etc.
- Based on current recommendations of local health departments and to help reduce the spread of COVID-19, RC will require face coverings to be worn by students, staff, visitors and other building users while at school or utilizing district transportation. RC will provide multilayered cloth face coverings for students and staff who do not have them available. Students/Staff are welcome to bring and wear their own appropriate multilayered cloth face coverings.

COVID Red

Raymond Central Public Schools Reopening Plan
Fall 2020

- All RC buildings will be closed and all students will participate in remote learning from home.

Health and Sanitation Procedures:

The following health and sanitation procedures are actions that we will collectively implement to keep our students and staff members safe.

Topic	Resulting Action
Hand Washing & Hand Sanitizing	Students and staff sanitize their hands consistently, i.e. upon entering the building, entering district transportation vehicles, entering the classroom, exiting the classroom, entering the cafeteria, exiting the cafeteria, exiting the building. Raymond Central Schools will provide 60% or greater alcohol content in the provided hand sanitizer at each school site. The district used a ratio of one gallon for every 8 students.
Physical Distancing	Social distancing will be practiced at appropriate times before, during and after school hours. Staff will ensure they appropriately distance students in the classroom, cafeteria, hallways, buses, etc. Staff and students will not be in physical contact with others unless needed to provide care and/or safety.
High Touch Surface Cleaning	Tabletop surfaces and highly touched areas cleaned consistently, i.e. between each period, door handles cleaned each period, restrooms cleaned during the day and in the evening. Raymond Central Schools will follow all current and updated guidelines from the CDC and local health departments.

Raymond Central Public Schools Reopening Plan
Fall 2020

Masks	Mask requirements will be based on the COVID-19 dial. When the dial indicates a threat level of green, masks are optional for both students and staff. When the threat level is yellow, students are encouraged to wear masks and may be required when appropriate/needed such as during small groups, one on one instruction, etc, and/or for the safety of students and/or staff due to unforeseen circumstances. When the threat level is orange, masks will be required for both students and staff. Masks will be required for all students and staff who are riding a school vehicle. Raymond Central Schools has ordered two cloth masks for every staff member and student. Students and staff are encouraged to wash their mask often to ensure safety for themselves and others. In the event of a forgotten mask, the district will have disposable masks available. Medical/behavioral exceptions and short term exceptions for instructional need will be followed. Face shields will also be available for use when appropriate.
Pre Screening at Home	Parents/Guardians will be asked to screen children at home for temperature, runny nose, cough, and other symptoms. Staff will self-screen at home for temperature, runny nose, cough, and other symptoms. If a person has any symptoms, he/she should not report to school. A protocol will be provided for both staff and families to follow by the District School Nurse.
Bussing	Students will be assigned a specific seat, prioritizing students sitting together from the same household. All students must wear masks and sanitize their hands before boarding school transportation. Surfaces and seats will be wiped down between routes.
Water Fountains	The district will not allow the use of drinking fountains when the risk dial is yellow or higher. Touchless hydration stations will still be able to be used on each school site. Students and staff are encouraged to bring their own clear bottle for water only. Water bottles will also be made available by the school.
Cafeteria	Social distancing required, no matter what space is being used. Students will wash/sanitize their hands before and after eating. Students will have assigned seats in the cafeteria and will eat with the same cohort of students each day. Lunch times will be spread out due to increased distancing. No salad bar or buffet style meals will be provided. Students will not be allowed to serve themselves.

Raymond Central Public Schools Reopening Plan
Fall 2020

Passing Periods	Passing times will be staggered to increase required social distancing. Students will not be allowed to loiter in hallways or by lockers. Specific action steps will be developed at each building site.

Levels of Attendance: (0% in school, 50% in school, 100% in school)

Raymond Central Public Schools Reopening Plan
Fall 2020

Raymond Central Public Schools is starting school under the current calendar, however, there may be a time during the school year when directed health measures will need to be followed.

0% in School - Red (100% Remote): If need be, Raymond Central will utilize the remote learning platform created during the 2019-2020 school year. Feedback was collected from students, parents/guardians and staff members and used to improve the plan for 2020-2021. The district understands this is not an ideal situation for multiple reasons. This solution also creates obstacles in establishing routines and transitions as well as gathering baseline data on students. All school sites would be closed to all stakeholders except for essential personnel.

50% in School - Orange: This level of attendance would require combining 100% attendance and 0% attendance. If required by government or health officials, Raymond Central Schools would create an A/B schedule to allow for 50% of grade levels to attend school on an every other day rotation. Any day students are not at school , they would be working remotely from home. All students would be working remotely 3 days per week and in school for two days. 50% building capacity would allow each building site to socially distance students to a greater degree than at 100% capacity.

100% Capacity in School - Yellow and Green: Our goal as a district is to start and end with all students and staff returning to school. Coupled with health and sanitation practices, the risk level for both staff and students will be minimized. This plan is preferred if health and sanitation protocols can augment the physical presence of students and staff at school..

Communication Loop

Raymond Central Public Schools Reopening Plan
Fall 2020

Communication is important for the development and implementation of the district's reopening plan. Raymond Central has worked hard to develop a strong partnership by working in collaboration with state and local officials (to the extent possible) to create a reopening plan to open and operate schools while adjusting to meet the unique needs and circumstances of the local community. Our goal has been to develop a plan that prioritizes the health, safety, and wellness of students, families, and educators while considering the many issues that COVID-19 presents to bring students and staff back for the start of the 2020/21 school year. For this plan to be implemented with fidelity, school officials are requesting the development of shared information protocol and routine communication with county health officials throughout the current pandemic threat.

The current COVID-19 pandemic forced school districts to move to a remote learning model overnight. We believe that remote learning serves an immediate need but does not replace the multitude of instructional modalities children experience with their teachers, administrators, and support staff while attending school in a traditional setting. Transitioning back to students in a school setting five days a week will take the collaboration of local and state officials along with educational leaders to ensure families feel proper measures have been developed and instituted creating a safe and healthy environment for all children. The same can be said of those who care for and educate all students.

Raymond Central Public Schools has worked in collaboration with county health officials to develop a shared information protocol along with a routine communication schedule for the duration of the current COVID-19 pandemic. It would be our hope that as we come together as a district to sustain a 100% capacity that we create a communication loop between school districts and health departments so that we can:

a) Keep students, staff, and families safe,
b) Refine communication and response when a positive case presents itself in a school, and
c) Provide a data collection process so school districts can provide information to health officials allowing for the development of a collaborative categorization of the health status (Red, Orange, Yellow, Green) in our community which can be easily communicated.
d) When determined to be severe the district will look at either 50% attendance or 0% attendance at school sites.

Below is a chart of actions that schools could potentially take based upon the health department's recommended 'COVID-19 Risk Dial' level.

Topic	High	Moderate	Low

Raymond Central Public Schools Reopening Plan
Fall 2020

Masks / Facial Coverings	-Require students and staff to wear masks	-Students students are encouraged to wear masks and may be required when appropriate/needed such as during small groups, one on one instruction, etc, and/or for the safety of students and/or staff due to unforeseen circumstances -Staff are required to wear masks	-No masks required -Students and staff may choose to wear masks
Pre Screen Click here for a copy of Home Screening Tool	-Taking temperature and symptom check at home -Do not attend school/work if symptomatic	-Taking temperature and symptom check at home -Do not attend school/work if symptomatic	-Taking temperature and symptom check at home -Do not attend school/work if symptomatic
Travel Restrictions	-Travel restrictions set by the County Health Officials -Possible District Travel Enforcement -Quarantine if out of state -No out of state professional travel for staff -No instate travel -Communicate possible travel with direct supervisor	-Travel restrictions set by the County Health Officials -Quarantine if out of state travel was to a “hot spot” -Communicate possible travel with direct supervisor	-Travel restrictions set by the County Health Officials -Communicate possible travel with direct supervisor

Raymond Central Public Schools Reopening Plan
Fall 2020

Hand Washing	-Use of sanitizer or soap/water entering and exiting district facilities and transportation including transitions to other classrooms/spaces.	-Use of sanitizer or soap/water entering and exiting district facilities and transportation including other classrooms/spaces.	-No hand sanitizer or soap/water required entering and exiting facilities/vehicles/classroom, however, continuing the practice will be emphasized
Student Desks	-Cleaned between classes by students entering their seat	-Cleaned between classes by students entering their seat	-Cleaned as part of the daily regiment
Passing Periods	-Staggered passing periods with social distancing	-Staggered passing periods with social distancing	-Regular Passing Period with social distancing
Bussing	-Mask required -Busses cleaned between routes -Assigned seats	Masks required -Busses cleaned between routes -Assigned seats	-Masks optional -Assigned seats
Cafeteria/ Lunch	-Sanitize hands upon entering cafeteria and exiting cafeteria line or designated eating area -Adjust lunch periods -Social distance tables	-Sanitize hands upon entering cafeteria line -Adjust lunch periods -Social distance tables	-Sanitize hands upon entering cafeteria line

Raymond Central Public Schools Reopening Plan
Fall 2020

	-Possible bag lunches with options to eat in other locations including classrooms -Possible outside time during/after lunch	-Possible outside time during/after lunch	
Arrival at School	-Staggered arrival -Straight to first period classes -Masks required as enter building -Sanitize hands as students walk in the building -Parents/Guardians restricted from entering school	-Students will not be allowed to enter the building until 8 AM, then students must report first period class/class -Sanitize hands as students walk in the building -Parents/Guardians access must be scheduled and will be restricted to essential needs only	-No staggered arrival required -Sanitize hands as students walk in the building
Dismissal from School	-Staggered dismissal -Sanitize hands as exiting school	-Staggered dismissal -Sanitize hands as exiting school	-No requirements
Cleaning During Day	-Clean door knobs, handles, rails, (touch surfaces) wipe down surfaces 3 times per day -Restrooms cleaned at least once during the day	-Clean door knobs, handles, rails, (touch surfaces) wipe down surfaces 2 times per day	-Clean door knobs, handles, rails, (touch surfaces) wipe down surfaces 2 times per day

Raymond Central Public Schools Reopening Plan
Fall 2020

Cleaning Overnight	-Restrooms -Clean high touch surfaces such as door knobs, handles, wipe down surfaces -Other Standard district cleaning procedures	-Restrooms -Clean high touch services such as door knobs, handles, wipe down surfaces -Other Standard district cleaning procedures	-Restrooms -Clean high touch surfaces such as door knobs, handles, wipe down surfaces -Other Standard district cleaning procedures
Co/Extra Curricular	-Following NSAA Guidance	-Following NSAA Guidance	-Follow NSAA Guidelines
Drinking Fountains	-No mouth use of faucets -Students and staff may bring own water bottle -Hydration stations available for use	-No mouth use of faucets -Students and staff may bring own water bottle - Hydration stations available for use	-Drinking fountains open for use
Vending Machines	-Closed	-Open/clean touch surfaces 2 times a day	-Open/clean touch surfaces 2 times a day
Visitors	-No outside visitors on campus	-Essential visitors only -Must be scheduled in advance with the office -Screening visitors required -Visitors will be required to wear masks	-Standard district protocol -Screening visitors required

Raymond Central Public Schools Reopening Plan
Fall 2020

Teacher Workroom	-Social distancing -Table cleaned before sitting -Encourage eating in room -Sanitize hands	-Social distancing -Table cleaned before sitting -Encourage eating in room	-Social distancing -Table cleaned before sitting -Encourage eating in room
Playgrounds or Outdoor Activities	-Playground closed -Outside visits canceled with virtual opportunities developed	-Playground usage and outdoor activities limited to school hours only, social distancing and cleaning procedures established -Signage posted with warnings and expectations	-Playground usage and outdoor activities allowed

Conclusion

In the end, Raymond Central Public Schools must come together and work for the common good to successfully open and sustain face-to-face instruction for the 2020-2021 school year. We are in this together as a team and will take the necessary precautions to

Raymond Central Public Schools Reopening Plan
Fall 2020

keep our students and staff healthy and safe. Thank you students, staff, and families for your cooperation, understanding & support as we pull together to overcome the challenges we'll surely face #RCJourney

As a reminder, the Raymond Central Schools reopening plan is based on the Lancaster County COVID-19 threat dial and will be updated accordingly as the health department analyzes data to make changes to the dial.

Wolfe Construction Inc.

21255 NW 27th
Valparaiso, NE 68065

Quote

Date	Quote #
6/7/2020	48

Name / Address

RAYMOND CENTRAL SCHOOL
High School

Rep	Project

Description	Qty	Total
REMOVE FOOTINGS FROM OLD PORTABLE CLASSROOM		
DO NECESSARY GRADING FOR BUILDING SITE		
ERECT 49'8" X 57' X 13' 10" HARDSTEEL BUILDING ADDITION ON EAST SIDE OF EXISTING MAINTANCE BUILDING		
BUILDING TYPE: CLEARSPAN SYMMETRICALLY GABLED 4:12 PITCH ALL STEEL BUILDING		
BUILDING STRUCTURAL LOADS: GROUND SNOW LOAD 30 PSF WIND LOAD 115 MPH		
HARDSTEEL BUILDINGS FEATURES: STRAIGHT WALL COLUMNS, 26 GAUGE ROOF AND WALL PANELS, ANCHOR BOLT DRAWINGS, INSET GIRTS, 26 GAUGE COMMERCIAL EAVE AND GABLE TRIM, ANCHOR BOLTS, STEEL ROD BRACING, 26 GAUGE FULL DOOR AND WINDOW TRIM, PBR COLORED ROOF PANELS, WASHERS ON ALL SCREWS, BASE AND EAVE CLOSURES, PBR COLORED WALL PANELS.		
49'X 57' X 13'10" HARDSTEEL BUILDING		
ADD WIND COLUMN TO 1 SIDEWALL TO ELIMINATE X-BRACING, 2-BAYS WITH 1-24 WIDE OVERHEAD DOOR PER BAY.		
SET ENDWALL NEXT TO EXISTING 50' WIDE X 14' TALL BUILDING WITH BATT INSULATION IN ROOF AND WALLS.		
REVERS R PANEL ON WALLS, SCREW DOWN ROOF, FORMED RIDGE CAP NOT AVAILABLE - WILL BE FLAT RIDGE CAP		
REDUCED WIDTH OF BUILDING BY 4" AND ROOF HEIGHT BY 2" FOR HARDFOAM INSULATION SO WALLS AND ROOF TO MATCH		
* HARDSTEEL BUILDING, INCLUDES STAMPED ENGINEERED DRAWINGS FOR BUILDING AND CONCRETE		
*LABOR TO ERECT HARDSTEEL BUILDING		
* 49'8" X 57' 2" INSULGREEN HARDFOAM INSULATION WITH RADIANT BARRIER (1 ENDWALL AND BOTH SIDEWALLS)		
* 49'8" X 57' 2" INSULGREEN HARDFOAM INSULATION WITH RADIANT BARRIER (ROOF)		
* INSULATION FREIGHT TO: VALPARAISO NE 68065		
114' GUTTERS WITH DOWNSPOUTS		
1- 3'0" X 6'8" WALK DOOR(S) WITH LEVER/LEVER ENTRY (INCL. FRAMED OPENING)		

Total

Wolfe Construction Inc.

21255 NW 27th
Valparaiso, NE 68065

Quote

Date	Quote #
6/7/2020	48

Name / Address

RAYMOND CENTRAL SCHOOL
High School

Rep	Project

Description	Qty	Total
2-OVERHEAD DOOR FRAMED OPENING(S) (21' TO 24' WIDE) 2-24' X 12' 3" INSULATED OVERHEAD DOOR(S) W/OPERATOR INCLINED TRACK, 1 -3 BUTTON REMOTE(S) 164 ' PERIMETER FOOTINGS AND 50' X 57' 6" FLATWORK W/#4 REBAR - 2' OC W/COLUMN FOOTING BETWEEN BUILDING 164' INSULATED FOOTINGS BUILDING FREIGHT TO: VALPARAISO, NE 68065 EXTERIOR 6" CONCRETE WITH #4 REBAR 2'0" O.C., IS AN ADDITIONAL $7.00 PER SQUARE FOOT. ***NO ELECTRICAL FIGURED ***NO PLUMBING FIGURED TOTAL PRICE		109,244.00

Total $109,244.00

Wolfe Construction Inc.

21255 NW 27th
Valparaiso, NE 68065

Quote

Date	Quote #
6/7/2020	47

Name / Address

RAYMOND CENTRAL SCHOOL
High School

Rep	Project

Description	Qty	Total
DO NECESSARY GRADING FOR BUILDING SITE ERECT 49-8 X 25' X 13' 10" HARDSTEEL BUILDING ADDITION ON WEST SIDE OF EXISTING MAINTANCE BUILDING. BUILDING TYPE: CLEARSPAN SYMMETRICALLY GABLED 4:12 ROOF PITCH ALL STEEL BUILDING BUILDING STRUCTURAL LOADS: GROUND SNOW LOAD, 30 PSF, WIND LOAD 115 MPH HARD STEEL BUILDINGS FEATURES - STRAIGHT WALL COLUMNS, *26 GAUGE ROOF AND WALL PANELS, *ANCHOR BOLT DRAWINGS, *INSET GIRTS, *26 GAUGE COMMERCIAL EAVE AND GABLE TRIM, *ANCHOR BOLTS, * STEEL ROD BRACING, * 26 GAUGE FULL DOOR AND WINDOW TRIM, * PBR COLORED ROOF PANELS, *WASHERS ON ALL SCREWS, *BASE AND EAVE CLOSURES, *PBR COLORED WALL PANELS. 49'8" X 25' X 13'10" HARDSTEEL BUILDING - BUS BARN ADD WIND COLUMN TO 1 SIDEWALL TO ELIMINATE X-BRACING - OVERHEAD DOOR LOCATED HERE SET NEXT TO EXISTING 50' WIDE X 14' TALL BUILDING WITH BATT INSULATION IN ROOF AND WALLS REVERSE " R" PANEL ON WALLS, SCREW DOWN ROOF, FORMED RIDGE CAP NOT AVAILABLE-WILL BE FLAT RIDGE CAP REDUCE WIDTH OF BUILDING BY 4" AND ROOF HEIGHT BY 2" FOR HARDFOAM INSULATION SO WALLS AND ROOF TO MATCH HARDSTEEL BUILDING, INCLUDES STAMPED ENGINEERED DRAWINGS FOR BUILDING AND CONCRETE LABOR TO ERECT HARDSTEEL BUILDING 49'8" X 25' 2" INSULGREEN HARDFOAM INSULATION WITH RADIANT BARRIER (1 ENDWALL AND BOTH SIDEWALLS) 90'8" X 25' 2" INSULGREEN HARDFOAM INSULATION WITH RADIANT BARRIER (ROOF) INSULATION FREIGHT TO: VALPARAISO, NE 68065 50' GUTTERS WITH DOWNSPOUTS 1-OVERHEAD DOOR FRAMED OPENING(S) (UP TO 20' WIDE)		

Total

Wolfe Construction Inc.

21255 NW 27th
Valparaiso, NE 68065

Quote

Date	Quote #
6/7/2020	47

Name / Address

RAYMOND CENTRAL SCHOOL
High School

Rep	Project

Description	Qty	Total
1- 16' X 12' 3" INSULATED OVERHEAD DOOR(S) W/OPERATOR INCLINED TRACK		
1-1 BUTTON REMOTE		
100' PERIMETER FOOTINGS AND 50' X 25' 6" FLATWORK W/#4 REBAR - 2' OC W/COLUMN FOOTING BETWEEN BUILDING		
100' INSULATED FOOTINGS		
BUILDING FREIGHT TO : VALPARAISO, NE 68065		
EXTERIOR 6" CONCRETE WITH #4 REBAR 2'0" OC, IS AN ADDITIONAL $7.00 PER SQUARE FOOT.		
**NO ELECTRICAL NO PLUMBING FIGURED		
TOTAL		58,142.00

Total $58,142.00

Dear Raymond Public School,

Please accept this letter as my formal resignation from my position as assistant basketball coach. Thank you for the wonderful opportunity to coach for an amazing school. I really enjoyed my time at Raymond and good luck this next season!

Best regards,

Joshua Bauska

July 15, 2020

Raymond Central Board of Education:

Please accept this letter as my formal resignation from Head Cook at the Jr-Sr High School.

I have enjoyed my years at Raymond Central.

Respectfully yours,

Georgia Wacker

Georgia Wacker

RAYMOND CENTRAL PUBLIC SCHOOLS
2020-2021 PROPANE QUOTE

The following bid is for propane tanks to be filled for one year beginning September 1, 2020 thru August 31, 2021 for all Raymond Central sites (Ceresco, Valparaiso, High School, Bus Barn).

BID* $.819

*Please note that the bid for propane should include a comprehensive safety check.

Comments: _____

_____

Date 07/13/2020

Contact Person Jessica Schwarting

Name of Business Otte Oil & Propane, Inc

Address 3435 Maple St PO Box 38

City, State, Zip Davey, NE 68336

Phone Number 402-785-2365

Fax Number 402-785-2024

Signature Jessica Schwarting

Please complete and return to my office by Tuesday, July 14. If you have any questions, please feel free to call me at 785-2615.

Thank you,

Dr. Derrick Joel, Superintendent
Raymond Central Public Schools
1800 West Agnew Road
Raymond, Nebraska 68428

RAYMOND CENTRAL PUBLIC SCHOOLS
2020-2021 PROPANE QUOTE

The following bid is for propane tanks to be filled for one year beginning September 1, 2020 thru August 31, 2021 for all Raymond Central sites (Ceresco, Valparaiso, High School, Bus Barn).

BID* $.85 cents

*Please note that the bid for propane should include a comprehensive safety check.

Comments: We do safety checks every year for Public Assemblies

Date July 13 2020

Contact Person Randy Birchem

Name of Business Frontier Cooperative

Address 3333 Landmark Circle

City, State, Zip Lincoln, NE 68504

Phone Number 402-910-8251

Fax Number

Signature Randy Birchem V.P. of Energy

Please complete and return to my office by Tuesday, July 14. If you have any questions, please feel free to call me at 785-2615.

Thank you,

Dr. Derrick Joel, Superintendent
Raymond Central Public Schools
1800 West Agnew Road
Raymond, Nebraska 68428

RAYMOND CENTRAL PUBLIC SCHOOLS
2020-2021 PROPANE QUOTE

The following bid is for propane tanks to be filled for one year beginning September 1, 2020 thru August 31, 2021 for all Raymond Central sites (Ceresco, Valparaiso, High School, Bus Barn).

BID* .919

*Please note that the bid for propane should include a comprehensive safety check.

Comments: _____

Date 7/14/2020

Contact Person Tom Garner

Name of Business Farmers Cooperative

Address 2312 Hwy. 41

City, State, Zip Wilber NE 68465

Phone Number 402-821-2351

Fax Number 402-821-2625

Signature Tom Garner

Please complete and return to my office by Tuesday, July 14. If you have any questions, please feel free to call me at 785-2615.

Thank you,

Dr. Derrick Joel, Superintendent
Raymond Central Public Schools
1800 West Agnew Road
Raymond, Nebraska 68428

Extracurricular Activity

Section 1 - Extracurricular Activity Philosophy

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

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

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

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

Section 2 - Extracurricular Activity Code of Conduct

Purpose of the Code of Conduct. Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Scope of the Code of Conduct

Activities Subject to the Code of Conduct. The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Club, Pep Band, vocal, band, speech and drama, One-Act, FBLA, FCCLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

When: The Code of Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

The rules also apply when a student is participating or scheduled to participate in an extracurricular activity that is held outside the school year or the NSAA season. For example, if an FBLA or FCCLA student plans to participate in a conference in July and commits a Code of Conduct infraction in June, the student may be suspended from participating in the conference. Conduct during the summer months may also affect a student's participation under the team selection and playing time guidelines.

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on or off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion, and may also receive an extended activity suspension.

Grounds for Extracurricular Activity Discipline. Students who participate in extracurricular activities are expected to demonstrate cooperation, patience, pride, character, self-respect, self- discipline, teamwork, sportsmanship, and respect for authority. The following conduct rules have been determined by the Board of Education to be reasonably necessary to aid students, further school purposes, and prevent interference with the educational process. Such conduct constitutes grounds for suspension from participation in extracurricular activities and grounds for other restrictions or disciplinary measures related to extracurricular activity participation:

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.

4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self- defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (including personal safety or security devices, such as tasers, mace and pepper spray, unless a District administrator gives prior approval) or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in an manner that is unlawful or contrary to school activity rules.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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.
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding Raymond Central Public Schools buses or vehicles used for activity purposes.
16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable

effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, provided that participants shall be advised by the coach or sponsor of such rules and regulations in writing.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

All terms used in the Code of Conduct have a less strict meaning than under criminal law and are subject to reasonable interpretation by school officials.

Drug, Alcohol, Tobacco, and Vapor Violations

Meaning of Terms. Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation.

Under the influence means any level of impairment and includes even the odor of alcohol on the breath or person of a student, or the odor of an illicit drug on the student. Also, it includes being impaired by reason of the abuse of any material used as a stimulant.

Possession includes having control of the substance and also includes being in the same area where the substance is present and no responsible adult present and responsible for the substance. Possession includes situations where, for example:

1. Alcohol is in a vehicle in which the student is present. The student is considered to be in possession if the student is aware that the alcohol is in the vehicle, even though the student has not touched or consumed the alcohol; and

2. Alcohol is present at a party attended by the student. The student is considered to be in possession if the student is aware that alcohol is at the party and fails to immediately leave the party, even though the student has not touched or consumed the alcohol.

In these situations, a violation would not exist if the alcohol is in the control of a parent or guardian or other responsible adult (age 21 or older) such that students are not allowed to access the alcohol. A violation would also not exist if the student did not know or have a reasonable basis to know that alcohol would be present, and the student leaves the location where the alcohol is present as soon the student could safely do so. (Students are expected to leave immediately, but are not to do so in a manner that would endanger them. For example, you are not to leave in a car being driven by a person who has been drinking just to get away from the alcohol party immediately when there is no other way to get home. Instead, you should call for a safe ride home and, while waiting, clearly distance yourself from the alcohol).

Consequences. Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The period of suspension or other discipline for such offenses shall be determined by the school administration.

The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

Because of the significance of drug and alcohol violations on the student participants, other students and the school, the following consequences are established for such violations:

Drugs, Alcohol, Tobacco, and Vapor Products. An activity participant who violates the drug, alcohol, tobacco or vapor product rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 School days.
2. Second or Any Subsequent Offense: One calendar year.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student enrolls in and completes an approved chemical dependency program as approved by the high school principal and/or other designated administration/activities director, prior to the expiration of the 30 days, the student may commence participation in the activities upon submitting evidence of completion of the program. All costs associated with the program are to be borne by the student/parent or guardian. The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year.
5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration. First Violation: 45 School days.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 20 School days.
2. Second or Any Subsequent Offense: One calendar year.

When Suspensions Begin. All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors. A student who commits a Code of Conduct violation is:

1. Eligible to letter, provided the student meets the criteria of the coach or sponsor.
2. Not eligible to receive honors during the sport or activity in which they are participating at the time of the offense and/or in sports or activities in which they have been suspended due to a code violation. The coach/sponsor, with the Athletic Director's approval, may make an exception where the student has self-reported or otherwise demonstrated excellence in character allowing for such honors.

Self-Reporting. A student who violates the Code of Conduct must self-report. The self-report must be made to: the principal, athletic director, or the head coach or sponsor of an activity in which the student participates. The student's parent or guardian may initiate the self-reporting process, but the student will be later required to give a written statement of the self-report. The self-report must be made the earlier of: (1) before the end of the next school day after the conduct occurred and (2) before participation in an extracurricular or co-curricular activity.

In making a self-report, the student must identify the events that took place, what conduct the student engaged in, and any witnesses to the student's conduct, and will be required to put this information in a written statement. In the event the student has received a criminal citation, charge, or ticket, and proclaims innocence of a violation, the student will be required to self- report such offense and provide information as to why they should be found innocent, not as it relates to the criminal offense, but as it relates to the Code of Conduct.

All students are expected to be honest and forthright with school officials. In the event the coach or activity sponsor or any school administrator asks a student participant for information pertaining to compliance (or lack of compliance) by the student or other student participants with the Code of Conduct or eligibility conditions for participation in activities, the student is expected to fully, completely, and honestly provide the information. Students may be disciplined for a failure to be honest and forthright.

Determining a Violation Has Occurred. A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline. The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
    a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
    b. The suspension may be imposed prior to the meeting if the meeting cannot reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

3. Notice Letter. Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.
4. Informal Hearing Before Superintendent. The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.
    a. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
    b. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
    c. If a hearing is requested:
        i. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
        ii. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
        iii. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
        iv. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.
5. No Stay of Penalty. There will be no stay of the penalty imposed pending completion of the due process procedures
6. Opportunity for Informal Resolution. These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

Drug and Alcohol Testing: See Board Policy 5306

Section 3 - Attendance

Student participants are expected to meet the following attendance expectations:

1. Attend school regularly. Students who have "excessive absences" as determined under the school's attendance policy are ineligible to participate in extracurricular activity contests or performances. Students who have four or more unexcused absences in the semester of participation will be ineligible to participate in extracurricular activity contests or performances.

2. Be on time for all scheduled practices, contests and departure for contests. In the event a participant is unable to attend a practice or contests the participant should contact the coach or sponsor in advance.

3. On the day of a contest, performance or other activity, be in attendance for the full day. A student who is not in attendance the full day is ineligible for the contest, performance, or activity.

Exceptions may be made for extenuating circumstances, such as doctor/dentist appointments or family emergencies. The exception must be approved by the Principal or Athletic Director.

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

Section 4 - Academic Standards

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities must show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities, students must:

1. Be enrolled in at least 25 credit hours in the semester of participation.

2. ~~Maintain passing grades in all courses~~. A student who is not passing two or more classes at progress reporting times will be ineligible to participate in extracurricular activity contests or performances. ~~if the grade remains below passing one week after progress reporting time.~~ The following guidelines are as follows:
    1. If a student is below 70% in two or more classes per week, the student will be declared ineligible to participate or compete until they have fewer than 2 classes under 70%.
    2. It will be the duty of the sponsor/coach to notify the student that they are ineligible. It will be the duty of the student to notify their parents/guardians that they are ineligible.
    3. A preliminary list will be run on Wednesday with a final list ran on Fridays. If you are on the list on Friday, you will be ineligible starting Monday of the following week.
    4. Students will become eligible when teachers notify administrators, sponsors, and parents that the grade is at 70% or above.
    5. If a student is to attend:
        a. Any instructional Field Trips which are a part of the scheduled course learning experience, students will be given an alternative assignment and the student will not attend the field trip that day.
        b. An activity/event which requires a student to compete/participate for a grade, students will be given an alternative assignment and the student will not attend that competition/event\

***Teachers will be allowed 2-4 school days to put in grades depending upon the extent of the assignment. Special circumstances may be reviewed by the administration.*

~~3. Maintain an overall "C" average to participate in extracurricular activities, except school dances.~~

~~4. Academic requirements do not apply to:~~
~~a. Instructional field trips which are a part of the scheduled course learning experience; or~~
~~b. Activities or events which are a part of the student's grade requirements.~~ (Already outlined above)

Legal Reference: Neb. Rev. Stat. Sections 79-254 to 79-296

Date of Adoption: April 20, 2009
Date of Revision: June 10, 2020

Duty Hours of Employees

1. Administrative personnel shall be on duty when and at such times as the responsibilities of their position dictates. The Superintendent shall set the duty hours of administrative staff.

2. Length of School Day: The teacher workday shall be eight (8) hours, 8:00 am – 4:00 pm.

3. Teachers shall have a one half hour duty-free lunch period. As a normal daily routine, teachers who work in the same building both before and after their duty-free lunch period, are to remain on the school campus during their duty-free lunch period. In the event that a teacher wishes to conduct business or run other necessary errands off campus during his/her one half hour duty-free lunch period, he/she should receive prior permission from their building administrator and notify the office upon his/her departure.

   Administrators who will be absent from their building(s) should also leave word with their respective building office(s) prior to their departure. Administrators are expected to remain on the school campus during their lunch period, with exceptions for absence for meetings, appointments, and other necessary tasks to conduct their school duties.

4. All other staff shall be on duty as determined by the Superintendent.

5. No teacher or other school employee shall accept any other employment or carry on any business or activity for profit that interferes with the complete discharge of his or her responsibilities to the school district.

Date of Adoption: April 20, 2009

Anti-discrimination

A. Elimination of Discrimination.

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

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

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

B. Preventing Harassment and Discrimination of Employees and Students.

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

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

   a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

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

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

Sexual harassment may exist when:

(a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

(b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

(c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

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

2. Procedures:

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

b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Raymond Central Public Schools.

c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.

e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.

f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.

g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

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

Date of Adoption: February 16, 2009
Date of Revision: July 15, 2020

Community Relations

Personnel - All Employees and Students

Anti-discrimination

A. **Elimination of Discrimination.**

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

[Name] Public Schools and its staff shall comply with all state and federal laws prohibiting discrimination. The Board of [Name] Public Schools intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination and directs its staff to take all actions necessary to meet this objective.

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

B. **Preventing Harassment and Discrimination of Employees and Students.**

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

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

   a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, constitutes harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational

environment.

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

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

Sexual harassment may exist when:

(a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

(b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

(c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

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

2. **Procedures**:

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

b. If the report is not satisfactorily resolved within ten calendar days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of [Name] Public Schools.

c. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

d. The person to whom the complaint is made is to thoroughly investigate the complaint and work with the person filing the complaint to seek an appropriate resolution so the discrimination or harassment can be remedied and put to an end.

e. Complaints of discrimination or harassment will be treated with the utmost confidence, consistent with resolution of the problem.

f. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken.

g. Under no circumstances will a supervisor or a teacher or the Board threaten or retaliate against a person for alleging discrimination or harassment.

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

Date of Adoption: [Insert Date]

Records Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.

2. Records Officer. The Superintendent is hereby designated as the records officer of the school district for purposes of this policy. Any questions about the type or category of a record or the required retention period for it should be addressed to the records officer.

3. Electronic Messages. Electronic messages are communications using an electronic system for the conduct of school district business internally, between other state and local government agencies, and with parents, students, patrons and others in the outside world. These messages may be in the form of e-mail, electronic document exchange (electronic fax), and electronic data interchange (EDI). In this policy, the terms electronic messages and e-mail are used, depending on the context, to mean the same thing. The school district's electronic system in which records are collected, organized, and categorized to facilitate preservation, retrieval, use, and disposition is as follows:

   a. End-User Management. End-user means anyone who creates or receives electronic messages on the school district's electronic system. Electronic messages are to be managed at the end-user's desktop rather than from a central point. Each end-user is responsible for organizing, managing and disposing of records that are part of his or her desktop computer.

   b. Categories for Retention. Electronic messages fall within three categories: (1) transitory messages; (2) records with a less than permanent retention period; and (3) records with a permanent retention period. End-users are to organize, store, retain and dispose of electronic messages according to these three categories. This means determining which electronic messages require long-term retention, determining who is responsible for making this decision, and establishing storage and disposition requirements for electronic messages.

      i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees sending or receiving such communications may delete them immediately without obtaining approval.

      ii. *Less than permanent retention records*. These records are governed by the retention period for equivalent hard copy records as specified in the approved records retention and disposition schedules. These records should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. Employees creating or receiving such communications may delete or destroy the records only according to the applicable retention schedule. Questions relating to the retention or destruction of these records should be referred to the records officer.

iii. *Permanent/archival retention records*. These are records scheduled for transfer to the Nebraska State Historical Society (NSHS). Decisions relating to such records should be made by the records officer in consultation with NSHS, and the State Records Administrator about either transferring the records or maintaining them in the agency of origin. If the transfer decision is made, the method, frequency and format of the transfer should be determined cooperatively by the records officer, the NSHS, and the State Records Administrator.

c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.

d. Proper Use of Electronic Messages.

i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status; promote sexual harassment; or to promote personal, political, or religious business or beliefs.

ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.

iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Electronic Records

All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.

5. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. Sections 84-712 through 84-712.09
Neb. Rev. Stat. Sections 84-1201 to 84-1227
Laws 2010, LB 742
State Records Administrator Guidelines:
Schedule 10: Records of Local School Districts (Feb. 1989)
Schedule 24: Local Agencies General Records (March 2005)
Electronic Imaging Guidelines (March 2003)

Date of Adoption: June 21, 2010
Date of Revision: July 15, 2020

Business Operations

Records Management and Disposition

1. General Standard. Records should generally be organized, managed, retained and disposed of in accordance with law and the Secretary of State's schedules for retention and disposition of public records.

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        i. *Transitory messages*. Transitory messages include copies posted to several persons and casual and routine communications similar to telephone conversations. For example, as determined on an individual case-by-case basis by the end-user, transitory messages include certain embryonic materials, notes or drafts; unwanted and unneeded "junk" mail; "personal" mail for employees not related to school business; unsolicited sectarian, religious, partisan, political or commercial messages, or political advertising or advertisements promoting particular personal or religious beliefs, a specific ballot question, or controversial topics or positions. There is no retention requirement for transitory messages. Employees

sending or receiving such communications may delete them immediately without obtaining approval.

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c. Electronic Storage Limitations. The district's computer systems have storage limitations. E-mails are deleted by the computer system within 60 to 90 days to avoid operational problems. End-users are instructed that electronic messages that are required to be maintained past that time period should be converted to hard copy (printed) or an electronic format which can be retrieved and interpreted (downloaded) for the legal retention period. The retention period for the particular record is the best indicator of which storage medium or format to choose.

d. Proper Use of Electronic Messages.

i. Non-Discrimination. Electronic messaging is not permitted to be used to promote discrimination on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status; promote sexual harassment; or to promote personal, political, or religious business or beliefs.

ii. Permissible Use. Electronic messaging is to be used only for purposes that are consistent with the mission of the school district. Electronic messaging is not permitted to be used for personal purposes except for: incidental, intermittent or occasional use which does not interfere with performance of duties as determined by the administration, use that is authorized pursuant to an individual use agreement, and use that represents a form of the employee's compensation. Electronic messaging

is not permitted to be used for personal financial gain or for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question. Electronic messaging is not permitted to be used for purposes of assisting a non-profit organization except when and to the extent such use serves a school purpose or facilitates school district business.

iii. Conduct. Employees shall not read electronic messages received by another employee when there is no school purpose for doing so, send electronic messages under another employee's name without the employee's consent or administrative authorization, or change or alter any portion of a previously sent electronic message without administrative authorization.

iv. Other Regulations. Electronic messaging is subject to all requirements of the school district's "Acceptable Use of Computers, Network, Internet and Websites" policy and may be monitored and accessed at any time without prior notice. The school district has complete authority to regulate all electronic messaging. Electronic messaging is a privilege and not a property right and is not a public forum. Electronic messaging is made available subject to all board policy and regulations, these regulations, building guidelines, use agreements, handbook provisions, and all administrative orders or directives as issued from time to time.

4. Electronic Records

All books, papers, documents, reports, and records kept by the District may be retained as electronic records. Minutes of the meetings of the school board may be kept as an electronic record.

5. Litigation Holds

When litigation against the District or its employees is filed or threatened, the District will take all reasonable action to preserve all documents and records that pertain to the issue. Such action will in particular be taken when the litigation may be filed in federal court or otherwise subject to federal rules of discovery.

As soon as the District is made aware of pending or threatened litigation, a litigation hold directive will be issued by the records officer or designee. The directive will be given to all persons suspected of having records that may pertain to the litigation issue.

The litigation hold directive overrides any records retention schedule that may otherwise call for the disposition or destruction of the records until the litigation hold has been lifted. E-mail and computer accounts of separated employees that have been placed on a litigation hold will be maintained by the records officer until the hold is released.

Employees who receive notice of a litigation hold are to preserve all records that pertain to the litigation issue. This includes preserving electronic messages that would otherwise be deleted by the computer system; such messages are to be converted by the recipients of the litigation hold to hard copy (printed) or electronic format which can be retrieved and interpreted (downloaded) for the duration of the litigation hold.

No employee who has been notified of a litigation hold may alter or delete an electronic or other record that falls within the scope of the hold. Violation of the litigation hold may subject the employee to disciplinary actions, up to and including dismissal, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

6. Settlement Agreements

A public written or electronic record of all settled claims shall be maintained.

The record for all such claims settled in the amount of fifty thousand dollars or more (or one percent of the total annual budget of the School District, whichever is less) shall include a written executed settlement agreement. The settlement agreement shall contain a brief description of the claim, the party or parties released under the settlement, and the amount of the financial compensation, if any, paid by or to the School District or on its behalf. Any such settlement agreement shall be included as an agenda item on the next regularly scheduled public meeting of the School Board for informational purposes or for approval if required.

Any such settled claim or settlement agreement shall be a public record. Nonetheless, specific portions of the record may be withheld from the public to the extent permitted or provided by statute.

The foregoing does not apply to claims made in connection with insured or self-insured health insurance contracts.

Legal Reference: Neb. Rev. Stat. Sections 84-712 through 84-712.09
Neb. Rev. Stat. Sections 84-1201 to 84-1227
Laws 2010, LB 742
State Records Administrator Guidelines:
Schedule 10: Records of Local School Districts (Feb. 1989)
Schedule 24: Local Agencies General Records (March 2005)
Electronic Imaging Guidelines (March 2003)

Date of Adoption: [Insert Date]

Equal Opportunity Employment

It is the policy of Raymond Central Public Schools to employ the best qualified applicant for each position without regard to sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, and to not fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

There shall be no discrimination by school officials against any employee because of membership or activity in an employee organization or because of protected free speech activities.

Date of Adoption: April 20, 2009
Date of Revision: July 15, 2020

Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

The Raymond Central Public Schools hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The Raymond Central Public Schools does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Reasonable accommodations will be provided to employees with disabilities and to those who are pregnant, have given birth, or have a related medical condition, as required by law. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Building Principal
Employees and Others: Superintendent

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office of Civil Rights in the U.S. Department of Education (OCR), please contact the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. **Purpose:** The Raymond Central Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment or retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

   Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:
   a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
   b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

   Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

a. Name-calling,
b. Teasing or taunting,
c. Insults, slurs, or derogatory names or remarks,
d. Demeaning jokes,
e. Inappropriate gestures,
f. Graffiti or inappropriate written or electronic material,
g. Visual displays, such as cartoons, posters, or electronic images,
h. Threats or intimidating or hostile conduct,
i. Physical acts of aggression, assault, or violence, or
j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

a. Unwelcome sexual advances or propositions,
b. Requests or pressure for sexual favors,
c. Comments about an individual's body, sexual activity, or sexual attractiveness,
d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol,
f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. **Anti-retaliation:** The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

   The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. **Grievance (or Complaint) Procedures**: Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination. If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

   Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

   Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

   i. Level 1 (Investigation and Findings):

   Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District’s investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

   The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District’s

investigation.

The District will aim to complete its investigation within ten (10) working days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline. Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

a. Providing the parties with the opportunity to present witnesses and provide evidence.
b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.
d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

a. A summary of the facts,
b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate such discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. Sec. 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):

If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):

If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal. The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. <u>Confidentiality</u>: The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted.

5. **Training:** The District will ensure that relevant District employees are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

   In addition, the District shall ensure that employees designated to address or investigate discrimination, harassment, and retaliation, including designated compliance coordinators, receive training to promptly and effectively investigate and respond to complaints and reports of discrimination, and to know the District's grievance procedures and the applicable confidentiality requirements.

6. **Designated Compliance Coordinators** will be responsible for:
   a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
   b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
   c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
   d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.
   e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
   f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
   g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
   h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
   i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
   j. Recommending changes to this policy and grievance procedure.
   k. Performing other duties as assigned.

7. **Preventive Measures:** The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

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

Date of Adoption: August 15, 2011
Date of Revision: July 15, 2020

NOTICE OF NONDISCRIMINATION

The Raymond Central Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: Building Principals
Employees and Others: Superintendent

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Notice of Nondiscrimination

The [Name] Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (___) ___-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (___) ___-____ ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

Complaint Form
Discrimination, Harassment or Retaliation

The [Name] Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (___) ___-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (___) ___-____ ([Email Address]).

Name: _____ Date: _____

(1) Description of the complaint: _____
_____
_____.
_____

(2) Names of any witnesses to the matter being complained about: _____
_____
_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____
_____.

(5) Relief requested (what I want done in response to this complaint):

_____
_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature:_____

Received by: _____ Date: _____

Personnel - Certificated Employees

Standards of Ethical and Professional Performance – Certificated Staff

Both the State of Nebraska and the Board of Education recognize that teaching and its related services, including administrative and supervisory services, are a profession with all of the rights, responsibilities, and privileges accorded other recognized professions. The Board recognizes and endorses the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education and expects all certificated employees to abide by these standards.

Certificated Personnel-Professional Performance and Code of Ethics

It is the expectation of this District that all certificated staff shall comply with the ethics standards set forth by the Nebraska Department of Education, as such standards may be modified from time to time. The ethics standards which certificated staff shall follow shall include the standards set forth in this policy. References to "educator" shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for all educators with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.

2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.

4. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.

5. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.

6. Shall not sexually harass students, parents or school patrons, employees, or board members.

7. Shall not have had revoked for cause in Nebraska or another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which an educator's certificate is issued in Nebraska.

8. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.

9. Shall report to the Superintendent any known violation of these standards.

10. Shall seek no reprisal against any individual who has reported a violation of these standards.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

1. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.

2. Shall not deliberately suppress or distort subject matter for which the educator is responsible.

3. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.

4. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.

5. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.

6. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.

7. Shall not discipline students using corporal punishment.

8. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

1. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.

2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.

3. Shall neither offer nor accept gifts or favors that will impair professional judgment.

4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.

5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.

6. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

1. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.

2. Shall not misrepresent his or her professional qualifications, nor those of colleagues.

3. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.

2. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.

3. Shall give prompt notice to the employer of any change in availability of service.

4. Shall conduct professional business through designated procedures, when available, that have been approved by the Board of Education.

5. Shall not assign to unqualified personnel tasks for which an educator is responsible.

6. Shall permit no commercial or personal exploitation of his or her professional position.

7. Shall use time on duty and leave time for the purpose for which intended.

Legal Reference: Neb. Rev. Stat. Sections 79-859, 79-866; 92 NAC 27 (NDE Rule 27)

Date of Adoption: [Insert Date]

Personnel

Standards of Performance for Non-Certified Employees

In fulfillment of the employee's minimum responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, other employees, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, other employees, school patrons, or school board members in order to influence professional decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit relationships with students, other employees, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not harass in any manner students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of duties.
8. Shall keep in confidence personally identifiable student or employee information that has been obtained in the course of service to the district, unless disclosure serves professional purposes or is required by law.
9. Shall not discipline students using corporal punishment.
10. Shall not engage in physical or sexual abuse of students, including engaging in inappropriate sexual behaviors with students.
11. Shall not misrepresent the school district, and shall take added precautions to distinguish between the employee’s personal and institutional views.
12. Shall abide by policies and regulations of the Board of Education and the rules and standards established by the administration and the employee’s supervisor.
13. Shall seek no reprisal against any individual who has reported a violation of these standards.

Date of Adoption: [Insert Date]

Students

Admission Requirements

Minimum Age:
A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board shall admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child is capable of carrying the work of kindergarten which can be demonstrated through a recognized assessment procedure approved by the Board.

Early Admission to Kindergarten:
The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approved and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

a. will turn 5 years of age between August 1 and October 15;
b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
    1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
    2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
    3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
    4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by

reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an *Early Entrance to Kindergarten Packet* from the School District Administration.

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

The assessment request, reference letter and parent questionnaire must be completed and returned to the District no later than May 25th of the spring before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:
A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Graduates:
A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:
A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Birth Certificate, Physical, Visual Evaluation and Immunization:
The parents or legal guardian shall furnish:

(1) A certified copy of the student's birth certificate issued by the state in which the child was born, upon admission of a child for the first time, shall be provided within 30 days of enrollment. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced. (Failure to provide the birth certificate does not result in non-enrollment or disenrollment, but does result in a referral to local law enforcement for investigation).

(2) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.

(3) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.

(4) Evidence of protection against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox), Haemophilus Influenzae type b (Hib), invasive pneumococcal disease and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement that establishes than an exception to the immunization requirements are met.

(5) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such

biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

Enrollment of Expelled Students

If a student has been expelled from any public school district in any state, or from a private, denominational, or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Military Families

If a parent presents evidence to the District of military orders that military family will be stationed in the State of Nebraska during the current or following school year, the District will enroll preliminarily the parent's students.

Legal Reference: Neb. Rev. Stat. Sections 43-2001 to 43-2012
Neb. Rev. Stat. Sec. 79-214
Neb. Rev. Stat. Sections 79-217 to 79-223
Neb. Rev. Stat. Sec. 79-266.01
173 NAC Chapters 3 and 4 (HHS Regulations)

Date of Adoption: [Insert Date]

Students (& Employees)

Anti-discrimination, Anti-harassment, and Anti-retaliation

A. Elimination of Discrimination.

The [Name] Public School District hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination.

The [Name] Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (___) ___-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (___) ___-____ ([Email Address]).

Complaints or concerns involving discrimination or needs for accommodation or access should be addressed to the appropriate Coordinator. For further information about anti-discrimination laws and regulations, or to file a complaint of discrimination with the Office for Civil Rights in the U.S. Department of Education (OCR), please contact OCR at One Petticoat Lane, 1010 Walnut Street, 3rd Floor, Suite 320, Kansas City, Missouri 64106, (816) 268-0550 (voice), Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

B. Prohibited Harassment, Discrimination, and Retaliation of Employees, Students and Others.

1. Purpose:

The [Name] Public School District is committed to offering employment and educational opportunity to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination, harassment and retaliation of any kind by District employees, including, co-workers, non-employees (such as volunteers), third parties, and others is strictly prohibited and will not be tolerated.

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

a. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
b. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs take place in a school's facilities, on a school bus, at a class or training program sponsored by the school at another location, or elsewhere.

Discriminatory harassment because of a person's sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status, may include, but is not limited to:

a. Name-calling,
b. Teasing or taunting,
c. Insults, slurs, or derogatory names or remarks,
d. Demeaning jokes,
e. Inappropriate gestures,
f. Graffiti or inappropriate written or electronic material,
g. Visual displays, such as cartoons, posters, or electronic images,
h. Threats or intimidating or hostile conduct,
i. Physical acts of aggression, assault, or violence, or
j. Criminal offenses

The following examples are additional or more specific examples of conduct that may constitute sexual harassment:

a. Unwelcome sexual advances or propositions,
b. Requests or pressure for sexual favors,
c. Comments about an individual’s body, sexual activity, or sexual attractiveness,
d. Physical contact or touching of a sexual nature, including touching intimate body parts and inappropriate patting, pinching, rubbing, or brushing against another's body,
e. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking), against a person’s will or where a person is incapable of giving consent due to the victim’s age, intellectual disability, or use of drugs or alcohol,
f. Requiring sexual favors or contact in exchange for aids, benefits, or services, such as grades, awards, privileges, promotions, etc., or
g. Gender-based harassment; acts of verbal, nonverbal, written, graphic, or physical conduct based on sex or sex-stereotyping, but not involving conduct of a sexual nature.

If the District knows or reasonably should know about possible harassment, including violence, the District will conduct a prompt, adequate, reliable, thorough, and impartial

investigation to determine whether unlawful harassment occurred (see section entitled "Grievance Procedures," below), and take appropriate interim measures, if necessary. If the District determines that unlawful harassment occurred, the District will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the District will follow this policy and grievance procedure, within the scope of its authority.

All District employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, including harassment and retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance coordinator).

2. Anti-retaliation:

The District prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the District's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The District will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the District will take prompt and strong responsive action, including possible discipline, including expulsion or termination, if applicable.

3. Grievance (or Complaint) Procedures:

Employees or students should initially report all instances of discrimination, harassment or retaliation to their immediate supervisor or teacher or to the compliance coordinator designated to handle complaints of discrimination (designated coordinator). If the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student may report the alleged discrimination, harassment or retaliation ("discrimination") to the designated coordinator, or in the case of students, to another staff person (such as a counselor or principal).

Other individuals may report alleged discrimination to the designated coordinator. If the designated coordinator is the person alleged to have committed the discriminatory act, then the complaint should be submitted to the Superintendent for assignment. A discrimination complaint form is attached to this grievance procedure and is available in the office of each District building, on the District's website, and from the designated coordinators.

Under no circumstances will a person filing a complaint or grievance involving discrimination be retaliated against for filing the complaint or grievance.

i. Level 1 (Investigation and Findings):
Once the District receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the District will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred. If necessary, the District will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the District's investigation. The District will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The District will promptly investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The District will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this grievance procedure. If the allegation(s) involve possible criminal conduct, the District will notify the complainant of his or her right to file a criminal complaint, and District employees will not dissuade the complainant from filing a criminal complaint either during or after the District's investigation.

The District will aim to complete its investigation within **ten (10) working days** after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity if the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. If extenuating circumstances exist, the extended timeframe to complete the investigation will **not exceed ten (10) additional working days without the consent of the complainant, unless the alleged victim agrees to a longer timeline.** Periodic status updates will be given to the parties, when appropriate.

The District's investigation will include, but is not limited to:

a. Providing the parties with the opportunity to present witnesses and provide evidence.
b. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
c. For allegations involving harassment, some of the factors the District will consider include: 1) the nature of the conduct and whether the conduct was unwelcome, 2) the surrounding circumstances, expectations, and relationships, 3) the degree to which the conduct affected one or more students' education, 4) the type, frequency, and duration of the conduct, 5) the identity of and relationship between the alleged harasser and the suspect or suspects of the harassment, 6) the number of individuals involved, 7) the age (and sex, if applicable) of the alleged harasser and the

alleged victim(s) of the harassment, 8) the location of the incidents and the context in which they occurred, 9) the totality of the circumstances, and 10) other relevant evidence.

d. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

a. A summary of the facts,
b. Findings regarding whether discrimination, harassment or other inappropriate conduct occurred, and
c. If a finding is made that discrimination, harassment or other inappropriate conduct occurred, the recommended remedy or remedies necessary to eliminate discrimination, harassment or other inappropriate conduct.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report. The District will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made. The District will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

The District will send concurrently to the parties written notification of the decision (findings and any remedy) regarding the complaint within **one (1) working day** after the investigation is completed. The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 11232g; 34 C.F.R. Part 99, permits the District to disclose relevant information to a student who was discriminated against or harassed.

ii. Level 2 (Appeal to the Superintendent):
If a party is not satisfied with the findings or remedies (or both) set forth in the decision, he or she may file an appeal in writing with the Superintendent within **five (5) working days** after receiving the decision. The Superintendent will review the appeal and the investigative documentation and decision, conduct additional investigation, if necessary, and issue a written determination about the appeal **within ten (10) working days** after receiving the appeal. The party who filed the appeal will be sent the Superintendent's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. [If the Superintendent is the subject of the complaint, the party will file the appeal directly with the Board.]

iii. Level 3 (Appeal to the Board):
If the party is not satisfied with the Superintendent's determination, he or she may file an appeal in writing with the Board of Education **within five (5) working days** after receiving the Superintendent's determination. The Board of Education will review the appeal, the Superintendent's determination, the investigative documentation and decision, and allow the party to address the Board at a Board meeting to present his or her appeal.

The party will be allowed to address the Board at the Board's next regularly scheduled Board meeting (unless the Board receives the appeal within one week of the next regularly scheduled Board meeting) or at a time and date agreed to by the Board, designated compliance officer and the party. The Board will issue a written determination about the appeal **within thirty (30) days** after the party addresses the Board. The party who filed the appeal will be sent the Board's determination at the time it is issued, and a copy will be sent to the designated compliance coordinator. The Board's determination, and any actions taken, will be final on behalf of the District.

4. Confidentiality:

The identity of the complainant will be kept confidential to the extent permitted by state and federal law. The District will notify the complainant of the anti-retaliation provisions of applicable laws and that the District will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

If a complainant requests confidentiality or asks that the complaint not be pursued, the District will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or the request not to pursue an investigation, as long as doing so does not prevent the District from responding effectively to the harassment and preventing harassment of other students. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, the District will inform the complainant that its ability to respond may be limited. Even if the District cannot take disciplinary action against the alleged harasser, the District will pursue other steps to limit the effects of the alleged harassment and prevent its recurrence, if warranted,

5. Training:

The District will ensure that relevant District employees, including but not limited to officials, administrators, teachers, substitute teachers, counselors, nurses and other health personnel, coaches, assistant coaches, paraprofessionals, aides, bus drivers, and school law enforcement officers, are adequately trained so they understand and know how to identify acts of discrimination, harassment, and retaliation, and how to report it to appropriate District officials or employees.

6. Designated Compliance Coordinators:

Designated compliance coordinators will be responsible for:

a. Coordinating efforts to comply with anti-discrimination, anti-harassment, and anti-retaliation laws and regulations.
b. Coordinating and implementing training for students and employees pertaining to anti-discrimination, anti-harassment and anti-retaliation laws and regulations, including the training areas listed above.
c. Investigating complaints of discrimination (unless the coordinator designates other trained individuals to investigate).
d. Monitoring substantiated complaints or reports of discrimination, as needed (and with the assistance of other District employees, if necessary), to ensure discrimination or harassment does not recur, and that retaliation conduct does not occur or recur.

e. Overseeing discrimination complaints, including identifying and addressing any patterns or systemic problems, and reporting such patterns or systemic problems to the Superintendent and the Board of Education.
f. Communicating regularly with the District's law enforcement unit investigating cases and providing current information to them pertaining to anti-discrimination, anti-harassment, and anti-retaliation standards and compliance requirements.
g. Reviewing all evidence in harassment or violence cases brought before the District's disciplinary committee or administrator to determine whether the complainants are entitled to a remedy under anti-discrimination laws and regulations that was not available in the disciplinary process.
h. Ensuring that investigations address whether other students or employees may have been subjected to discrimination, including harassment and retaliation.
i. Determining whether District employees with knowledge of allegations of discrimination, including harassment and retaliation, failed to carry out their duties in reporting the allegations to the designated compliance coordinator and responding to the allegations.
j. Recommending changes to this policy and grievance procedure.
k. Performing other duties as assigned.

The designated compliance coordinators will not have other job responsibilities that may create a conflict of interest with their coordinator responsibilities.

7. <u>Preventive Measures</u>:

The District will publish and widely distribute on an ongoing basis a notice of nondiscrimination (notice) in electronic and printed formats, including prominently displaying the notice on the District's website and posting the notice at each building in the District. The District also will designate an employee to coordinate compliance with anti-discrimination laws (see Designated Compliance Coordinator section, above, for further information on compliance coordinator), and widely publish and disseminate this grievance procedure, including prominently posting it on the District's website, at each building in the District, reprinting it in District publications, such as handbooks, and sending it electronically to members of the school community. The District will provide training to employees and students at the beginning of each academic year in the areas (B.6.a-g) identified in the Training section, above.

The District also may distribute specific harassment and violence materials (such as sexual violence), including a summary of the District's anti-discrimination, anti-harassment, and anti-retaliation policy and grievance procedure, and a list of victim resources, during events such as school assemblies and back to school nights, if recent incidents or allegations warrant additional education to the school community.

Date of Adoption: [Insert Date]

Complaint Form
Discrimination, Harassment or Retaliation

The [Name] Public School District does not discriminate on the basis of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This complaint form is to be used when a person has a complaint related to discrimination, harassment or retaliation on such bases in regard to employment or the programs and activities of the school district.

Refer to Board Policy 4003 and/or 5401 for the particulars of the complaint and grievance process. You may attach additional materials to this form if needed.

The applicable coordinator may be contacted if you have questions about filling out this complaint form:

Students: [Name of Director], Director of Student Services [or other title], [Street Address], [City], NE [Zip Code] (___) ___-____ ([Email Address]).

Employees and Others: [Name of Director], Human Resources Director [or other title], [Street Address], [City], NE [Zip Code] (___) ___-____ ([Email Address]).

Name: _____ Date: _____

(1) Description of the complaint: _____
_____
_____
_____.

(2) Names of any witnesses to the matter being complained about: _____
_____
_____.

(3) Identify and attach any document supporting the complaint: _____
_____.

(4) Confidentiality: I ___ do___ do not give consent to my identity being shared with the person(s) against whom I am complaining. If I do not give consent, I understand that the investigation may be hindered, but that the District will nonetheless investigate and take prompt and effective action to remediate the concerns I have raised, if appropriate.

_____
_____.

(5) Relief requested (what I want done in response to this complaint):

_____
_____.

The undersigned states: The facts in this complaint are true to the best of my knowledge, information and belief. I give permission for an investigation to be made into this complaint. I understand that the District will take steps to prevent me being retaliated against for filing this complaint, that I am to notify the District if any such retaliation occurs, and that the District will take prompt and strong responsive action if retaliation occurs.

Signature:_____

Received by: _____ Date: _____

Instruction

Equal Opportunity: Instruction Program

The school district pledges itself to avoid discriminatory actions, and seeks to foster good human and educational relations which help to attain:

1. Equal rights and opportunities for students and employees in the school community.

2. Equal opportunity for all students to participate in the instructional program of the schools.

3. Continual study and development of curricula toward improving human relations and understanding and appreciating cultural differences.

4. Frequent training opportunities for improving staff responsiveness to educational and social needs.

5. Opportunities in educational programs which are broadly available to pupils which are not solely based upon sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

Date of Adoption: [Insert Date]

New Construction and Improvements to Existing Buildings

Design-Build Under the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Sec. 13-2901 et seq.

1. ***Introduction***: The School District is authorized to enter into Design-Build Contracts for School District construction projects by adhering to the procedures set forth in the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Section 13-2901 et seq. (the "Act"). Pursuant to the Act, the Board of Education hereby adopts the following policies for entering into a Design-Build Contract and the general terms of such contract.

2. ***Terms Defined****:*

A. "Design-Build Contract" means a contract developed under the terms and conditions of this policy which is subject to qualification-based selection between the School District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a construction project pursuant to the Act, and (b) labor, materials, supplies, equipment, and construction services for a construction project pursuant to the Act.

B. "Design-Builder" means the legal entity which proposes to enter into a Design-Build Contract pursuant to the Act and this policy.

C. "Letter of Interest" means a statement indicating interest to enter into a Design-Build Contract for a project pursuant to the Act and this policy.

D. "Performance-Criteria Developer" means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the Nebraska Engineers and Architects Regulation Act, Neb. Rev. Stat. Sections 81-3401 et seq., who is selected by the School District to assist the School District in the development of Construction Project Performance Criteria, Requests for Proposals, evaluation of Proposals, evaluation of the construction under a Design-Build Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the School District to represent its interests in relation to a construction project.

E. "Project Performance Criteria" means the performance requirements of the construction project suitable to allow the Design-Builder to make a Proposal. Performance requirements include the following, if required by the construction project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the construction project.

F. "Proposal" means an offer in response to a Request for Proposals by a Design-Builder to enter into a Design-Build Contract for a School District construction project pursuant to the Act and this policy.

G. "Qualification-Based Selection Process" means a process of selecting a Design-Builder based first on the qualifications of the Design-Builder and then on the Design-Builder's proposed approach to the design and construction of the School District construction project.

H. "Request for Letters of Interest" means the documentation or publication by which the School District solicits Letters of Interest.

I. "Request for Proposals" means the documentation by which the School District solicits Design-Builder Proposals.

3. ***Board Selection of Design-Build Method and Process and Direction to Prepare Request for Proposals***: The Board of Education of the School District shall adopt a resolution to select the Design-Build under the Act as the method and process of construction delivery of the specific project and authorize and direct the School District Administration in conjunction with the Performance-Criteria Developer retained for the specific project to prepare a Request for Proposals in accordance with the Act and this policy. The resolution shall require the affirmative vote of at least two-thirds (2/3rds) of the Board of Education.

4. ***Procedures for Selecting and Hiring a Performance-Criteria Developer***: Prior to proceeding with any School District construction project using the Design-Builder method under the Act, the School District shall retain the services of a Performance-Criteria Developer under the following procedures:

A. In the event that the estimated fee for the professional services of a Performance-Criteria Developer is less than Forty Thousand Dollars ($40,000), the School District shall informally solicit proposals or statements of qualifications from persons licensed or organizations issued a certificate of authorization to practice architecture or engineering pursuant to the Nebraska Engineers and Architects Regulation Act, Neb. Rev. Stat. Section 81-3401 et seq., and select a Performance-Criteria Developer that, in the sole opinion of the School District, is best suited to the specific School District construction project. The School District shall negotiate and enter into a written Performance-Criteria Developer contract with the selected person/firm.

B. In the event that the estimated fee for the professional services of a Performance-Criteria Developer exceeds Forty Thousand Dollars ($40,000), the School District shall select a Performance-Criteria Developer based on the following procedures, which are to be consistent with the Nebraska Consultants' Competitive Negotiation Act, Neb. Rev. Stat. Section 81-1700 et seq.

(1) Public notice of a request for qualifications for the position of Performance-Criteria Developer shall be given in a manner consistent with School District policy. In addition, known persons and/or firms engaged in the lawful practice of their profession who desire to provide professional services will be encouraged to submit a proposal or statement of qualifications.

(2) Proposals or statements of qualifications shall be objectively evaluated and discussions with qualified persons/firms shall be conducted regarding the person's/firm's qualifications, approach to the project, and ability to furnish the services of performance-criteria developer. If necessary, person(s)/firm(s) may be asked to provide public presentations.

(3) Qualified persons/firms shall be ranked in order of preference after considering such factors as (i) the ability of professional personnel, (ii) past performance, (iii) willingness to meet time and budget requirements, (iv) location, recent, current and projected workloads of the persons/firms, and (v) the volume of work previously awarded to the person/firm.

(4) The School District shall attempt to negotiate a Performance-Criteria Developer contract with the highest ranked qualified person/firm and may enter into a Performance-Criteria Developer contract after negotiations. If the School District is unable to negotiate a satisfactory contract with the highest ranked person/firm, the [Name] Public School District may terminate negotiations with that person/firm. The [Name] Public School District may then undertake negotiations with the second highest ranked person/firm and may enter into a performance-criteria developer contract after negotiations. If the Board of Education is unable to negotiate a satisfactory contract with the second highest ranked person/firm, the Board may undertake negotiations with the third highest ranked person/firm, if any, and may enter into a performance-criteria developer contract after negotiations.

C. The procedures in subparagraphs A and B above shall include the requirement that the Performance-Criteria Developer (a) is a person licensed or an organization issued a certificate of authorization to practice architecture or engineering in the State of Nebraska pursuant to the Engineers and Architects Regulation Act, Neb. Rev. Stat. Section 81-3401 et seq., (b) is ineligible to be included as a provider of any services in a Proposal as a Design-Builder for the construction project on which it has acted as Performance-Criteria Developer, and (c) is not employed by or does not have a financial or other interest in a Design-Builder who will submit a Proposal.

D. The Procedure shall also provide that the Performance-Criteria Developer shall assist the School District in the development of project Performance Criteria, Letters of Interest, Requests for Proposals, evaluation of the Proposals, evaluation of design and construction under the Design-Build Contract to determine adherence to the Performance Criteria, and any additional services requested by the School District to represent its interests in relation to the construction project.

5. ***Procedures for the Preparation and Content of Request for Letters of Interest and Procedures and Standards to be Used to Prequalify Design-Build Candidates***: The School District shall prepare and issue a Request for Letters of Interest for the position of Design-Builder under the Act and in accordance with this section and shall prequalify Design-Builders on the basis of Letter of Interest responses received from such firms submitted in accordance with this section.

A. The Request for Letters of Interest shall be (a) published in a newspaper of general circulation within the School District at least thirty (30) days prior to the deadline for receiving Letters of Interest and (b) sent by first-class mail to any Design-Builder upon request.

B. The Request for Letters of Interest shall include, at a minimum, a description the School District construction project in sufficient detail to permit a Design-Builder to submit a Letter of Interest, which may include a description of the scope and nature of the construction project, the project site, the schematic design (if any has been prepared), the preliminary project schedule and estimated budget.

C. Letters of Interest shall be reviewed by the School District, in consultation with the Performance-Criteria Developer. The School District will evaluate prospective Design-Builders based on the information submitted to the School District in the Letters of Interest.

D. The School District shall select as prequalified at least three (3) prospective Design-Builders who submitted Letters of Interest; provided that if only two (2) Design-Builders have submitted Letters of Interest, the School District shall select as prequalified at least two (2) prospective Design-Builders. The selected Design-Builders then shall be considered prequalified and eligible to receive a Request for Proposals.

6. ***Procedures for the Preparation and Content of Request for Proposals:*** The School District shall prepare the Request for Proposals for the position of Design-Builder under the Act and in accordance with this section. The Request for Proposals shall be sent only to the prequalified Design-Builders. At least thirty (30) days prior to the deadline for receiving and opening Proposals, notice of the Request for Proposals shall be published in a newspaper of general circulation within the School District and filed with the State Department of Education. The Request for Proposals shall include, at a minimum, the following components:

A. The Notice of the Request for Proposals.

B. An Invitation to submit Proposals. Such invitation shall (1) identify the School District as the project owner, (2) contain the day and hour upon which such Proposals are due and shall be received; (3) that Proposals shall be sealed; (4) that Proposals shall not be opened until expiration of the time allowed for submitting Proposals; and (5) the hour at which such Proposals shall be opened in the presence of the proposers, or representatives of the proposers.

C. These Policies adopted by the School District;

D. A project statement, which contains information about the scope and nature of the project, the project site, the schedule, and the estimated construction budget and other budget parameters.

E. The Project Performance Criteria.

F. Instructions to prospective Design-Builder firms, which shall state that the following requirements, at a minimum, must be contained in any submitted Proposal:

(1) A description of the Design-Builder's project team and organization of such team;

(2) Fee proposal, if required by the School District as part of the Request for Proposals;

(3) A description of the limitations, if any, on expenses to be reimbursed;

(4) Proof of insurance coverage and bonding required by law and the Construction Manager at Risk Contract;

(5) A written statement of the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;

(6) A written acknowledgement that the Design-Builder agrees to the following conditions:

(i) an architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;

(ii) at the time of the design-build offering, the Design-Builder will furnish to the School District a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;

(iii) the architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the School District;

(iv) a Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will (a) comply with the Engineers and Architects Regulation Act by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and (c) the rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the Engineers and Architects Regulation Act and rules and regulations adopted under the act;

G. Information of pre-Proposal conference, if any required, and attendance requirements at such conference.

H. Proposal procedures, including:

(1) Questions and clarification or interpretations of the Proposal documents;

(2) Method of handling addenda to Proposal documents;

(3) Procedure for modification or withdrawal of Proposals;

(4) Proposal due date and opening including date, time, location and methods of submittal of Proposals;

I. Evaluation procedure, including the criteria for evaluation of Proposals, the relative weight of each criterion, the interview process, the contract negotiation process and the contract execution process.

J. The proposed Agreement between the School District and the Design-Builder, including General Conditions of the Contract for Construction. Such Agreement may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding.

K. Payment and performance bonds and guaranteed maximum price bond requirements for the Design-Builder;

L. Insurance requirements, which shall provide that the Design-Builder shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Nebraska such insurance as will protect the Design-Builder from claims which may arise out of or result from the Design-Builder's operations under the contract and for which the Design-Builder may be legally liable, whether such operations be by the Design-Builder or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

M. Special notice requirements, if any, which may include but not be limited to the following:

(1) THIS PROJECT IS BEING CONDUCTED UNDER AND IS SUBJECT TO THE PROVISIONS OF THE POLITICAL SUBDIVISIONS CONSTRUCTION ALTERNATIVES ACT, Neb. Rev. Stat. Sec. 13-2901 et. seq.

(2) This School District is an equal opportunity institution and actively recruits well-qualified and diverse individuals and firms, including women and minorities, for architectural and engineering services and for contractor services. The School District requires that all responders/bidders/proposers for public work provide written assurances, affirm and agree that (a) they are an equal opportunity employer, (b) they actively recruit a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, they will actively continue and implement this policy throughout any awarded public work. The School District or any of its responders/bidders/proposers for public work shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status,

pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

(3) By submitting a Proposal, each proposer agrees to waive any claim it has, or may have, against the School District and the Architects retained by the School District, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any Proposal; waiver of any requirements under the Proposal Documents; or the Contract Documents; acceptance or rejection of any Proposals; and award of the Contract.

(4) The School District reserves the right (a) to terminate the Proposal process at any time; (b) to reject any or all Proposals; and (c) to waive formalities and minor irregularities in the Proposals received.

(5) The School District reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the School District to be necessary for the successful performance of the contract.

(6) The proposing firm's signature on the Proposal is the proposing firm's guarantee that the content of the Proposal has been arrived at without collusion with other eligible prospering firm or firms and without effort to preclude the School District from obtaining the lowest competitive price.

N. Other information, which may include the following:

(1) A description of the general scope of services to be provided by the Design-Builder.

(2) Project financing phase informational services, if any;

(3) Pre-construction phase services including consultation of design, materials and systems, long lead items, contractor availability and recruitment, preliminary project schedule and preliminary cost estimation, and review of construction documents and conduct value engineering assessments with respect to constructability, material and construction techniques and building systems, sequencing of construction, separation or combining of bid packages.

(4) Cost estimation and preliminary guaranteed maximum price submittals to the School District;

(5) Construction administration and supervision services including identification and preparation of bid packages, recruitment and prequalification of prospective proposers for such bid packages, conduct of bid process for each bid package, review of and recommendations to the School District with regard to Proposals submitted, and administration

of construction contracts, day-to-day supervision of the work with a qualified site superintendent and project manager;

7. ***Procedures for Preparing and Submitting Proposals***: Only Design-Builders prequalified under this policy may submit Proposals. The School District only will accept, consider and evaluate Proposals submitted by prequalified Design-Builders and will not accept, consider or evaluate any Proposals submitted by firms not prequalified. Proposals submitted by interested Design-Builder firms must include all of the elements required by the Request for Proposals. Proposals shall be required to be submitted in the form and method specified in the Request for Proposals, as determined by the School District. All Proposals must be submitted on or before the time and date and at the location specified in the Request for Proposals. All submitted Proposals become the property of the School District. Proposals must also contain the following certification or substantially similar language:

> The proposer provides written assurances, affirms and agrees that (a) the proposer is an equal opportunity employer, (b) the proposer actively recruits a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, the proposer will actively continue and implement this policy throughout any awarded public work. The proposers shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status

8. ***Procedures for Evaluating Proposals in Accordance with Neb. Rev. Stat. Sections 13-2908 and 13-2911:*** The School District shall evaluate and rank each Proposal on the basis of best meeting the criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee pursuant to Neb. Rev. Stat. Sec. 13-2911 and this section.

A. Referral to Selection Committee: In evaluating Proposals in accordance with Neb. Rev. Stat. Sec. 13-2908, the School District shall refer the proposals for recommendation to a selection committee.

B. Make-up of Selection Committee: The selection committee shall be a group of at least five (5) persons designated by the School District. Members of the selection committee shall include at least one (1) person from each of the following groups:

(1) A member or members of the Board of Education;

(2) A member or members of School District administration and/or staff;

(3) The Performance-Criteria Developer;

(4) A person having special expertise relevant to selection of a Construction Manager under the Act; and

(5) A resident of the School District other than an individual included in subdivisions (1) through (4) of this subsection.

C. Members No Pecuniary Interest: A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a Design-Builder who has a Proposal being evaluated and shall not be employed by the School District or the Performance-Criteria Developer.

D. Evaluation Criterion: The selection committee and the School District shall evaluate Proposals taking into consideration the criteria enumerated in subdivisions (1) through (8) of this subsection, with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

No.	Evaluation Criteria	Maximum Percent Value
1	The financial resources of the Design-Builder to complete the project.	Ten percent (10%) of total points
2	The ability of the proposed personnel of the Design-Builder to perform.	Thirty percent (30%) of total points
3	The character, integrity, reputation, judgment, experience, and efficiency of the Design-Builder.	Thirty percent (30%) of total points
4	The quality of performance on previous projects.	Thirty percent (30%) of total points
5	The ability of the Design-Builder to perform within the time specified.	Thirty percent (30%) of total points
6.	The previous and existing compliance of the Design-Builder with laws relating to the contract.	Ten percent (10%) of total points
7.	OPTIONAL – The ability and resources of the Design-Builder to recruit qualified contractors for the Project, including but not limited to local contractors.	Twenty percent (20%) of total points
8.	OPTIONAL – The Design-Builder's proposed efforts schedule for the Project.	Twenty percent (20%) of total points
	TOTAL (No more than 100%).	100%

E. Determination of Evaluation Criteria Percentage Values: The Board of Education, in the resolution adopted to select the Design-Builder under the Act as the method

and process of construction delivery of the specific project, shall identify and describe the exact percentage of total points for each of the evaluation criteria described above, ensuring that the total percentage does not exceed 100%.

F. Examination of Proposals: Following the opening of the Proposals, the selection committee will examine the Proposals and supporting documentation submitted by all candidates. The evaluation of the Design-Builder for the Project shall be based upon a careful and objective consideration of the Proposals and the ability of each firm submitting a Proposal to perform the services described in the Request for Proposals and the requirements of any federal, state, local laws and regulations and School District policies and regulations that are applicable to the Project.

G. Interviews of Candidates: To further assist the selection committee in evaluating each Proposal to determine which candidate best meets the criteria in the Request for Proposals, the selection committee and the Board of Education may, at either's election, determine to interview such candidate(s).

H. Recommendation of Selection Committee to Board of Education: After examining and evaluating all Proposals and interviewing selected candidate(s), if elected, the selection committee shall rank each Proposal on the basis of best meeting the Proposal evaluation criteria. The selection committee shall make a formal, written recommendation to the Board of Education based on the highest ranking Proposal. The selection committee shall provide to the Board of Education the full rankings.

I. Records of Selection Committee: The selection committee shall keep and maintain permanent records of the selection committee proceedings including, but not limited to, records of the minutes of meetings, and documentation received or disclosed in open session of the meetings. The selection committee shall appoint a board member or district employee to keep the minutes of the selection committee meetings. The minutes of each meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member. The records of the selection committee shall be placed on public file with the central administration office. The records of the selection committee in evaluating Proposals and making recommendations shall be considered public records for purposes of section 84-712.01.

J. Board of Education Action. After receiving the formal recommendation of the Selection Committee, the Board of Education shall examine the Proposals and supporting documentation submitted by all proposing Design-Builder candidates. Each Proposal will be evaluated and ranked by the Board of Education on the basis of best meeting the evaluation criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee.

K. Rejection of Proposals: The School District shall have the right to reject any and all Proposals. The School District may subsequently solicit new Proposals using the same or different project performance criteria.

9. ***Procedures for Design-Builder Contract Negotiations:***

A. The School District may only proceed to negotiate and enter into a Design-Build Contract if there are at least two (2) proposals from pre-qualified Design-Builders.

B. Negotiations with Highest Ranked Design-Builder: The School District shall attempt to negotiate a Design-Build Contract with the highest ranked Design-Builder and may enter into a Design-Build Contract after negotiations. The negotiations shall include a final determination of the manner by which the Design-Builder selects a subcontractor.

C. Negotiations with Second Highest Ranked Design-Builder: If the School District is unable to negotiate a satisfactory contract with the highest ranked Design-Builder, the School District may terminate negotiations with that Design-Builder. The School District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a Design-Build Contract after negotiations. If the School District is unable to negotiate a satisfactory contract with the second highest ranked Design-Builder, the School District may undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a Design-Build Contract after negotiations.

D. Requirement of Execution of Written Contract: No contractual rights shall be created between the Design-Builder and the School District until a written contract has been negotiated, agreed upon, approved by the Board of Education of the School District, and executed by all parties thereto.

E. Filing of Design-Build Contract: The School District shall file a copy of all Design-Build Contract documents with the State Department of Education within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Design-Builder shall file a copy of all contract modifications and change orders with the department.

F. Unsuccessful Negotiations with Design-Build Candidates: If the School District is unable to negotiate a satisfactory contract with any of the ranked Design-Builders, the School District may either revise the Request for Proposals and solicit new proposals or cancel the Request for Proposals process.

G. Modification of Design-Build Contract: A Design-Build Contract may be conditioned upon later refinements in scope and price and may permit the School District in agreement with the Design-Builder to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the Request for Proposals.

10. ***Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of the Design-Build Contract:***

A. Protest Relation to Solicitation:

(1) A Design-Builder seeking to protest the policies adopted by the Board of Education pursuant to the Act, and the form or content of the Request for Letters of Interest or the form or content of the Request for Proposals promulgated by the School District, or the notice of the Request for Letters of Interest or the Request for Proposals, or any prequalification or pre-Proposal process or procedures, must file such protest within fourteen (14) calendar days from the date of the publication of the notice of the Letters of Interest or Request for Proposals, as the case may be.

(2) A Design-Builder candidate seeking to protest the Letters of Interest or Proposal opening process used by the School District must file such protest within seven (7) calendar days from the date of the Letters of Interest or Proposal opening, as the case may be.

(3) A Design-Builder candidate seeking to protest the process and procedures used by the selection committee in evaluating and/or ranking the Design-Builder candidates must file such protest within seven (7) calendar days from the date the selection committee makes its recommendation to the Board of Education or the Board of Education's acceptance of the recommendation of the selection committee.

B. Negotiation or Execution of Design-Build Contract: A Design-Builder candidate seeking to protest the process and procedures used by the School District in the negotiation or execution of the Design-Build Contract must file such protest within seven (7) calendar days from the date the Board of Education takes action to approve the Design-Build Contract.

C. Form and Filing of Protests: All protests under this subparagraph shall be filed with the Office of the Superintendent of Schools during normal business hours. Such protest must be in writing and received at or before the close of business on the last day provided for the receipt of such proposals. For purposes of this paragraph the term "received" shall mean the actual in hand receipt of all protests and attendant documents. Facsimile transmittals, e-mail or other electronic or telephonic transmittals shall not be accepted and receipt of protest documents, or change in protest documents, in such manner will not be accepted. Protests shall be public records, and shall not be considered proprietary and confidential.

D. Action on Protests: The Board of Education shall take action on any protest filed pursuant to subparagraph A and B above within Forty-five (45) days of receipt of such protest, and shall provide the decision of the Board of Education in writing to the protesting party.

11. Procedures for the Evaluation of Construction Under the Design-Build Contract by the Performance-Criteria Developer to Determine Adherence to the Performance Criteria: The Performance-Criteria Developer shall be the School District's representative for purposes of evaluating the design and construction under the Design-Build Contract to determine adherence by the Design-Builder to the Project Performance Criteria established for the project. The procedures to be followed by the School District, Performance-Criteria Developer and the Design-Builder for purposes of such evaluation shall be as follows:

A. The Performance-Criteria Developer shall review and evaluate the construction methods and materials, including any shop drawings and submittals, used by the Design-Builder to determine adherence with the Project Performance Criteria.

B. The Performance-Criteria Developer shall be a representative of and shall advise and consult with the School District during the performance of the Design-Build Contract by the Design-Builder. The Performance-Criteria Developer shall have authority to act on behalf of the School District with regard to any issue arising regarding the performance of the Design-Build Contract by the Design-Builder. The Design-Builder shall provide the Performance-Criteria Developer with copies of all construction documents, including, but not limited to, all plans and specifications, shop drawings, requests for information from contractors, and warranties for equipment and materials.

C. The Performance-Criteria Developer, as a representative of the School District shall visit the site at intervals appropriate to the stage of the Design-Build Contractor's operations, when services are needed or necessary, or as otherwise directed by the School District (1) to become familiar with and to keep the School District informed about the progress and quality of the portion of the work completed, (2) to guard the School District against defects and deficiencies in the work, and (3) to determine in general if the work is being performed in a manner establishing that the work, when fully completed, will be in accordance with the performance criteria for the project.

D. The Performance-Criteria Developer shall be responsible for the Performance-Criteria Developer's negligent acts or omissions and those of the Performance-Criteria Developer's personnel providing services, but shall not have control over or charge of and shall not be responsible for acts or omissions of the Design-Builder, subcontractors, or their agents or employees, or of any other persons or entities performing portions of the work.

E. The Performance-Criteria Developer shall at all times have access to the work wherever it is in preparation or progress.

F. The School District shall endeavor to communicate with the Design-Builder through or in conjunction with the Performance-Criteria Developer about matters arising out of or relating to the project.

G. Upon issuance by the Design-Builder of a certificate of substantial completion, the Performance-Criteria Developer shall conduct a final inspection and evaluation of the project to confirm that all components of the work have been completed in accordance with the performance criteria established for the project.

Legal Reference: Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Sec. 13-2901 et seq.; Nebraska Consultants' Competitive Negotiation Act, Neb. Rev. Stat. Sec. 81-1701 et seq.; and Sec. 84-712

Date of Adoption: [Insert Date]

New Construction and Improvements to the Existing Buildings

Construction Management at Risk Under the Nebraska Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Section 13-2901, et. seq.

1. ***Introduction***: The School District is authorized to enter into Construction Management at Risk Contracts for School District construction projects by adhering to the procedures set forth in the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Section 13-2901 et seq. (the "Act"). Pursuant to the Act, the Board of Education hereby adopts the following policies for entering into a Construction Management at Risk Contract and the general terms of such contract.

2. ***Terms Defined:***

A. "Construction Management at Risk Contract" means a contract developed under the terms and conditions of this policy by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the School District, (b) acts as a construction consultant to the School District during the design phase of the project when the School District's architect or engineer designs the project, and (c) is the builder during the construction phase of the project, subject to the School District's bidding requirements established by this policy and other School District policies, and the Construction Management at Risk Contract.

B. "Construction Manager" means the legal entity which proposes to enter into a Construction Management at Risk Contract pursuant to the Act and this policy.

C. "Proposal" means an offer in response to a Request for Proposals by a Construction Manager to enter into a Construction Management at Risk Contract for a School District construction project pursuant to the Act and this policy.

D. "Request for Proposals" means the documentation by which the School District solicits Construction Manager Proposals.

3. ***Board Selection of Construction Manager at Risk Method, and Process and Direction to Prepare Request for Proposals***: The Board of Education of the School District shall adopt a resolution to select the Construction Manager under the Act as the method and process of construction delivery of the specific project and authorize and direct the School District Administration in conjunction with the architecture or engineering firm retained for the specific project to prepare a Request for Proposals in accordance with the Act and this policy. The resolution shall require the affirmative vote of at least two-thirds (2/3rds) of the Board of Education.

4. ***Duties of Architect and/or Engineer for the Project***: Prior to proceeding with any School District construction project using the Construction Manager method under the Act, the School District shall retain the services of an architect and/or engineer, pursuant to the Nebraska Engineers and Architects Regulation Act, Neb. Rev. Stat. Section 81-3401 et seq., for such construction project, to provide design services including the preparation of plans, specifications, and estimates, and observe construction. Additionally, such architect and/or engineer services

shall include assistance, consultation and participation in preparing the Request for Proposals, evaluation of Proposals received for the Construction Manager position, and participation on the selection committee for the Construction Manager provided for in the Act and this policy.

5. ***Procedures for the Preparation and Content of Request for Proposals:*** The School District shall prepare the Request for Proposals for the position of Construction Manager under the Act and in accordance with this section. At least thirty (30) days prior to the deadline for receiving and opening Proposals, notice of the Request for Proposals shall be published in a newspaper of general circulation within the School District and filed with the State Department of Education. The Request for Proposals shall include, at a minimum, the following components:

A. The Notice of the Request for Proposals.

B. An Invitation to submit Proposals. Such invitation shall (1) identify the School District as the project owner, (2) contain the day and hour upon which such Proposals are due and shall be received; (3) that Proposals shall be sealed; (4) that Proposals shall not be opened until expiration of the time allowed for submitting Proposals; and (5) the hour at which such Proposals shall be opened in the presence of the proposers, or representatives of the proposers.

C. These Policies adopted by the School District;

D. General information about the project which will assist the School District in its selection of the Construction Manager.

E. A project statement, which contains information about the scope and nature of the project, the project site, the schedule, and the estimated construction budget.

F. Instructions to prospective Construction Manager firms, which shall state that the following requirements, at a minimum, must be contained in any submitted Proposal:

(1) A description of the Construction Manager's project team and organization of such team;

(2) Fee proposal, if required by the School District as part of the Request for Proposals;

(3) A description of the limitations, if any, on expenses to be reimbursed;

(4) Proof of insurance coverage and bonding required by law and the Construction Manager at Risk Contract;

G. Information of pre-Proposal conference, if any required, and attendance requirements at such conference.

H. Proposal procedures, including:

(1) Questions and clarification or interpretations of the Proposal documents;

(2) Method of handling addenda to Proposal documents;

(3) Procedure for modification or withdrawal of Proposals;

(4) Proposal due date and opening including date, time, location and methods of submittal of Proposals;

I. Evaluation procedure, including the criteria for evaluation of Proposals, the relative weight of each criterion, the interview process, the contract negotiation process and the contract execution process.

J. The proposed Agreement between the School District and the Construction Manager, including General Conditions of the Contract for Construction where the Construction Manager is at risk. Such Agreement may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding.

K. Payment and performance bonds and guaranteed maximum price bond requirements for the Construction Manager;

L. Insurance requirements, which shall provide that the Construction Manager shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Nebraska such insurance as will protect the Construction Manager from claims which may arise out of or result from the Construction Manager's operations under the contract and for which the Construction Manager may be legally liable, whether such operations be by the Construction Manager or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

M. Special notice requirements, if any, which may include but not be limited to the following:

(1) THIS PROJECT IS BEING CONDUCTED UNDER AND IS SUBJECT TO THE PROVISIONS OF THE POLITICAL SUBDIVISIONS CONSTRUCTION ALTERNATIVES ACT, Neb. Rev. Stat. Sec. 13-2901 et. seq.

(2) This School District is an equal opportunity institution and actively recruits well-qualified and diverse individuals and firms, including women and minorities, for architectural and engineering services and for contractor services. The School District requires that all responders/bidders/proposers for public work provide written assurances, affirm and agree that (a) they are an equal opportunity employer, (b) they actively recruit a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, they will actively continue and implement this policy throughout any awarded public work. The School District or any of its responders/bidders/proposers for public work shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

(3) By submitting a Proposal, each proposer agrees to waive any claim it has, or may have, against the School District and the Architects retained by the School District, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any Proposal; waiver of any requirements under the Proposal Documents; or the Contract Documents; acceptance or rejection of any Proposals; and award of the Contract.

(4) The School District reserves the right (a) to terminate the Proposal process at any time; (b) to reject any or all Proposals; and (c) to waive formalities and minor irregularities in the Proposals received.

(5) The School District reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the School District to be necessary for the successful performance of the contract.

(6) The proposing firm's signature on the Proposal is the proposing firm's guarantee that the content of the Proposal has been arrived at without collusion with other eligible prospering firm or firms and without effort to preclude the School District from obtaining the lowest competitive price.

N. Other information, which may include the following:

(1) A description of the general scope of services to be provided by the Construction Manager.

(2) Project financing phase informational services, if any;

(3) Pre-construction phase services including consultation of design, materials and systems, long lead items, contractor availability and recruitment, preliminary project schedule and preliminary cost estimation, and review of construction documents and conduct value engineering assessments with respect to constructability, material and construction techniques and building systems, sequencing of construction, separation or combining of bid packages.

(4) Cost estimation and preliminary guaranteed maximum price submittals to the School District;

(5) Construction administration and supervision services including identification and preparation of bid packages, recruitment and prequalification of prospective proposers for such bid packages, conduct of bid process for each bid package, review of and recommendations to the School District with regard to Proposals submitted, and administration of construction contracts, day-to-day supervision of the work with a qualified site superintendent and project manager;

(6) Preparation and submittal of Guaranteed Maximum Price (GMP) for the project(s).

6. ***Procedures and Standards to be Used to Pre-qualify Construction Manager Candidates***: The procedures and standards to be used to pre-qualify Construction Managers will be to evaluate prospective Construction Managers based upon the information submitted to the School District in response to the Request for Proposals, and an evaluation of such information by the selection committee based upon the criteria for evaluation of Proposals and the relative weight to be given each criterion.

7. ***Procedures for Preparing and Submitting Proposals***: Proposals submitted by interested construction management firms must include all of the elements required by the Request for Proposals. Proposals shall be required to be submitted in the form and method specified in the Request for Proposals, as determined by the School District. All Proposals must be submitted on or before the time and date and at the location specified in the Request for Proposals. All submitted Proposals become the property of the School District. Proposals must also contain the following certification or substantially similar language:

> The proposer provides written assurances, affirms and agrees that (a) the proposer is an equal opportunity employer, (b) the proposer actively recruits a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, the proposer will actively continue and implement this policy throughout any awarded public work. The proposers shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

8. ***Procedures for Evaluating Proposals in Accordance with Neb. Rev. Stat. Sections 13-2910 and 13-2911:*** The School District shall evaluate and rank each Proposal on the basis of best meeting the criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee pursuant to Neb. Rev. Stat. Section 13-2911 and this section.

A. Referral to Selection Committee: In evaluating Proposals in accordance with Neb. Rev. Stat. Section 13-2910, the School District shall refer the Proposals for recommendation to a selection committee.

B. Make-up of Selection Committee: The selection committee shall be a group of at least five (5) persons designated by the School District. Members of the selection committee shall include at least one (1) person from each of the following groups:

(1) A member or members of the Board of Education;

(2) A member or members of School District administration and/or staff;

(3) A representative of the School District's architect or engineer;

(4) A person having special expertise relevant to selection of a Construction Manager under the Act; and

(5) A resident of the School District other than an individual included in subdivisions (1) through (4) of this subsection.

C. Members No Pecuniary Interest: A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a Construction Manager who has a Proposal being evaluated and shall not be employed by the School District.

D. Evaluation Criterion: The selection committee and the School District shall evaluate Proposals taking into consideration the criteria enumerated in subdivisions (1) through (8) of this subsection, with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

No.	Evaluation Criteria	Maximum Percent Value
1	The financial resources of the Construction Manager to complete the project.	Ten percent (10%) of total points
2	The ability of the proposed personnel of the Construction Manager to perform.	Thirty percent (30%) of total points
3	The character, integrity, reputation, judgment, experience, and efficiency of the Construction Manager.	Thirty percent (30%) of total points
4	The quality of performance on previous projects.	Thirty percent (30%) of total points
5	The ability of the Construction Manager to perform within the time specified.	Thirty percent (30%) of total points
6.	The previous and existing compliance of the Construction Manager with laws relating to the contract.	Ten percent (10%) of total points
7.	OPTIONAL – The ability and resources of the Construction Manager to recruit qualified contractors for the Project, including but not limited to local contractors.	Twenty percent (20%) of total points
8.	OPTIONAL – The Construction Manager's proposed efforts schedule for the Project.	Twenty percent (20%) of total points
	TOTAL (No more than 100%).	100%

E. Determination of Evaluation Criteria Percentage Values: The Board of Education, in the resolution adopted to select the Construction Manager under the Act as the method and process of construction delivery of the specific project, shall identify and describe the exact percentage of total points for each of the evaluation criteria described above, ensuring that the total percentage does not exceed 100%.

F. Examination of Proposals: Following the opening of the Proposals, the selection committee will examine the Proposals and supporting documentation submitted by all candidates. The evaluation of the Construction Manager for the Project shall be based upon a careful and objective consideration of the Proposals and the ability of each firm submitting a Proposal to perform the services described in the Request for Proposals and the requirements of any federal, state, local laws and regulations and School District policies and regulations that are applicable to the Project.

G. Interviews of Candidates: To further assist the selection committee in evaluating each Proposal to determine which candidate best meets the criteria in the Request for Proposals, the selection committee and the Board of Education may, at either's election, determine to interview such candidate(s).

H. Recommendation of Selection Committee to Board of Education: After examining and evaluating all Proposals and interviewing selected candidate(s), if elected, the selection committee shall rank each Proposal on the basis of best meeting the Proposal evaluation criteria. The selection committee shall make a formal, written recommendation to the Board of Education based on the highest ranking Proposal. The selection committee shall provide to the Board of Education the full rankings.

I. Records of Selection Committee: The selection committee shall keep and maintain permanent records of the selection committee proceedings including, but not limited to, records of the minutes of meetings, and documentation received or disclosed in open session of the meetings. The selection committee shall appoint a board member or district employee to keep the minutes of the selection committee meetings. The minutes of each meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member. The records of the selection committee shall be placed on public file with the central administration office. The records of the selection committee in evaluating Proposals and making recommendations shall be considered public records for purposes of section 84-712.01.

J. Board of Education Action. After receiving the formal recommendation of the selection committee, the Board of Education shall examine the Proposals and supporting documentation submitted by all proposing Construction Manager candidates. Each Proposal will be evaluated and ranked by the Board of Education on the basis of best meeting the evaluation criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee.

K. Rejection of Proposals: The School District shall have the right to reject any and all Proposals. The School District may subsequently solicit new Proposals using the same or different project performance criteria.

9. ***Procedures for Construction Manager at Risk Contract Negotiations:***

A. Negotiations with Highest Ranked Construction Manager: The School District shall attempt to negotiate a Construction Management at Risk Contract with the highest ranked Construction Manager and may enter into a Construction Management at Risk Contract after

negotiations. The negotiations shall include a final determination of the manner by which the Construction Manager selects a subcontractor.

B. Negotiations with Second Highest Ranked Construction Manager: If the School District is unable to negotiate a satisfactory Construction Manager at Risk Contract with the highest ranked Construction Manager, the School District may terminate negotiations with that Construction Manager. The School District may then undertake negotiations with the second highest ranked Construction Manager and may enter into a Construction Management at Risk Contract after negotiations. If the School District is unable to negotiate a satisfactory Construction Manager at Risk Contract with the second highest ranked Construction Manager, the School District may undertake negotiations with the third highest ranked Construction Manager, if any, and may enter into a Construction Management at Risk Contract after negotiations.

C. Requirement of Execution of Written Contract: No contractual rights shall be created between the Construction Manager and the School District until a written contract has been negotiated, agreed upon, approved by the Board of Education of the School District, and executed by all parties thereto.

D. Filing of Construction Manager at Risk Contract: The School District shall file a copy of all Construction Management at Risk Contract documents with the State Department of Education within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Construction Manager shall file a copy of all contract modifications and change orders with the department.

E. Unsuccessful Negotiations with Construction Manager Candidates: If the School District is unable to negotiate a satisfactory Construction Manager at Risk Contract with any of the ranked Construction Managers, the School District may either revise the Request for Proposals and solicit new Proposals or cancel the Request for Proposals process.

F. Modification of Construction Manager at Risk Contract: A Construction Management at Risk Contract may be conditioned upon later refinements in scope and price and may permit the School District in agreement with the Construction Manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the Request for Proposals.

10. ***Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of the Construction Manager at Risk Contract:***

A. Protest Relation to Solicitation:

(1) A Construction Manager candidate seeking to protest the policies adopted by the Board of Education pursuant to the Act and the form or content of the Request for Proposals promulgated by the School District, or the notice of the Request for Proposals, or any pre-Proposal process or procedures, must file such protest within fourteen (14) calendar days from the date of the publication of the notice of the Request for Proposals.

(2) A Construction Manager candidate seeking to protest the Proposal opening process used by the School District must file such protest within seven (7) calendar days from the date of the Proposal opening.

(3) A Construction Manager candidate seeking to protest the process and procedures used by the selection committee in evaluating and/or ranking the Construction Manager candidates must file such protest within seven (7) calendar days from the date the selection committee makes its recommendation to the Board of Education or the Board of Education's acceptance of the recommendation of the selection committee.

B. Negotiation or Execution of Construction Manager Contract: A Construction Manager candidate seeking to protest the process and procedures used by the School District in the negotiation or execution of the Construction Management at Risk Contract must file such protest within seven (7) calendar days from the date the Board of Education takes action to approve the Construction Management at Risk Contract.

C. Form and Filing of Protests: All protests under this subparagraph shall be filed with the Office of the Superintendent of Schools during normal business hours. Such protest must be in writing and received at or before the close of business on the last day provided for the receipt of such Proposals. For purposes of this paragraph the term "received" shall mean the actual in hand receipt of all protests and attendant documents. Facsimile transmittals, e-mail or other electronic or telephonic transmittals shall not be accepted and receipt of protest documents, or change in protest documents, in such manner will not be accepted. Protests shall be public records, and shall not be considered proprietary and confidential.

D. Action on Protests: The Board of Education shall take action on any protest filed pursuant to subparagraph A and B above within forty-five (45) days of receipt of such protest, and shall provide the decision of the Board of Education in writing to the protesting party.

Legal Reference: Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. 13-2901, et. seq.; 81-1701 et seq.; and 84-712

Date of Adoption: [Insert Date]

Design-Build Under the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Sec. 13-2901 et seq.

1. ***Introduction***: The School District is authorized to enter into Design-Build Contracts for School District construction projects by adhering to the procedures set forth in the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Section 13-2901 et seq. (the "Act"). Pursuant to the Act, the Board of Education hereby adopts the following policies for entering into a Design-Build Contract and the general terms of such contract.

2. ***Terms Defined****:*

   A. "Design-Build Contract" means a contract developed under the terms and conditions of this policy which is subject to qualification-based selection between the School District and a Design-Builder to furnish (a) architectural, engineering, and related design services for a construction project pursuant to the Act, and (b) labor, materials, supplies, equipment, and construction services for a construction project pursuant to the Act.

   B. "Design-Builder" means the legal entity which proposes to enter into a Design-Build Contract pursuant to the Act and this policy.

   C. "Letter of Interest" means a statement indicating interest to enter into a Design-Build Contract for a project pursuant to the Act and this policy.

   D. "Performance-Criteria Developer" means any person licensed or any organization issued a certificate of authorization to practice architecture or engineering pursuant to the Nebraska Engineers and Architects Regulation Act, Neb. Rev. Stat. Sections 81-3401 et seq., who is selected by the School District to assist the School District in the development of Construction Project Performance Criteria, Requests for Proposals, evaluation of Proposals, evaluation of the construction under a Design-Build Contract to determine adherence to the Project Performance Criteria, and any additional services requested by the School District to represent its interests in relation to a construction project.

   E. "Project Performance Criteria" means the performance requirements of the construction project suitable to allow the Design-Builder to make a Proposal. Performance requirements include the following, if required by the construction project: capacity, durability, standards, ingress and egress requirements, description of the site, surveys, soil and environmental information concerning the site, interior space requirements, material quality standards, design and construction schedules, site development requirements, provisions for utilities, storm water retention and disposal, parking requirements, applicable governmental code requirements, and other criteria for the intended use of the construction project.

   F. "Proposal" means an offer in response to a Request for Proposals by a Design-Builder to enter into a Design-Build Contract for a School District construction project pursuant to the Act and this policy.

   G. "Qualification-Based Selection Process" means a process of selecting a Design-Builder based first on the qualifications of the Design-Builder and then on the Design-Builder's proposed approach to the design and construction of the School District construction project.

   H. "Request for Letters of Interest" means the documentation or publication by which the School District solicits Letters of Interest.

I. "Request for Proposals" means the documentation by which the School District solicits Design-Builder Proposals.

3. ***Board Selection of Design-Build Method and Process and Direction to Prepare Request for Proposals***: The Board of Education of the School District shall adopt a resolution to select the Design-Build under the Act as the method and process of construction delivery of the specific project and authorize and direct the School District Administration in conjunction with the Performance-Criteria Developer retained for the specific project to prepare a Request for Proposals in accordance with the Act and this policy. The resolution shall require the affirmative vote of at least two-thirds (2/3rds) of the Board of Education.

4. ***Procedures for Selecting and Hiring a Performance-Criteria Developer***: Prior to proceeding with any School District construction project using the Design-Builder method under the Act, the School District shall retain the services of a Performance-Criteria Developer under the following procedures:

A. In the event that the estimated fee for the professional services of a Performance-Criteria Developer is less than Forty Thousand Dollars ($40,000), the School District shall informally solicit proposals or statements of qualifications from persons licensed or organizations issued a certificate of authorization to practice architecture or engineering pursuant to the Nebraska Engineers and Architects Regulation Act, Neb. Rev. Stat. Section 81-3401 et seq., and select a Performance-Criteria Developer that, in the sole opinion of the School District, is best suited to the specific School District construction project. The School District shall negotiate and enter into a written Performance-Criteria Developer contract with the selected person/firm.

B. In the event that the estimated fee for the professional services of a Performance-Criteria Developer exceeds Forty Thousand Dollars ($40,000), the School District shall select a Performance-Criteria Developer based on the following procedures, which are to be consistent with the Nebraska Consultants' Competitive Negotiation Act, Neb. Rev. Stat. Section 81-1700 et seq.

(1) Public notice of a request for qualifications for the position of Performance-Criteria Developer shall be given in a manner consistent with School District policy. In addition, known persons and/or firms engaged in the lawful practice of their profession who desire to provide professional services will be encouraged to submit a proposal or statement of qualifications.
(2) Proposals or statements of qualifications shall be objectively evaluated and discussions with qualified persons/firms shall be conducted regarding the person's/firm's qualifications, approach to the project, and ability to furnish the services of performance-criteria developer. If necessary, person(s)/firm(s) may be asked to provide public presentations.
(3) Qualified persons/firms shall be ranked in order of preference after considering such factors as (i) the ability of professional personnel, (ii) past performance, (iii) willingness to meet time and budget requirements, (iv) location, recent, current and projected workloads of the persons/firms, and (v) the volume of work previously awarded to the person/firm.
(4) The School District shall attempt to negotiate a Performance-Criteria Developer contract with the highest ranked qualified person/firm and may enter into a Performance-Criteria Developer contract after negotiations. If the School District is unable to negotiate a satisfactory contract with the highest ranked person/firm, the Raymond Central Public School District may terminate negotiations with that person/firm. The Raymond Central Public School District may then undertake negotiations with the second highest ranked person/firm and may enter into a performance-criteria developer contract after negotiations. If the Board of Education is unable to negotiate a satisfactory contract with the second highest ranked person/firm, the

Board may undertake negotiations with the third highest ranked person/firm, if any, and may enter into a performance-criteria developer contract after negotiations.

C. The procedures in subparagraphs A and B above shall include the requirement that the Performance-Criteria Developer (a) is a person licensed or an organization issued a certificate of authorization to practice architecture or engineering in the State of Nebraska pursuant to the Engineers and Architects Regulation Act, Neb. Rev. Stat. Section 81-3401 et seq., (b) is ineligible to be included as a provider of any services in a Proposal as a Design-Builder for the construction project on which it has acted as Performance-Criteria Developer, and (c) is not employed by or does not have a financial or other interest in a Design-Builder who will submit a Proposal.

D. The Procedure shall also provide that the Performance-Criteria Developer shall assist the School District in the development of project Performance Criteria, Letters of Interest, Requests for Proposals, evaluation of the Proposals, evaluation of design and construction under the Design-Build Contract to determine adherence to the Performance Criteria, and any additional services requested by the School District to represent its interests in relation to the construction project.

5. ***Procedures for the Preparation and Content of Request for Letters of Interest and Procedures and Standards to be Used to Prequalify Design-Build Candidates***: The School District shall prepare and issue a Request for Letters of Interest for the position of Design-Builder under the Act and in accordance with this section and shall prequalify Design-Builders on the basis of Letter of Interest responses received from such firms submitted in accordance with this section.

   A. The Request for Letters of Interest shall be (a) published in a newspaper of general circulation within the School District at least thirty (30) days prior to the deadline for receiving Letters of Interest and (b) sent by first-class mail to any Design-Builder upon request.

   B. The Request for Letters of Interest shall include, at a minimum, a description the School District construction project in sufficient detail to permit a Design-Builder to submit a Letter of Interest, which may include a description of the scope and nature of the construction project, the project site, the schematic design (if any has been prepared), the preliminary project schedule and estimated budget.

   C. Letters of Interest shall be reviewed by the School District, in consultation with the Performance-Criteria Developer. The School District will evaluate prospective Design-Builders based on the information submitted to the School District in the Letters of Interest.

   D. The School District shall select as prequalified at least three (3) prospective Design-Builders who submitted Letters of Interest; provided that if only two (2) Design-Builders have submitted Letters of Interest, the School District shall select as prequalified at least two (2) prospective Design-Builders. The selected Design-Builders then shall be considered prequalified and eligible to receive a Request for Proposals.

6. ***Procedures for the Preparation and Content of Request for Proposals:*** The School District shall prepare the Request for Proposals for the position of Design-Builder under the Act and in accordance with this section. The Request for Proposals shall be sent only to the prequalified Design-Builders. At least thirty (30) days prior to the deadline for receiving and opening Proposals, notice of the Request for Proposals shall be published in a newspaper of general circulation within the School District and filed with the State Department of Education. The Request for Proposals shall include, at a minimum, the following components:

A. The Notice of the Request for Proposals.

B. An Invitation to submit Proposals. Such invitation shall (1) identify the School District as the project owner, (2) contain the day and hour upon which such Proposals are due and shall be received; (3) that Proposals shall be sealed; (4) that Proposals shall not be opened until expiration of the time allowed for submitting Proposals; and (5) the hour at which such Proposals shall be opened in the presence of the proposers, or representatives of the proposers.

C. These Policies adopted by the School District;

D. A project statement, which contains information about the scope and nature of the project, the project site, the schedule, and the estimated construction budget and other budget parameters.

E. The Project Performance Criteria.

F. Instructions to prospective Design-Builder firms, which shall state that the following requirements, at a minimum, must be contained in any submitted Proposal:

(1) A description of the Design-Builder's project team and organization of such team;
(2) Fee proposal, if required by the School District as part of the Request for Proposals;
(3) A description of the limitations, if any, on expenses to be reimbursed;
(4) Proof of insurance coverage and bonding required by law and the Construction Manager at Risk Contract;
(5) A written statement of the Design-Builder's proposed approach to the design and construction of the project, which may include graphic materials illustrating the proposed approach to design and construction but shall not include price proposals;
(6) A written acknowledgement that the Design-Builder agrees to the following conditions:
(i) an architect or engineer licensed to practice in Nebraska will participate substantially in those aspects of the offering which involve architectural or engineering services;
(ii) at the time of the design-build offering, the Design-Builder will furnish to the School District a written statement identifying the architect or engineer who will perform the architectural or engineering work for the design-build project;
(iii) the architect or engineer engaged by the Design-Builder to perform the architectural or engineering work with respect to the design-build project will have direct supervision of such work and may not be removed by the Design-Builder prior to the completion of the project without the written consent of the School District;
(iv) a Design-Builder offering design-build services with its own employees who are design professionals licensed to practice in Nebraska will (a) comply with the Engineers and Architects Regulation Act by procuring a certificate of authorization to practice architecture or engineering and (b) submit proof of sufficient professional liability insurance; and (c) the rendering of architectural or engineering services by a licensed architect or engineer employed by the Design-Builder will conform to the Engineers and Architects Regulation Act and rules and regulations adopted under the act;

G. Information of pre-Proposal conference, if any required, and attendance requirements at such conference.

H. Proposal procedures, including:

(1) Questions and clarification or interpretations of the Proposal documents;
(2) Method of handling addenda to Proposal documents;

(3) Procedure for modification or withdrawal of Proposals;
(4) Proposal due date and opening including date, time, location and methods of submittal of Proposals;

I. Evaluation procedure, including the criteria for evaluation of Proposals, the relative weight of each criterion, the interview process, the contract negotiation process and the contract execution process.

J. The proposed Agreement between the School District and the Design-Builder, including General Conditions of the Contract for Construction. Such Agreement may set forth an initial determination of the manner by which the Design-Builder selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding.

K. Payment and performance bonds and guaranteed maximum price bond requirements for the Design-Builder;

L. Insurance requirements, which shall provide that the Design-Builder shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Nebraska such insurance as will protect the Design-Builder from claims which may arise out of or result from the Design-Builder's operations under the contract and for which the Design-Builder may be legally liable, whether such operations be by the Design-Builder or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

M. Special notice requirements, if any, which may include but not be limited to the following:

(1) THIS PROJECT IS BEING CONDUCTED UNDER AND IS SUBJECT TO THE PROVISIONS OF THE POLITICAL SUBDIVISIONS CONSTRUCTION ALTERNATIVES ACT, Neb. Rev. Stat. Sec. 13-2901 et. seq.
(2) This School District is an equal opportunity institution and actively recruits well-qualified and diverse individuals and firms, including women and minorities, for architectural and engineering services and for contractor services. The School District requires that all responders/bidders/proposers for public work provide written assurances, affirm and agree that (a) they are an equal opportunity employer, (b) they actively recruit a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, they will actively continue and implement this policy throughout any awarded public work. The School District or any of its responders/bidders/proposers for public work shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
(3) By submitting a Proposal, each proposer agrees to waive any claim it has, or may have, against the School District and the Architects retained by the School District, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any Proposal; waiver of any requirements under the Proposal Documents; or the Contract Documents; acceptance or rejection of any Proposals; and award of the Contract.
(4) The School District reserves the right (a) to terminate the Proposal process at any time; (b) to reject any or all Proposals; and (c) to waive formalities and minor irregularities in the Proposals received.
(5) The School District reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other

evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the School District to be necessary for the successful performance of the contract.

(6) The proposing firm's signature on the Proposal is the proposing firm's guarantee that the content of the Proposal has been arrived at without collusion with other eligible prospering firm or firms and without effort to preclude the School District from obtaining the lowest competitive price.

N. Other information, which may include the following:

(1) A description of the general scope of services to be provided by the Design-Builder.
(2) Project financing phase informational services, if any;
(3) Pre-construction phase services including consultation of design, materials and systems, long lead items, contractor availability and recruitment, preliminary project schedule and preliminary cost estimation, and review of construction documents and conduct value engineering assessments with respect to constructability, material and construction techniques and building systems, sequencing of construction, separation or combining of bid packages.
(4) Cost estimation and preliminary guaranteed maximum price submittals to the School District;
(5) Construction administration and supervision services including identification and preparation of bid packages, recruitment and prequalification of prospective proposers for such bid packages, conduct of bid process for each bid package, review of and recommendations to the School District with regard to Proposals submitted, and administration of construction contracts, day-to-day supervision of the work with a qualified site superintendent and project manager;

7. ***Procedures for Preparing and Submitting Proposals***: Only Design-Builders prequalified under this policy may submit Proposals. The School District only will accept, consider and evaluate Proposals submitted by prequalified Design-Builders and will not accept, consider or evaluate any Proposals submitted by firms not prequalified. Proposals submitted by interested Design-Builder firms must include all of the elements required by the Request for Proposals. Proposals shall be required to be submitted in the form and method specified in the Request for Proposals, as determined by the School District. All Proposals must be submitted on or before the time and date and at the location specified in the Request for Proposals. All submitted Proposals become the property of the School District. Proposals must also contain the following certification or substantially similar language:

   The proposer provides written assurances, affirms and agrees that (a) the proposer is an equal opportunity employer, (b) the proposer actively recruits a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, the proposer will actively continue and implement this policy throughout any awarded public work. The proposers shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status

8. ***Procedures for Evaluating Proposals in Accordance with Neb. Rev. Stat. Sections 13-2908 and 13-2911:*** The School District shall evaluate and rank each Proposal on the basis of best meeting the criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee pursuant to Neb. Rev. Stat. Sec. 13-2911 and this section.

A. Referral to Selection Committee: In evaluating Proposals in accordance with Neb. Rev. Stat. Sec. 13-2908, the School District shall refer the proposals for recommendation to a selection committee.

B. Make-up of Selection Committee: The selection committee shall be a group of at least five (5) persons designated by the School District. Members of the selection committee shall include at least one (1) person from each of the following groups:

(1) A member or members of the Board of Education;
(2) A member or members of School District administration and/or staff;
(3) The Performance-Criteria Developer;
(4) A person having special expertise relevant to selection of a Construction Manager under the Act; and
(5) A resident of the School District other than an individual included in subdivisions (1) through (4) of this subsection.

C. Members No Pecuniary Interest: A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a Design-Builder who has a Proposal being evaluated and shall not be employed by the School District or the Performance-Criteria Developer.

D. Evaluation Criterion: The selection committee and the School District shall evaluate Proposals taking into consideration the criteria enumerated in subdivisions (1) through (8) of this subsection, with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

No.	Evaluation Criteria	Maximum Percent Value
1	The financial resources of the Design-Builder to complete the project.	Ten percent (10%) of total points
2	The ability of the proposed personnel of the Design-Builder to perform.	Thirty percent (30%) of total points
3	The character, integrity, reputation, judgment, experience, and efficiency of the Design-Builder.	Thirty percent (30%) of total points
4	The quality of performance on previous projects.	Thirty percent (30%) of total points
5	The ability of the Design-Builder to perform within the time specified.	Thirty percent (30%) of total points
6.	The previous and existing compliance of the Design-Builder with laws relating to the contract.	Ten percent (10%) of total points
7.	OPTIONAL – The ability and resources of the Design-Builder to recruit qualified contractors for the Project, including but not limited to local contractors.	Twenty percent (20%) of total points
8.	OPTIONAL – The Design-Builder's proposed efforts schedule for the Project.	Twenty percent (20%) of total points
	TOTAL (No more than 100%).	100%

E. Determination of Evaluation Criteria Percentage Values: The Board of Education, in the resolution adopted to select the Design-Builder under the Act as the method and process of construction delivery of the specific project, shall identify and describe the exact percentage of total points for each of the evaluation criteria described above, ensuring that the total percentage does not exceed 100%.

F. Examination of Proposals: Following the opening of the Proposals, the selection committee will examine the Proposals and supporting documentation submitted by all candidates. The evaluation of the Design-Builder for the Project shall be based upon a careful and objective consideration of the Proposals and the ability of each firm submitting a Proposal to perform the services described in the Request for Proposals and the requirements of any federal, state, local laws and regulations and School District policies and regulations that are applicable to the Project.

G. Interviews of Candidates: To further assist the selection committee in evaluating each Proposal to determine which candidate best meets the criteria in the Request for Proposals, the selection committee and the Board of Education may, at either's election, determine to interview such candidate(s).

H. Recommendation of Selection Committee to Board of Education: After examining and evaluating all Proposals and interviewing selected candidate(s), if elected, the selection committee shall rank each Proposal on the basis of best meeting the Proposal evaluation criteria. The selection committee shall make a formal, written recommendation to the Board of Education based on the highest ranking Proposal. The selection committee shall provide to the Board of Education the full rankings.

I. Records of Selection Committee: The selection committee shall keep and maintain permanent records of the selection committee proceedings including, but not limited to, records of the minutes of meetings, and documentation received or disclosed in open session of the meetings. The selection committee shall appoint a board member or district employee to keep the minutes of the selection committee meetings. The minutes of each meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member. The records of the selection committee shall be placed on public file with the central administration office. The records of the selection committee in evaluating Proposals and making recommendations shall be considered public records for purposes of section 84-712.01.

J. Board of Education Action. After receiving the formal recommendation of the Selection Committee, the Board of Education shall examine the Proposals and supporting documentation submitted by all proposing Design-Builder candidates. Each Proposal will be evaluated and ranked by the Board of Education on the basis of best meeting the evaluation criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee.

K. Rejection of Proposals: The School District shall have the right to reject any and all Proposals. The School District may subsequently solicit new Proposals using the same or different project performance criteria.

9. ***Procedures for Design-Builder Contract Negotiations:***

A. The School District may only proceed to negotiate and enter into a Design-Build Contract if there are at least two (2) proposals from pre-qualified Design-Builders.

B. Negotiations with Highest Ranked Design-Builder: The School District shall attempt to negotiate a Design-Build Contract with the highest ranked Design-Builder and may enter into a Design-Build Contract after negotiations. The negotiations shall include a final determination of the manner by which the Design-Builder selects a subcontractor.

C. Negotiations with Second Highest Ranked Design-Builder: If the School District is unable to negotiate a satisfactory contract with the highest ranked Design-Builder, the School District may terminate negotiations with that Design-Builder. The School District may then undertake negotiations with the second highest ranked Design-Builder and may enter into a Design-Build Contract after negotiations. If the School District is unable to negotiate a satisfactory contract with the second highest ranked Design-Builder, the School District may undertake negotiations with the third highest ranked Design-Builder, if any, and may enter into a Design-Build Contract after negotiations.

D. Requirement of Execution of Written Contract: No contractual rights shall be created between the Design-Builder and the School District until a written contract has been negotiated, agreed upon, approved by the Board of Education of the School District, and executed by all parties thereto.

E. Filing of Design-Build Contract: The School District shall file a copy of all Design-Build Contract documents with the State Department of Education within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Design-Builder shall file a copy of all contract modifications and change orders with the department.

F. Unsuccessful Negotiations with Design-Build Candidates: If the School District is unable to negotiate a satisfactory contract with any of the ranked Design-Builders, the School District may either revise the Request for Proposals and solicit new proposals or cancel the Request for Proposals process.

G. Modification of Design-Build Contract: A Design-Build Contract may be conditioned upon later refinements in scope and price and may permit the School District in agreement with the Design-Builder to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the Request for Proposals.

10. ***Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of the Design-Build Contract:***

A. Protest Relation to Solicitation:

(1) A Design-Builder seeking to protest the policies adopted by the Board of Education pursuant to the Act, and the form or content of the Request for Letters of Interest or the form or content of the Request for Proposals promulgated by the School District, or the notice of the Request for Letters of Interest or the Request for Proposals, or any prequalification or pre-Proposal process or procedures, must file such protest within fourteen (14) calendar days from the date of the publication of the notice of the Letters of Interest or Request for Proposals, as the case may be.

(2) A Design-Builder candidate seeking to protest the Letters of Interest or Proposal opening process used by the School District must file such protest within seven (7) calendar days from the date of the Letters of Interest or Proposal opening, as the case may be.

(3) A Design-Builder candidate seeking to protest the process and procedures used by the selection committee in evaluating and/or ranking the Design-Builder candidates must file such protest within seven (7) calendar days from the date the selection committee makes its recommendation to the Board of Education or the Board of Education's acceptance of the recommendation of the selection committee.

B. Negotiation or Execution of Design-Build Contract: A Design-Builder candidate seeking to protest the process and procedures used by the School District in the negotiation or execution of the Design-Build Contract must file such protest within seven (7) calendar days from the date the Board of Education takes action to approve the Design-Build Contract.

C. Form and Filing of Protests: All protests under this subparagraph shall be filed with the Office of the Superintendent of Schools during normal business hours. Such protest must be in writing and received at or before the close of business on the last day provided for the receipt of such proposals. For purposes of this paragraph the term "received" shall mean the actual in hand receipt of all protests and attendant documents. Facsimile transmittals, e-mail or other electronic or telephonic transmittals shall not be accepted and receipt of protest documents, or change in protest documents, in such manner will not be accepted. Protests shall be public records, and shall not be considered proprietary and confidential.

D. Action on Protests: The Board of Education shall take action on any protest filed pursuant to subparagraph A and B above within Forty-five (45) days of receipt of such protest, and shall provide the decision of the Board of Education in writing to the protesting party.

11. Procedures for the Evaluation of Construction Under the Design-Build Contract by the Performance-Criteria Developer to Determine Adherence to the Performance Criteria: The Performance-Criteria Developer shall be the School District's representative for purposes of evaluating the design and construction under the Design-Build Contract to determine adherence by the Design-Builder to the Project Performance Criteria established for the project. The procedures to be followed by the School District, Performance-Criteria Developer and the Design-Builder for purposes of such evaluation shall be as follows:

A. The Performance-Criteria Developer shall review and evaluate the construction methods and materials, including any shop drawings and submittals, used by the Design-Builder to determine adherence with the Project Performance Criteria.

B. The Performance-Criteria Developer shall be a representative of and shall advise and consult with the School District during the performance of the Design-Build Contract by the Design-Builder. The Performance-Criteria Developer shall have authority to act on behalf of the School District with regard to any issue arising regarding the performance of the Design-Build Contract by the Design-Builder. The Design-Builder shall provide the Performance-Criteria Developer with copies of all construction documents, including, but not limited to, all plans and specifications, shop drawings, requests for information from contractors, and warranties for equipment and materials.

C. The Performance-Criteria Developer, as a representative of the School District shall visit the site at intervals appropriate to the stage of the Design-Build Contractor's operations, when services are needed or necessary, or as otherwise directed by the School District (1) to become familiar with and to keep the School District informed about the progress and quality of the portion of the work completed, (2) to guard the School District against defects and deficiencies in the work,

and (3) to determine in general if the work is being performed in a manner establishing that the work, when fully completed, will be in accordance with the performance criteria for the project.

D. The Performance-Criteria Developer shall be responsible for the Performance-Criteria Developer's negligent acts or omissions and those of the Performance-Criteria Developer's personnel providing services, but shall not have control over or charge of and shall not be responsible for acts or omissions of the Design-Builder, subcontractors, or their agents or employees, or of any other persons or entities performing portions of the work.

E. The Performance-Criteria Developer shall at all times have access to the work wherever it is in preparation or progress.

F. The School District shall endeavor to communicate with the Design-Builder through or in conjunction with the Performance-Criteria Developer about matters arising out of or relating to the project.

G. Upon issuance by the Design-Builder of a certificate of substantial completion, the Performance-Criteria Developer shall conduct a final inspection and evaluation of the project to confirm that all components of the work have been completed in accordance with the performance criteria established for the project.

Legal Reference: Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Sec. 13-2901 et seq.; Nebraska Consultants' Competitive Negotiation Act, Neb. Rev. Stat. Sec. 81-1701 et seq.; and Sec. 84-712

Date of Adoption:

Construction Management at Risk Under the Nebraska Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Section 13-2901, et. seq.

1. ***Introduction***: The School District is authorized to enter into Construction Management at Risk Contracts for School District construction projects by adhering to the procedures set forth in the Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. Section 13-2901 et seq. (the "Act"). Pursuant to the Act, the Board of Education hereby adopts the following policies for entering into a Construction Management at Risk Contract and the general terms of such contract.

2. ***Terms Defined:***

   A. "Construction Management at Risk Contract" means a contract developed under the terms and conditions of this policy by which a construction manager (a) assumes the legal responsibility to deliver a construction project within a contracted price to the School District, (b) acts as a construction consultant to the School District during the design phase of the project when the School District's architect or engineer designs the project, and (c) is the builder during the construction phase of the project, subject to the School District's bidding requirements established by this policy and other School District policies, and the Construction Management at Risk Contract.

   B. "Construction Manager" means the legal entity which proposes to enter into a Construction Management at Risk Contract pursuant to the Act and this policy.

   C. "Proposal" means an offer in response to a Request for Proposals by a Construction Manager to enter into a Construction Management at Risk Contract for a School District construction project pursuant to the Act and this policy.

   D. "Request for Proposals" means the documentation by which the School District solicits Construction Manager Proposals.

3. ***Board Selection of Construction Manager at Risk Method, and Process and Direction to Prepare Request for Proposals***: The Board of Education of the School District shall adopt a resolution to select the Construction Manager under the Act as the method and process of construction delivery of the specific project and authorize and direct the School District Administration in conjunction with the architecture or engineering firm retained for the specific project to prepare a Request for Proposals in accordance with the Act and this policy. The resolution shall require the affirmative vote of at least two-thirds (2/3rds) of the Board of Education.

4. ***Duties of Architect and/or Engineer for the Project***: Prior to proceeding with any School District construction project using the Construction Manager method under the Act, the School District shall retain the services of an architect and/or engineer, pursuant to the Nebraska Engineers and Architects Regulation Act, Neb. Rev. Stat. Section 81-3401 et seq., for such construction project, to provide design services including the preparation of plans, specifications, and estimates, and observe construction. Additionally, such architect and/or engineer services shall include assistance, consultation and participation in preparing the Request for Proposals, evaluation of Proposals received for the Construction Manager position, and participation on the selection committee for the Construction Manager provided for in the Act and this policy.

5. ***Procedures for the Preparation and Content of Request for Proposals:*** The School District shall prepare the Request for Proposals for the position of Construction Manager under the Act and in accordance with this section. At least thirty (30) days prior to the deadline for receiving and opening

Proposals, notice of the Request for Proposals shall be published in a newspaper of general circulation within the School District and filed with the State Department of Education. The Request for Proposals shall include, at a minimum, the following components:

A. The Notice of the Request for Proposals.

B. An Invitation to submit Proposals. Such invitation shall (1) identify the School District as the project owner, (2) contain the day and hour upon which such Proposals are due and shall be received; (3) that Proposals shall be sealed; (4) that Proposals shall not be opened until expiration of the time allowed for submitting Proposals; and (5) the hour at which such Proposals shall be opened in the presence of the proposers, or representatives of the proposers.

C. These Policies adopted by the School District;

D. General information about the project which will assist the School District in its selection of the Construction Manager.

E. A project statement, which contains information about the scope and nature of the project, the project site, the schedule, and the estimated construction budget.

F. Instructions to prospective Construction Manager firms, which shall state that the following requirements, at a minimum, must be contained in any submitted Proposal:

(1) A description of the Construction Manager's project team and organization of such team;
(2) Fee proposal, if required by the School District as part of the Request for Proposals;
(3) A description of the limitations, if any, on expenses to be reimbursed;
(4) Proof of insurance coverage and bonding required by law and the Construction Manager at Risk Contract;

G. Information of pre-Proposal conference, if any required, and attendance requirements at such conference.

H. Proposal procedures, including:

(1) Questions and clarification or interpretations of the Proposal documents;
(2) Method of handling addenda to Proposal documents;
(3) Procedure for modification or withdrawal of Proposals;
(4) Proposal due date and opening including date, time, location and methods of submittal of Proposals;

I. Evaluation procedure, including the criteria for evaluation of Proposals, the relative weight of each criterion, the interview process, the contract negotiation process and the contract execution process.

J. The proposed Agreement between the School District and the Construction Manager, including General Conditions of the Contract for Construction where the Construction Manager is at risk. Such Agreement may set forth an initial determination of the manner by which the construction manager selects any subcontractor and may require that any work subcontracted be awarded by competitive bidding.

K. Payment and performance bonds and guaranteed maximum price bond requirements for the Construction Manager;

L. Insurance requirements, which shall provide that the Construction Manager shall purchase from and maintain in a company or companies lawfully authorized to do business in the State of Nebraska such insurance as will protect the Construction Manager from claims which may arise out of or result from the Construction Manager's operations under the contract and for which the Construction Manager may be legally liable, whether such operations be by the Construction Manager or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

M. Special notice requirements, if any, which may include but not be limited to the following:

(1) THIS PROJECT IS BEING CONDUCTED UNDER AND IS SUBJECT TO THE PROVISIONS OF THE POLITICAL SUBDIVISIONS CONSTRUCTION ALTERNATIVES ACT, Neb. Rev. Stat. Sec. 13-2901 et. seq.
(2) This School District is an equal opportunity institution and actively recruits well-qualified and diverse individuals and firms, including women and minorities, for architectural and engineering services and for contractor services. The School District requires that all responders/bidders/proposers for public work provide written assurances, affirm and agree that (a) they are an equal opportunity employer, (b) they actively recruit a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, they will actively continue and implement this policy throughout any awarded public work. The School District or any of its responders/bidders/proposers for public work shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
(3) By submitting a Proposal, each proposer agrees to waive any claim it has, or may have, against the School District and the Architects retained by the School District, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any Proposal; waiver of any requirements under the Proposal Documents; or the Contract Documents; acceptance or rejection of any Proposals; and award of the Contract.
(4) The School District reserves the right (a) to terminate the Proposal process at any time; (b) to reject any or all Proposals; and (c) to waive formalities and minor irregularities in the Proposals received.
(5) The School District reserves the right to conduct a pre-award survey of any firm under consideration to confirm any of the information furnished by the firm or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the School District to be necessary for the successful performance of the contract.
(6) The proposing firm’s signature on the Proposal is the proposing firm’s guarantee that the content of the Proposal has been arrived at without collusion with other eligible prospering firm or firms and without effort to preclude the School District from obtaining the lowest competitive price.

N. Other information, which may include the following:

(1) A description of the general scope of services to be provided by the Construction Manager.
(2) Project financing phase informational services, if any;

(3) Pre-construction phase services including consultation of design, materials and systems, long lead items, contractor availability and recruitment, preliminary project schedule and preliminary cost estimation, and review of construction documents and conduct value engineering assessments with respect to constructability, material and construction techniques and building systems, sequencing of construction, separation or combining of bid packages.
(4) Cost estimation and preliminary guaranteed maximum price submittals to the School District;
(5) Construction administration and supervision services including identification and preparation of bid packages, recruitment and prequalification of prospective proposers for such bid packages, conduct of bid process for each bid package, review of and recommendations to the School District with regard to Proposals submitted, and administration of construction contracts, day-to-day supervision of the work with a qualified site superintendent and project manager;
(6) Preparation and submittal of Guaranteed Maximum Price (GMP) for the project(s).

6. ***Procedures and Standards to be Used to Pre-qualify Construction Manager Candidates***: The procedures and standards to be used to pre-qualify Construction Managers will be to evaluate prospective Construction Managers based upon the information submitted to the School District in response to the Request for Proposals, and an evaluation of such information by the selection committee based upon the criteria for evaluation of Proposals and the relative weight to be given each criterion.

7. ***Procedures for Preparing and Submitting Proposals***: Proposals submitted by interested construction management firms must include all of the elements required by the Request for Proposals. Proposals shall be required to be submitted in the form and method specified in the Request for Proposals, as determined by the School District. All Proposals must be submitted on or before the time and date and at the location specified in the Request for Proposals. All submitted Proposals become the property of the School District. Proposals must also contain the following certification or substantially similar language:

   The proposer provides written assurances, affirms and agrees that (a) the proposer is an equal opportunity employer, (b) the proposer actively recruits a well-qualified and diverse group of employees and subcontractors, including women and minorities, and (c) if selected, the proposer will actively continue and implement this policy throughout any awarded public work. The proposers shall not discriminate against any employee or applicant for employment or subcontractor by reason of sex, disability, race, color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.

8. ***Procedures for Evaluating Proposals in Accordance with Neb. Rev. Stat. Sections 13-2910 and 13-2911:*** The School District shall evaluate and rank each Proposal on the basis of best meeting the criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee pursuant to Neb. Rev. Stat. Section 13-2911 and this section.

   A. Referral to Selection Committee: In evaluating Proposals in accordance with Neb. Rev. Stat. Section 13-2910, the School District shall refer the Proposals for recommendation to a selection committee.

   B. Make-up of Selection Committee: The selection committee shall be a group of at least five (5) persons designated by the School District. Members of the selection committee shall include at least one (1) person from each of the following groups:

(1) A member or members of the Board of Education;
(2) A member or members of School District administration and/or staff;
(3) A representative of the School District's architect or engineer;
(4) A person having special expertise relevant to selection of a Construction Manager under the Act; and
(5) A resident of the School District other than an individual included in subdivisions (1) through (4) of this subsection.

C. Members No Pecuniary Interest: A member of the selection committee designated under subdivision (4) or (5) of this subsection shall not be employed by or have a financial or other interest in a Construction Manager who has a Proposal being evaluated and shall not be employed by the School District.

D. Evaluation Criterion: The selection committee and the School District shall evaluate Proposals taking into consideration the criteria enumerated in subdivisions (1) through (8) of this subsection, with the maximum percentage of total points for evaluation which may be assigned to each criterion set forth following the criterion. The following criteria shall be evaluated, when applicable:

No.	Evaluation Criteria	Maximum Percent Value
1	The financial resources of the Construction Manager to complete the project.	Ten percent (10%) of total points
2	The ability of the proposed personnel of the Construction Manager to perform.	Thirty percent (30%) of total points
3	The character, integrity, reputation, judgment, experience, and efficiency of the Construction Manager.	Thirty percent (30%) of total points
4	The quality of performance on previous projects.	Thirty percent (30%) of total points
5	The ability of the Construction Manager to perform within the time specified.	Thirty percent (30%) of total points
6.	The previous and existing compliance of the Construction Manager with laws relating to the contract.	Ten percent (10%) of total points
7.	OPTIONAL – The ability and resources of the Construction Manager to recruit qualified contractors for the Project, including but not limited to local contractors.	Twenty percent (20%) of total points
8.	OPTIONAL – The Construction Manager's proposed efforts schedule for the Project.	Twenty percent (20%) of total points
	TOTAL (No more than 100%).	100%

E. Determination of Evaluation Criteria Percentage Values: The Board of Education, in the resolution adopted to select the Construction Manager under the Act as the method and process of construction delivery of the specific project, shall identify and describe the exact percentage of total points for each of the evaluation criteria described above, ensuring that the total percentage does not exceed 100%.

F. Examination of Proposals: Following the opening of the Proposals, the selection committee will examine the Proposals and supporting documentation submitted by all candidates. The evaluation of the Construction Manager for the Project shall be based upon a careful and objective consideration of the Proposals and the ability of each firm submitting a Proposal to perform the services described in the Request for Proposals and the requirements of any federal, state, local laws and regulations and School District policies and regulations that are applicable to the Project.

G. Interviews of Candidates: To further assist the selection committee in evaluating each Proposal to determine which candidate best meets the criteria in the Request for Proposals, the selection committee and the Board of Education may, at either's election, determine to interview such candidate(s).

H. Recommendation of Selection Committee to Board of Education: After examining and evaluating all Proposals and interviewing selected candidate(s), if elected, the selection committee shall rank each Proposal on the basis of best meeting the Proposal evaluation criteria. The selection committee shall make a formal, written recommendation to the Board of Education based on the highest ranking Proposal. The selection committee shall provide to the Board of Education the full rankings.

I. Records of Selection Committee: The selection committee shall keep and maintain permanent records of the selection committee proceedings including, but not limited to, records of the minutes of meetings, and documentation received or disclosed in open session of the meetings. The selection committee shall appoint a board member or district employee to keep the minutes of the selection committee meetings. The minutes of each meeting shall include as a minimum the following items: a record of the date, time, place, members present, action taken and the vote of each member. The records of the selection committee shall be placed on public file with the central administration office. The records of the selection committee in evaluating Proposals and making recommendations shall be considered public records for purposes of section 84-712.01.

J. Board of Education Action. After receiving the formal recommendation of the selection committee, the Board of Education shall examine the Proposals and supporting documentation submitted by all proposing Construction Manager candidates. Each Proposal will be evaluated and ranked by the Board of Education on the basis of best meeting the evaluation criteria in the Request for Proposals and taking into consideration the recommendation of the selection committee.

K. Rejection of Proposals: The School District shall have the right to reject any and all Proposals. The School District may subsequently solicit new Proposals using the same or different project performance criteria.

9. ***Procedures for Construction Manager at Risk Contract Negotiations:***

A. Negotiations with Highest Ranked Construction Manager: The School District shall attempt to negotiate a Construction Management at Risk Contract with the highest ranked Construction Manager and may enter into a Construction Management at Risk Contract after negotiations. The negotiations shall include a final determination of the manner by which the Construction Manager selects a subcontractor.

B. Negotiations with Second Highest Ranked Construction Manager: If the School District is unable to negotiate a satisfactory Construction Manager at Risk Contract with the highest ranked Construction Manager, the School District may terminate negotiations with that Construction Manager. The School District may then undertake negotiations with the second highest ranked

Construction Manager and may enter into a Construction Management at Risk Contract after negotiations. If the School District is unable to negotiate a satisfactory Construction Manager at Risk Contract with the second highest ranked Construction Manager, the School District may undertake negotiations with the third highest ranked Construction Manager, if any, and may enter into a Construction Management at Risk Contract after negotiations.

C. Requirement of Execution of Written Contract: No contractual rights shall be created between the Construction Manager and the School District until a written contract has been negotiated, agreed upon, approved by the Board of Education of the School District, and executed by all parties thereto.

D. Filing of Construction Manager at Risk Contract: The School District shall file a copy of all Construction Management at Risk Contract documents with the State Department of Education within thirty (30) days after their full execution. Within thirty (30) days after completion of the project, the Construction Manager shall file a copy of all contract modifications and change orders with the department.

E. Unsuccessful Negotiations with Construction Manager Candidates: If the School District is unable to negotiate a satisfactory Construction Manager at Risk Contract with any of the ranked Construction Managers, the School District may either revise the Request for Proposals and solicit new Proposals or cancel the Request for Proposals process.

F. Modification of Construction Manager at Risk Contract: A Construction Management at Risk Contract may be conditioned upon later refinements in scope and price and may permit the School District in agreement with the Construction Manager to make changes in the project without invalidating the contract. Later refinements shall not exceed the scope of the project statement contained in the Request for Proposals.

10. ***Procedures for Filing and Acting on Formal Protests Relating to the Solicitation or Execution of the Construction Manager at Risk Contract:***

A. Protest Relation to Solicitation:

(1) A Construction Manager candidate seeking to protest the policies adopted by the Board of Education pursuant to the Act and the form or content of the Request for Proposals promulgated by the School District, or the notice of the Request for Proposals, or any pre-Proposal process or procedures, must file such protest within fourteen (14) calendar days from the date of the publication of the notice of the Request for Proposals.
(2) A Construction Manager candidate seeking to protest the Proposal opening process used by the School District must file such protest within seven (7) calendar days from the date of the Proposal opening.
(3) A Construction Manager candidate seeking to protest the process and procedures used by the selection committee in evaluating and/or ranking the Construction Manager candidates must file such protest within seven (7) calendar days from the date the selection committee makes its recommendation to the Board of Education or the Board of Education's acceptance of the recommendation of the selection committee.

B. Negotiation or Execution of Construction Manager Contract: A Construction Manager candidate seeking to protest the process and procedures used by the School District in the negotiation or execution of the Construction Management at Risk Contract must file such protest within seven (7)

calendar days from the date the Board of Education takes action to approve the Construction Management at Risk Contract.

C. Form and Filing of Protests: All protests under this subparagraph shall be filed with the Office of the Superintendent of Schools during normal business hours. Such protest must be in writing and received at or before the close of business on the last day provided for the receipt of such Proposals. For purposes of this paragraph the term "received" shall mean the actual in hand receipt of all protests and attendant documents. Facsimile transmittals, e-mail or other electronic or telephonic transmittals shall not be accepted and receipt of protest documents, or change in protest documents, in such manner will not be accepted. Protests shall be public records, and shall not be considered proprietary and confidential.

D. Action on Protests: The Board of Education shall take action on any protest filed pursuant to subparagraph A and B above within forty-five (45) days of receipt of such protest, and shall provide the decision of the Board of Education in writing to the protesting party.

Legal Reference: Political Subdivisions Construction Alternatives Act, Neb. Rev. Stat. 13-2901, et. seq.; 81-1701 et seq.; and 84-712

Date of Adoption:

JH Music Appreciation Curriculum

Essential Learning Objectives	**1) Describe the elements of music (tempo, form, timbre, dynamics, texture, historical context)** **2) Explain how music conveys mood or context (affect of music)** **3) Describe the development of music from the Baroque era to the present day** **4) Perform bucket drumming using proper technique** **5) Create bucket drumming pieces using techniques established in the course**

The Week				
Day 1	**Day 2**	**Day 3**	**Day 4**	**Day 5**
Introduce Topic (Access prior knowledge, compare new knowledge with what is known, keep notes on new knowledge)	Listening (Listen to a piece that represents the topic, complete the listening grid as a class, compare and contrast to previous listening examples)	Activity as described below	Assessment (Individuals complete the listening grid to a piece of music that represents the topic which is different from Day 2's selection)	Bucket Drumming Day

The Year	Q1 (Rock 'n Roll to Present)	Q2 (Stephen Foster to Rock n Roll)	Q3 (Baroque to Classical)	Q4 (Romantic to 20th Century)
Week 1	**Syllabus, Intro to Bucket Drumming and Procedure**	**Share Projects**	**Syllabus and Review 1st Semester**	**Wagner (Opera)**
Activity	None	None	Reading and Summarizing	None
Week 2	**How to Listen and Review Music Vocabulary**	**Stephen Foster (Composer)**	**Baroque Intro, Monteverdi (Magridal and Opera)**	**Brahms (Symphony)**
Activity	Introduce Listening Grid	Reading and Summarizing	Reading and Summarizing	Compare/Contrast
Week 3	**Blues and Rhythm & Blues**	**Tin Pan Alley (Popular vs. Art Music)**	**Handel (Oratorio) and Bach (Organ and Fugue)**	**Unit Project**
Activity	Compare/Contrast	Compare/Contrast	Compare/Contrast	Composer Biography Paper
Week 4	**Country and Folk**	**Spirituals**	**Classical Intro and Haydn (Symphony)**	**Share Project and Drum Project**
Activity	Reading and Summarizing	Guided Practice	Reading and Summarizing	Create and notate a song

Week 5	**1950s**	**Bands and Brass Bands**	**Mozart (Sonata and Opera)**	**20th Century Intro and Stravinsky (Ballet and Atonality)**
Activity	Guided Practice	Compare/Contrast	Guided Practice	Reading and Summarizing
Week 6	**1960s**	**Ragtime**	**Beethoven (Symphony and String Quartet)**	**Schoenberg (Atonality) and Cage (Chance Music)**
Activity	Compare/Contrast	Reading and Summarizing	Movie w/ Guided Practice	Compare/Contrast
Week 7	**1970s**	**Bucket Drum Project**	**Unit Project**	**Gershwin (Jazz and Popular)**
Activity	Reading and Summarizing	Learn a new song independently	Listening Map	Reading and Summarizing
Week 8	**1980s-Present**	**Blues**	**Romantic Intro**	**Copland (Popular and Classical)**
Activity	Compare/Contrast	Guided Practice	Reading and Summarizing	Compare/Contrast
Week 9	**Unit Project**	**Jazz**	**Schubert (Lieder)**	**Bernstein (Musicals and Classical)**
Activity	Timeline and Development	Reading and Summarizing and Compare/Contrast	Guided Practice	Movie w/ Guided Practice
Week 10		**Final Project**		**Final Project**
Activity		Write Song and describe which genre it would belong to (Performance: Optional)		Timeline to show overlap with 1st Semester
Finals		**Share Project**		**Share Project**

RAYMOND CENTRAL ELEMENTARY STAFF 2020-2021

Dr. Derrick Joel, Doctorate of Education-Superintendent

Mrs. Shelly Dostal; BS*, MA, Elementary Principal-Valparaiso, K-5 Curriculum Director

Mrs. Ann Egr: BS-SPED, MA K-6 Counseling, Admin K-12 -Elementary Principal-Ceresco, District Student Services

VALPARAISO	CERESCO	POSITION/TITLE
Kendra Carlson; BA*, MA, Reading/Early Childhood	Heather Bohac; BA,*Mild/Mod HDCP, MA, Early Childhood	Kindergarten
Cindy Peterson; BA*, Soc. Sc. 7-12	Traci Hummel; BA	1st Grade
	Laci Pebley; BS*, MA	2nd Grade
Jamie Enevoldsen; BS*, MA, Early Childhood	Kim Hudson; BS*, MA*	2nd Grade
Magdaline Niewohner; BS (K-12) Mild/Mod HDCP	Diane Ahlstrand; (K-8) BA, MA,*	3rd Grade
Erin Brewer; BA*; MA	Nikole Farr; BS*; MA	4thGrade
Kathleen Cooper; BS*	Christine Genrich; BS*	5th Grade
Amy Ziegler; BS*		5th Grade
Andrea Rockemann, BA*, MA	Monica Blank, BA	Library
Shelly Hlavaty; BS, MA*, Reading, ESL Title Reading	Monica Blank, BA Reading Spec.,	
Lori Maxwell; BA*Mild/Mod HDCP	Nikole Kliment; BS*, SPED	Resource
Kristine White; BS, MA* Counseling Counselor	Kristine White; BS, MA* Counseling	School
Andrea Rockemann, BA*, MA	Andrea Rockemann, BA*, MA	Art
Steven Rose; BS*, MA Technology	Steven Rose; BS*, MA	
Lori Morgan; BS, MS K-12	Lori Morgan; BS, MS K-12	Computer
Jordan Luke; BME	Jordan Luke; BME	Band
Kalyn Brannagan; BS, MA Ed/Health	Kalyn Brannagan; BS, MA	Physical
Seth Strouf; BA K-12	Seth Strouf; BA	Vocal Music
Jo Ann Lopez	Jean Danley	Secretary
Sonya Matulka	David Christensen	Custodian
Pam Hinrichs Custodian		Asst.
Lisa Pecka, Debi Shanahan	Robin Ethridge, Carolyn Hajek	Cook
	Stacey Roberts	Cook
Trisha Fletcher, Yvonne Brenner, Paraprofessional	Cindy Kaiser, Carol Wischhof	
Melani Nelson, Melissa Kohl Paraprofessional	Matt Smith, Haylee Kremer	
Kathy Fredrickson Paraprofessional	Trina Hall, Kristine Donahue	

*Elementary Education Endorsed

RAYMOND CENTRAL STRATEGIC PLAN AND SCHOOL IMPROVEMENT

Raymond Central has developed a strategic plan and continually updates the plan as the district works to meet and exceed the established goals. With the assistance of community, staff, and administration, a school MISSION and accompanying values have been established. These are noted on the top of the principal's letter at the front of this handbook. School Improvement plans are currently in place. The district is accredited by AdvancED.

STAFF QUALIFICATIONS

The Every Student Succeeds Act (ESSA) of 2015 continues previous legislation giving parents the right to get information about the professional qualifications of their child's classroom teachers. If you have any questions regarding the qualifications of your child's teacher(s) or paraprofessional(s) working with your child, please contact your building administrator.

THE ORGANIZATION OF INSTRUCTIONAL SERVICES

Raymond Central Public Schools has designated its objectives the following:
Our school shall enable each student to react to his environment as a total being by:

A. Aiding each student in acquiring fundamental skills and knowledge that will engender in each student a sense of personal worth and direction most beneficial to himself and society. This shall be accomplished through:
1. Selection and using subject matter and facilities appropriate to the development of specific skills and knowledge.
2. Setting standards of achievement so that every student can experience some degree of success.
3. Providing equal opportunities for all students, fully realizing that not all students have the same talents and capacities for learning.
4. Finding relationships which exist among the curricular studies.
5. Finding relationships which exist between the curricular studies and the extra curricular activities.
6. Aiding the student to recognize the value of the past as a developmental influence on aesthetic, humanistic and creative ideals for the future.
7. Recognizing scholastic achievement and marks of improvement.
8. Recognizing social and civic contributions made by students.

B. Providing an environment in which freedom is regarded as a responsibility for administrators, teachers, and students. This shall be accomplished through:
1. Providing direction and substantial meaning whereby respect for each other shall be

paramount and reciprocal.
2. Emphasizing the necessity of respect for public and private property as well as dignity of all work.

C. Maintaining an environment conducive to good physical and mental health. This shall be accomplished through:
1. Providing activities which have as their goal the development of physical fitness.
2. Providing activities in which all students can experience some measure of success.
3. Allowing for creative response through music, art, dramatics and physical education.
4. Providing programs of specialization to meet specific needs of the student; such as speech therapy, remedial reading, guidance counseling and student health.

D. Providing a means of public relations. This shall be accomplished through:

1. Keeping the public informed as to current happenings in all phases of the school's activities.
2. Allowing the public to participate in the development of the school policies and programs.
3. Making available to the public opportunities to discuss current educational interest.
4. Attempting to develop good relationships among students, teachers, administrators, parents and the community at large.

E. Selecting for employment, administrators and teachers who have the inspiration, dedication and factual competence to put into effect the philosophy and objectives of Raymond Central Public Schools. This shall be accomplished through the auspices of the administration and the Board of Education as designated by the procedures set forth in the Board Policies of the Raymond Central Public Schools.

F. Establishing a program of continuous evaluation of the entire school system that it might determine the measure of success of the philosophy and the objectives of Raymond Central Public Schools. This will be accomplished through coordinating the evaluative efforts of the students, teachers, administrators, specialists, and the entire community.
(Policy #6200)

NOTICE OF NON-DISCRIMINATION

This institution is an equal opportunity provider. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust_html 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: Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights,1400 Independence Avenue, SW, Washington, D.C. 20250-9410; Fax: (202) 690-7442; or Email: program.intake@usda.gov

DISCLAIMER

This Handbook does not equate to an irrevocable contractual commitment to the student. It reflects the current statutes of the rules and policies. As district and school policies and procedures change, parents will be kept informed via the Board of Education minutes, The Mustang, and other newsletters or through letters from classroom teachers. BOE policy supersedes Handbook guidelines.

* All references to parents shall mean parent or legal guardian.

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RAYMOND CENTRAL ELEMENTARY SCHOOLS
THE SCHOOL DAY

Ceresco		
Kindergarten	8:15 a.m. to 11:15 a.m.	11:50 a.m. to 3:15 p.m.
Grades 1-3	8:15 a.m. to 11:20 a.m.	12:10 p.m. to 3:15 p.m.
Grades 4-5	8:15 a.m. to 11:40 a.m.	12:30 p.m. to 3:15 p.m.
Valparaiso		
Kindergarten	8:15 a.m. to 11:15 a.m.	11:50 a.m. to 3:15 p.m.
Grades 1-3	8:15 a.m. to 11:20 a.m.	12:10 p.m. to 3:15 p.m.
Grades 4-5	8:15 a.m. to 11:40 a.m.	12:30 p.m. to 3:15 p.m.

ARRIVAL/DISMISSAL

All students should arrive at school no earlier than 8:00 a.m. each day in Valparaiso; 8:00 a.m. in Ceresco. Supervision will not be provided before that time unless required by the district transportation schedules. Upon arrival children should line-up at designated entrances. Students are not to enter the building before the first morning bell (8:10 a.m. in Valparaiso; 8:10 a.m. in Ceresco) unless teacher permission is granted, or a student is ill or injured. In the case of inclement weather or severe cold, students do line up inside the building. Teachers will escort students to their classrooms. If students participate in the breakfast program, they will enter upon arrival. Please refer to BUS loading zones and going to and from school for additional information. After school, the outside playground is to be vacated after school until 4PM. Only the children riding the late bus are to be on the playground under the supervision of the school staff assigned to after school duty.

BUS LOADING ZONES

Ceresco

The bus-loading zone is located along the entire south side of the building. This street is designated as **ONE WAY** going from East to West then continuing South. Parents bringing students to school or picking them up following dismissal should park along the south and east side next to the curb or use the diagonal parking located on the north side. The faculty parking lot should not be used as a loading or unloading zone by private vehicles.

Valparaiso

The bus-loading zone is located in the loop on the southeast side of the school facility. Third street is designated as **ONE WAY** access going west during bus loading times. Parents are asked to drop off or pickup students along the sidewalk located on the east side of the loop or in the diagonal parking located west of the loop; private vehicles are **NOT** to be in the loop during bus loading and unloading times. If parents need to visit with school staff or escort their students, they should park the vehicle in one of the designated areas. For safety, students should exit vehicles on the passenger side of the vehicle. Buses are **NOT** to be passed when dropping off or loading students. This is against the law and charges may be filed.

ABSENT/TARDY

If a child is going to be absent from school, parents/guardians are expected to call the school between 8 a.m. and 8:45 a.m. explaining the reason the child will be absent. Parents/Guardians must notify the school within 30 minutes of the start of the school day otherwise the student will be considered truant. Students will be counted tardy at 8:15 a.m. in Valparaiso and 8:15 a.m. in Ceresco when the second morning bell rings. Students who arrive late or leave early will be counted as tardy/partial absence. Tardiness and absences are perfectly legitimate and often necessary, but they must be counted.

Nebraska law mandates attendance at school. If absenteeism becomes excessive (5 days or more per quarter), parents/guardians will be notified in writing. Additional procedures may be implemented. Parents are encouraged to support student attendance on a daily basis. Active learning time that is missed because a student is absent is often impossible to make up.

· If a student is absent for five (5) days or more in one quarter,

a notification letter is sent to parents/guardians and to the county attorney documenting all dates of concern.

· According to Nebraska Revised Statutes 79-201 through 79-210 attendance laws, non-attendance will be reported.

Two school days will be allowed to make up the work for each day missed with a maximum of 10 days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. (Policy #5008)

HOMEWORK/GRADING POLICY

The nature of assignments given to students may necessitate children spending varying amounts of time in home study to complete them. The amount of homework will depend on such things as absences, time of year, course of study, etc. Normally children would not have an assignment that would entail more than an hour's work for elementary students. If school assignments and/or homework are not completed, teachers will contact parents and develop action plans as necessary.

Homework is a learning activity related to the experience within the school. Its purposes are to supplement and to enrich work done in the classrooms; to provide for individual interests; to promote competency in skills; to use resource materials; to integrate learning and to teach the proper budgeting of time. Homework should be assigned at the discretion of the classroom teacher. Work not completed during the school day is not considered homework, but rather, the completion of assigned school work. (Policy #6240)

TESTING PROCEDURES

Raymond Central Elementary Schools conduct a testing program to assist in the identification of each student's unique abilities and to monitor academic growth. Below is a list of tests given each year:

a. Individual assessments as required.
b. Norm Referenced Tests (NWEA MAP) - Grades 3-5
c. Math Criterion Reference Assessments (CRAs) - Grades K-5
d. Language Arts-Criteria Reference Assessments(CRAs) - Grades K-5
e. Science Assessments - Grades K-5
f. Social Studies assessments – Grades K-5
g. Universal Screeners and Progress Monitoring - Grades K-5
h. State English Language Arts Test (NSCAS ELA) – Grades 3-5
i. State Math Test (NSCAS Math) – Grades 3-5
j. State Science Test (NSCAS Science) – Grade 5

Contact the principal or counselor for specific details regarding each type of test/assessment. An assessment/testing matrix is available for any parent requesting one. A copy is also available on the school website.

RECORDS AND GRADING

STUDENT ACADEMIC AND DISCIPLINE RECORDS

The Raymond Central Public Schools Board of Education authorizes the school staff to collect, maintain, secure and disseminate information of a personal nature on students and former students in compliance with the provisions of the "Family Educational Rights and Privacy Act of 1974" and Nebraska State Statutes.

No staff member, other than the Superintendent or principal, shall release information from a student's personal file and then only when the provisions of state and federal law have been followed. Release of student records to anyone other than professional staff, other schools, parents or guardians shall require a signed release of information. (Policy #5202)

Student Progress/Grading-Academic

The evaluation of student progress within each subject area shall be primarily the responsibility of the classroom teacher.

Communicating student progress to parents shall be the responsibility of the building administrator and classroom teacher. Written reports of student progress should be sent to parents at the conclusion of each quarter. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

Academic Integrity

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

Cheating and plagiarism violate the standards of academic integrity. Academic integrity offences are a violation of school rules. Sanctions will be imposed against students who engage in such conduct. Sanctions may include a grade of zero, notification to parents/guardians, disciplinary measures up to and/or including expulsion. (Policy #5101) Please see pages 21-31 for more details.

PUPIL PROGRESS

Parent-Teacher Conferences

Conferences for elementary children will be held a minimum of twice yearly. During these conferences, report cards will be distributed and the student's progress will be discussed. We utilize an online system for parents to sign up for conferences. Prior to each conference date, notice will be given to parents to sign up via the system. Parents who do not have online access may request assistance by calling the school office. We feel strongly that parent-teacher conferences are vital to the communication and understanding between home and school. All parents are encouraged to attend school-initiated conferences. If questions and/or concerns arise during the school year, please contact your child's teacher and request a conference.

Student-Led-Teacher Conferences

Some teachers may use this conference format. The strength of this format encourages the student to take more responsibility for his/her achievement. Generally a student portfolio will accompany this conference format where specific samples of student work show growth over time.

Report Cards/Portfolios

The report card is only one means of informing parents about their child's development in school. Grading periods of approximately nine (9) weeks shall be used four (4) times per year. Report cards are distributed at parent-teacher conferences or are sent home with the student. A portfolio is a collection of your child's work. These collections will be shared with both parents and students. Portfolios and other types of authentic assessments will be used to provide more information about your child's academic progress.

Promotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program. (Policy #5201)

WEBSITE FOR NEWSLETTERS AND BULLETINS

To keep parents informed, newsletters and bulletins will be emailed or sent home with the children upon request. District communication services will be utilized as much as possible to keep parents informed. The FYI is also available on the web. We encourage all parents to read the information sent in order to be informed about school events or important announcements. You can sign up on the school website to receive text messages about important school announcements. The interest parents show in reading the written communications sent from the school will encourage the students to make a special effort to bring them home. Our web address is as follows: www.rcentral.org
This communication method will allow you to gain additional information about our K-12 district.

TEXTBOOKS/LIBRARY BOOKS/COMPUTER/SCHOOL PROPERTY

The Raymond Central School District provides textbooks and library books. It is the student's responsibility to properly care for books issued to them. Students will be charged for books lost or damaged. The fine schedule is as follows:

a. Broken binding -- $4.00
b. Broken cover -- $2.00
c. Torn, but repaired page -- $.50
d. Non-removable ink marks -- $.10
e. Lost -- Replacement cost

If damage or loss occurs to computer hardware or software, appropriate fines will be issued.

Vandalism

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds. (Policy #5407)

SCHOOL ORGANIZATION

The Raymond Central Elementary Schools provide educational opportunities for children in grades K-5. The classroom teacher is responsible for instruction in all academic areas. Specialized teachers instruct students in the areas of art, vocal music, instrumental music (grade 5), computer and physical education. Additional programs and personnel are provided for students with special needs. These programs include:

Title I Reading
This program is offered to students in grades 1-3 who have specific needs in the area of reading. The program is designed to help each student gain and retain basic skills in reading. The program targets students in grades 1-3 but also supports students in grades 4-5. Both pullout and inclusion practices are used. The program is federally funded and meets all federal guidelines.

Resource Program
The Resource Program is offered to students in grades K-5 who have an identified disability. The students are instructed in a variety of ways. Individual instruction, small group pullout, and inclusion practices are all used.

Speech Therapy
Speech Therapy is offered to students in grades K-5 who need assistance in the area of articulation or language development.

Psychological Services
The psychologist is available through the area ESU to administer appropriate tests to students who are referred and to provide a resource to teachers and parents.

School Counselor
The school counselor is available to students in grades K-5. The counselor provides individual, group, and classroom services to district students.

Gifted Program
In accordance with Neb. Rev. Stat. §§ 79-1106 to 79-1108.0 NDE Rule 3, each school shall identify learners with high ability. Raymond Central developed an identification process for district students. We are currently in compliance with the law. (Policy #5414)
For more information about any of the supportive programs, parents are encouraged to contact the building administrator.

SCHOOL BREAKFAST

Breakfasts are available to elementary students and patrons visiting the school. Information concerning menus and prices will be disseminated to parents at the beginning of the school year. Breakfast cost will be billed to student accounts. We encourage student participation in this program. On late start days, no breakfast will be served.

SCHOOL LUNCH

Lunches are available to students and patrons visiting the school. Students wishing to leave school grounds for lunch may do so with parent permission. Students eating at school may not leave the school grounds without permission of the administration. School meals are available for those who wish to purchase meals on a weekly or monthly basis. Milk may also be purchased. Information concerning lunch and milk prices will be disseminated to parents at the beginning of the school year. Our computerized accounting system informs parents when

accounts are low. If a memo or email notification is received noting a low account balance, please remit additional funds immediately. **If an account is not paid, students may be denied participation in the hot lunch program. Parents should provide a cold lunch for their child/children upon notification of a negative balance.**
A supervised lunch room is maintained for children who eat hot or cold lunch at school. However, those students who are unable to conduct themselves properly during the lunch period may be required to eat lunch elsewhere. Lunchroom rules are reviewed with students. Sharing is not permitted. Parents and/or visitors are welcome to join their children for lunch. However, Raymond Central Elementary requests that the school hot lunch be purchased or a sack lunch be brought in. Lunches from fast food restaurants and soda are not permitted. Soda drinks are not allowed in the lunchroom. The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating in compliance with the District Wellness Policy (Policy #5417). **If parents/guardians would like to visit school and have lunch with students, please call the school to order lunch on that day.**

USDA Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individual who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877- 8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust_html 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:
Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; Fax: (202) 690-7442; or Email: program.intake@usda.gov

SCHOOL ENTRANCE AND REGISTRATION

Kindergarten

An orientation meeting will be held each spring for parents who wish to enroll their child in kindergarten in the fall. Letters stating the specific day and time will be sent to parents of pre-kindergartners. All registration and immunization materials will be disseminated at this meeting. The kindergarten program will also be outlined for parents. All students entering kindergarten in Nebraska schools must have reached their 5th birthday before or on July 31. If a student wishes to enroll early, the student must be tested and qualify under legislative guidelines.

New Pupils (Other than Kindergarten)

Parents of new pupils must complete the enrollment forms, which are available in the building offices. Parents of incoming pupils will be asked to sign a form to permit the school to obtain records from their previous school. Immunization records must be on file prior to the student

attending school. If a student enrolls from another state, a physical is required prior to enrollment.

Change of Address/email/phone
It is the responsibility of parents/guardians to notify the school office of all changes of address, home phone numbers, emergency phone numbers, and email etc. Changes should be reported to the school office by a written note or a telephone call as soon as they occur. Failure to do so jeopardizes the safety of a student should an emergency occur.

Students Moving From the District
If you anticipate moving out of the district, please notify your child's teacher and the office as soon as possible. Early notice of an impending move will enable the classroom teacher to assist in making the change smooth both academically and emotionally. Once the student is enrolled in another school and a release of information sheet is received, student records will be sent to the new enrolled district/school.

VISITORS

Parents
Parents are welcome and encouraged to visit school at any time. In accordance with state law, we ask that you please check in at the principal's office and sign the Visitor's Log before proceeding to your child's classroom. If possible, we ask that you call in advance to notify us about your intended visit. **If parents/guardians would like to visit school and have lunch with students, please call the school to order lunch on that day.** Please see further information about school lunch if visiting during the lunch time frame.

Friends and Relatives
School age friends or relatives from out of town may visit school for one hour if the visitation will positively coincide with learning activities planned for that day. Arrangements must be made well in advance with the classroom teacher and principal.

Pets
Children must ask permission from the teacher who must request permission from the building administration prior to bringing animals to school. The teacher and parent can arrange a time for a short (10-15 minute) visitation. The parent or guardian must accompany pets and remain while the pet is on school grounds. All pets must be current on shots and vaccinations.

DRESS AND PERSONAL APPEARANCE

Proper dress is basically a concern of the student and his/her parents, however, within a school setting certain guidelines must be established to ensure a proper learning environment. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Toward this goal, the following dress guidelines have been established. (Policy #5101)

1. The health and safety of the individual will not be jeopardized in favor of personal preferences as to appearance and attire.
2. Shoes and shirts are essential items of appropriate school dress.
3. Heelys are not permitted at school.
4. Hats are not to be worn in the school.
5. Hair color is restricted to natural colors.

6. Pictures and/or printed words on clothing that in the view of the administration violate Raymond Central's standards of acceptability will not be permitted.

7. School dress should reflect an attitude of respect and courtesy towards others.

8. Clothing that shows an inappropriate amount of bare skin or underwear i.e. halter tops, midriffs, oversize tank tops with large arm holes, tank tops with straps less than 2 inch width, fishnet clothing, sagging pants, cut-off shirts and blouses, jeans with holes and fraying that show too much skin are not acceptable. Shorts/skirts of reasonable length may be worn. Generally shorts/skirts should be as long as the reach of the wearer's fingertips. Biker shorts may be worn if another pair of shorts is worn over them. Chains or gang attire is unacceptable.

9. Personal grooming and appearance that may not be conducive to the educational process of Raymond Central schools will not be allowed. Final decisions on appearance matters will be determined by the building administration.

BODY PIERCING

The Administration and Faculty at Raymond Central have determined that it is inappropriate for students to wear tongue adornment or facial body piercing jewelry (excluding ears) during the school day or when students are participating in a school sponsored activity. If a student attends school or a school activity with a tongue or facial piercing, the student will be asked to remove this adornment.

ELECTRONIC DEVICES

"Electronic devices" include, but are not limited to, cell phones, iPods, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another. Such devices are not to be used at school during school hours without permission by school staff. Cell phones and other electronics may be stored in a student's locker during the school day. They cannot be used or turned-on from the time the student arrives at school until the end of the day. Cell phone use includes voice usage, digital imaging, or text messaging. Social networking is prohibited during the school day unless authorized by the teacher. Violators will be sent to the office and dealt with accordingly. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices. A confiscated electronic device may be susceptible to a search. Electronic device use on the bus will be at the discretion of the bus driver. School policy will continued to be followed for appropriate use on the bus.

RECESS

Children will be expected to go outdoors for recess periods. Parents' cooperation in seeing that children dress according to the weather is requested. In most cases if children are not well enough to play outside, they are not well enough to be in school. A child who must remain indoors due to a cold or other illness should bring a note daily to that effect.

During winter months, either temperatures and/or ground conditions will dictate in or out play. Playground supervisors will use their judgment in deciding upon ground cover, wind-chill, and temperature.

COLD WEATHER

All students will be required to button, zip, or snap coats and tie hoods. Wearing hats and gloves are important when cold temperatures are here. The same rules apply for recesses. For playing outdoors in wet and snowy weather, children need to be equipped with boots and snow pants. Be sure both boots are marked as well as gloves, caps, coats, scarves, etc.

CORRELATED SCHOOL ACTIVITIES

Field Trips

Educational field trips within and outside of the community may be taken by various classes during the school year. A permission slip signed by the parents or guardian is required before a child may go on an excursion. Parents are often asked to accompany classes on trips. It should be noted that preschool children may not attend class field trips. Parents may be encouraged but not required to pay for field trip costs of up to $5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to $100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.***SEE student fee POLICY ATTACHMENT K-12 (Policy #5416)

Community Resources

If you have a talent in a special area, a collection, films, filmstrips, videos, or slides of visits to foreign countries or historical areas of the world that might be of interest to class study, the school would appreciate hearing from you.

CELEBRATIONS/PARTIES

Celebrations and/or parties may be held during the year. The times and dates will be arranged before each event. Room parents may be asked to assist with these celebrations. Classroom Party Guidelines will be provided to room parents. All foods offered during the school day must be "Smart Snack" compliant in accordance with the District Wellness policy (#5417). Please refer to https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks for more information. In addition, some classrooms may have students with food allergies. Please check with your student's teacher and/or the school office prior to bringing any food for classroom celebrations/parties including birthday treats. Small non-food items such as pencils, erasers, and stickers are encouraged.

Out-of-School Parties

Party invitations should not be distributed in the classroom or on school property unless the party includes all children in that room. Gifts should not be sent to school unless the above conditions are met.

PERSONAL PROPERTY

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school. Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession. (Policy #5406)

LOST AND FOUND

Each student should check at the office to recover lost articles or to turn in articles that are found. It is stressed:

1. That you encourage your child to be responsible for personal property.
2. That all articles are labeled.

3. That valuables and money are left at home.

The students are encouraged to take home all personal articles each evening. The school will not be responsible for items left in the building overnight.

FUND RAISING

According to Board Policy (5303), solicitation of funds from or by students will be restricted at the Raymond Central Public Schools. **Students should not approach staff members or other students during school regarding the purchase of any items**.

STUDENT FEES

The Board of Education of Raymond Central Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. (Policy #5416)

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding

processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) 1 to 1 Chromebook Initiative Policies and Procedures-Please see pages 46-49

(4) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(5) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(6) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(7) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(8) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(9) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(10) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(11) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(12) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. 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 and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(13) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(14) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

HEALTH

Immunizations

In 2011, state officials instituted new immunization requirements for Nebraska schools, this amended past school and immunization requirements. The law now states:

1. All students, kindergarten through grade 12, must now furnish proof of adequate immunization to the school prior to enrollment. This includes transfer students from outside the state, regardless of grade (includes foreign students).
2. Mumps immunization is now required.
3. Other requirements include:

A) 3 or more doses of DTap,DTP, DT or Td vaccine, one given on or after the fourth birthday

B) 3 or more doses of polio vaccine

C) 2 doses of MMR, given on or after 12 months and separated by at least one month

D) 3 doses of hepatitis B vaccine
E) 2 doses of varicella or written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.

4. All records must contain the month and year of immunization. Official immunization cards are available in the office.
5. If for some reason parents are unable to or do not want to supply the immunization information to the school, a waiver must be signed by the parents. Waivers are available in the building office.

In 1994 the legislature passed a new law requiring updated immunization cards to be submitted to the school prior to enrollment. **Any student who does not comply with the law will not be permitted to attend school until he/she complies, or the parent signs the waiver.**

Physical & Vision Examinations

According to Nebraska law prior to the entrance of a child in kindergarten, evidence of a physical and vision examination by a qualified physician must be submitted to the school. This physical and vision exam must have been given within six months prior to the enrollment date. Students who transfer from out-of-state to any grade in the school district must also comply with the physical and vision examination requirements.

A physical and vision examination will not be required of any child whose parent or guardian objects in writing on the grounds that such immunization is contrary to religious tenets of an established church of which he is a member or adherent.

The cost of the physical and vision examination is the responsibility of the parent or guardian of each child who is examined.

Both waiver and physical and vision examination forms are available in the office.

Medical and Dental Screenings

The Nebraska legislature has enacted laws requiring screenings to be provided to K-4 students. Height, weight, vision, and hearing screening are done at our school in the fall. Dental screenings are also required for K-4 students, we ask that you use the summer months to schedule a dental exam. Following the exam, the dentist is to complete a dental form, and parents are to return the form to the school. Vision screenings must be completed by K-4 students. After the vision exam, the optometrist will complete a vision form. Forms for dental and vision screenings are available in the office.

Asthma, Diabetes or Systemic Allergic Reaction Plan including Food Allergies

An Emergency Care Plan, Asthma Action Plan, Allergy Action Plan or Diabetes Medical Management Plan must be completed and on file for students known to have one of the previously stated conditions. It is required that parents submit a medical statement each year. Parent's notes or telephone calls are not adequate documentation. Only licensed health care providers may sign the medical statement forms (in most cases, a short note from a physician on a prescription pad does not contain the required information), and these must be kept on file for all students who require individualized medical treatment(s) or diet modifications. Please see your medical provider for the forms or have him/her complete the form provided by the school.

Communicable Diseases (Policy #5409)

Raymond Central Public Schools shall cooperate with county and state health department officials in developing procedures for the control of communicable diseases in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

In general, a student with a communicable condition will only be allowed to attend school in the student's usual class setting **after** written approval has been secured from the student's physician stating that the disease is not in a communicable stage. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion. The school reserves the right to consult with a second physician to secure another opinion if a second opinion is deemed necessary by school personnel.
Fevers, sore throats, coughs, vomiting, diarrhea, and skin rashes are signals for parents to consider keeping their children home.
After a fever and/or vomiting, we encourage parents to keep children home for 24 hours with the absence of a fever and/or vomiting or without treatment of fever-reducing medication.

Lice
Students will be screened for lice as needed. A no live lice policy has been adopted. If lice are found the parents will be notified to pick students up from school. Students may reenter school after treatment. A child who is sent home from school for head lice must come to the office for inspection before returning to class. All students who have been sent home with head lice and have returned to school will have follow-up checks as needed by designated staff 7-10 days after they return. Recurring cases of live lice will be required to provide evidence of treatment (empty container, box, etc.).

Illness at School
Should your child become ill or injured at school, the school will contact the parents. If the parents cannot be reached, the adult listed on the enrollment card will be contacted. Please let your child know where you can be reached if you will not be at home during the day. In the event that arrangements cannot be made for your child to go home, the child will be isolated from the other students.
The school will not send a student home unaccompanied unless specific instructions are given to the principal by the parent at the time the illness is reported.

Emergency Numbers
Parents are required to provide the school with the name and telephone number of a responsible adult who can be contacted in the event that the parents cannot be reached should their child become ill or injured at school. This individual must reside in the community or be able to reach the school within a reasonable amount of time. It is the responsibility of the parent/guardian to keep notification information up to date.

Medicines
Medicines, including aspirin, will not be provided by school staff. Prescription or over-the-counter drugs are not permitted in school unless parents contact the principal's office. If medication is required to be dispensed during the school day, a signed permission form must be on file with the district. Prescription medication should be kept in original containers.

SAFETY

Transportation
All students are subject to the following rules when riding on a Raymond Central School's bus:

1. When leaving the bus, students should cross the street from in front of

the bus after carefully checking traffic.

2. The bus driver is responsible for controlling the behavior on the bus; students must obey the drivers as they would a teacher or administrator.

3. Students must always be seated and facing forward when the bus is moving. The driver is authorized to assign seats.

4. Students should not put arms, hands, etc. outside of windows. The aisle must be kept clear at all times.

5. Students should assist in keeping the bus clean by using the trash receptacles available in each of the buses.

6. Students should be courteous and use no profane language.

7. Electronic device use on the bus will be at the discretion of the bus driver. School policy will continued to be followed for appropriate use on the bus.

8. While waiting for the bus at a designated bus stop, all school rules and regulations will apply and appropriate behavior is expected.

9. If your child is not riding the bus home as usual, written notes **MUST** be sent to the school regarding the change. Parents/guardians are asked to inform your bus driver(s) also. Riding a different bus is **NOT** an option. Also, students who are having one guest coming to their house or going to another student's house, must have two (2) notes, one from their parents and one from their guest's parents. If more than one guest is coming to their house, parents need to provide transportation. They will not be allowed to ride without the notes. Last minute phone calls are also discouraged.

10. Riding the bus is a **privilege**. The bus is an extension of the school day. All rules and regulations will apply. If students choose not to follow the rules, appropriate discipline will be administered. If a student violates a rule, the bus driver will file a Discipline Report. The first offense will be a warning. The second offense will be a 2-day bus suspension. The third offense will be a 5-day bus suspension. The fourth offense will be a 20-day bus suspension. The fifth offense will result in bus suspension for the remainder of the school year. If the offense is of a severe nature, bus privileges may be suspended immediately. If this occurs, parents will be contacted to arrange alternate transportation prior to the initiation of the suspension.

Going To and From School

Pupil conduct and safety on the way to and from school should be a matter of concern to parents. The school will cooperate with parents on these matters. Parents should discuss the safest route to school emphasizing the use of sidewalks, crossing at corners, and not trespassing on private property. Bike Safety: Students should walk bikes on school grounds at all times and park bikes in appropriate places. As a safety precaution, bike riders are encouraged to wait to depart until busses and congestion around the school diminishes.

Fire, Tornado and Safety Drills

Students are trained in proper evacuation procedures through monthly fire drills as required by State Law. Tornado drills are also conducted during the year. All students must closely follow all directions given by the school staff to assure safe and orderly evacuation procedures.

Raymond Central Elementary also practices school safety drills for a variety of safety issues- intruder, bomb threat, violence, etc.

Inclement Weather

During the winter, weather conditions may necessitate a change in normal hours that school is in session. The decision to close schools, delay starting times, or dismiss early is made by the Superintendent. The final decision on whether or not a child should attend or stay at home is the responsibility of the parent.

1. School Closing and Delayed Starting Time -- If a decision is made to close school or delay the starting time, the decision will be broadcast on local radio and television stations as soon as reasonably possible. The school website (www.rcentral.org) will updated. Text messaging service is available for those who choose to register.

2. Early Dismissal -- Weather conditions may force the closing of school before regular dismissal time. In the event of an early dismissal, the information will be announced on the school website (www.rcentral.org) and through text messaging service for those who choose to register, local radio and television stations. Buses will run accordingly. At the beginning of each school year or upon enrollment of new students, parents/guardians are requested to outline instructions for their children to follow in the event of an emergency school closing. The school will instruct the students to follow the directions outlined by parents/guardians unless the school is contacted with revisions or changes.

STUDENT RESPONSIBILITIES AND RIGHTS

Each student as a citizen of the United States has those rights guaranteed to all citizens by the Constitution and the Bill of Rights. With those rights, however, each student also has certain responsibilities not to interfere with other students' constitutional rights. A student's basic responsibility in school is to act in a manner that enhances rather than hinders the total learning environment.

(Policy #5415 Anti-Bullying Policy)

Affirmative Action

A. **Elimination of Discrimination.**

This school district hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. The Superintendent shall be the ADA, 505, Title II, VI, and IX Coordinator, and Coordinator for any other anti-discrimination laws. Complaints or concerns involving discrimination or needs for accommodation should be addressed to said Coordinator.

B. **Preventing Harassment and Discrimination of Employees and/or Students.**

1. **Purpose**: Raymond Central Public Schools is committed to offering employment and educational opportunity to its employees and any student based on ability and performance, in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Raymond Central

Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

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

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

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

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

(i) Sexual harassment may exist when:

(a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

(b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

(c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

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

2. **Procedures**:

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

b. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Raymond Central Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Raymond Central Public Schools, the complaint may be processed to the Board of Education.

c. The supervisor, teacher or the Superintendent of Raymond Central Public Schools for complaints which are brought to and reach the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student for alleging a violation of this policy.

Discipline

It is the mission of Raymond Central Public Schools to provide a safe, secure, drug-free and welcoming environment for all students, staff and community members. The administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the board of education to advance the mission of providing safe schools. The essence of "good discipline" in a school or classroom is the establishment of an appropriate atmosphere, which is interesting, yet controlled. The two main components of the development of a good working atmosphere are the teacher and the students. While the teacher has an obligation of promoting, establishing, and directing learning through a well-managed environment, each student also has responsibilities to others and themselves. Students must follow established guidelines of classroom and school behavioral standards as well as outlined procedures. Any student not doing so is infringing on the rights of fellow classmates.

If consequences are necessary, they will be related, respectful, and reasonable. Consequences will be used as a corrective measure to modify or change an inappropriate behavior, impressing upon the student the necessity of working within the framework of the school.

Communication between the home and school becomes vital when attempting to correct a discipline problem. The teaching staff will keep parents informed if problems do occur and will work with them in order to solve any problem as quickly and effectively as possible.

Discipline Philosophy

Safe Schools Policy (Policy #6120)

It is the mission of Raymond Central Public Schools to provide a safe, secure, drug-free and welcoming environment for all students, staff and community members. The administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the board of education to advance the mission of providing safe schools. Such regulations and actions may include, but not be limited to, school security measures, such as the use of metal detectors, surveillance, searches and seizures, and security officers, as well as staff training and student educational programs.

Raymond Central Elementary follows the “Respect Shines Through!” lifelong guidelines:

1. Be Trustworthy
2. Be an Active Listener
3. Do Your Personal Best
4. Be Truthful
5. Be Encouraging (no put downs)

Raymond Central Schools believe that all people make choices in regard to their behavior and are responsible for those choices. Students are expected to use appropriate behaviors at all times. When a student chooses to use an inappropriate behavior, he/she is encouraged to identify the reason for his/her actions and begin to focus on alternative, appropriate behaviors.

Teachers may assist by helping a student construct a plan to modify his/her behavior. Contingency plans must be constructive and positive. Logical consequences should be related to the behavior, respectful, and reasonable to both the child and adult. A child's self worth must

remain intact throughout the process. Our overall goal is to develop age appropriate self-discipline in all our students and work together to provide a safe and positive learning environment.

Discipline Plans

At the beginning of each school year, teachers and students will develop classroom discipline plans or codes. All students will understand these plans/codes and a copy will be sent home to parents. If plans or codes are broken, teachers and students will dialogue about the problem and determine appropriate consequences that are related, respectful, and reasonable. Parents will be informed as needed. Alterations to classroom plans/codes may occur on an individual basis. If a modified plan is developed, teachers and/or the principal will inform parents. If a modified plan is developed, privileges maybe taken away (field trips/parties). If a student is sent to the office for disciplinary reasons, school personnel document behavior on an office discipline referral form (green sheet).

If a student is sent to the office for aggressive or non-compliant behavior, the following procedures will most likely be put into place:

First Offense: Verbal warning, recorded in discipline log, future consequences explained, loss of one/two recesses (spend in time out room), other consequences as deemed necessary. Parent contact possible.

Second Offense: Parents notified, counseling to determine the cause of the problem, up to one week suspension from recess (spend in time out room), other consequences as deemed necessary. Detention possible.

Third Offense: Parents notified and brought in for a conference, counseling as necessary, up to a 2 week suspension from recess (spend in time out room), and other consequences as deemed necessary.

Severe Offense: Immediate parent/guardian phone call and appropriate consequences.

These procedures will be followed and additional student discipline policies will be implemented as required by Raymond Central Public Schools policy and the Nebraska State Law. Administrative and teaching personnel may take actions regarding student behavior short of suspension which are reasonably necessary to aid the student, further school purposes, or prevent interference with educational processes. Such actions may include counseling of students, parent conferences, rearrangement of schedules, requirements that a student receive counseling or restricting participation in other activities.

Student Discipline: Suspension and Expulsion

Student Discipline

A. Discipline System. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

Suspension

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or

b. 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:

a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.

b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.

c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.

d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less then twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

a. 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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

b. Suspensions Pending Hearing. 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.

c. 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 in accordance with law.

d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. 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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. 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.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or 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.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession

of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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. E-cigarettes will apply to this rule.

8. Public indecency or sexual conduct.

9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.

17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. “Firearm” means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: “The term ‘firearm’ means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device.” The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.

b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.

c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.

d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Use of Restraint and Seclusion. This policy sets forth the requirements, restrictions, and procedures related to the use of physical restraints and seclusions at Raymond Central Public Schools. Article 5, Policy No. 5419 may be found at: http://www.rcentral.org/schoolboard/other-policies/

E. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

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

a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.

b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
e. Head wear including hats, caps, bandannas, and scarves.
f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
g. Clothing or jewelry that is gang related.
h. Visible body piercing (other than ears).

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

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

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

b. Definitions: The following definitions provide a guide to the standards of academic integrity:
(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
(a) Tests (includes tests, quizzes and other examinations or academic performances):

(1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
(3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):
(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
b. Definitions. "Electronic devices," include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.
c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage

is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

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

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

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

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

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

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

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

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

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

F. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

G. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.

10. Students are not to bring “nuisance items” to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

H. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District’s policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
(a) Knowingly possessing illegal drugs or alcohol.
(b) Aggravated or felonious assault.
(c) Vandalism resulting in significant property damage.
(d) Theft of school or personal property of a significant nature.
(e) Automobile accident.
(f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law. When appropriate it shall be the responsibility of the referring administrator to contact the student's parent of the fact that authority have been or will be made.

Child Abuse/Neglect

Nebraska State Law (Neb. Rev. Stat. 28-711) mandates school personnel to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. Our first obligation is to the safety and well being of our students.

Police Interview

Students may be subject to an interview and/or arrest at school by a police officer. Parent(s) will be notified by the principal or the designee of an interview and/or arrest as soon as reasonably possible, excluding child neglect/ abuse cases. School officials do not have the authority to refuse police officers access to students. School personnel will be present during interviews.

Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.
The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.
The school district shall review the anti-bullying policy annually. (Policy #5415)

DRUG-FREE SCHOOLS (Policy #5104)

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

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

Standards of Conduct; Notice to Students and Parents
Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING RAYMOND CENTRAL PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT

COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

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

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

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

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

SCIP

SCIP stands for **S**chool **C**ommunity **I**ntervention **P**rogram. A SCIP team has been trained. The purpose of SCIP if threefold:

1. To identify students exhibiting high-risk behaviors which interfere with their ability to learn.
2. To provide alternative approaches to helping students deal with these problems.
3. To provide a support system for students and parent to address problem areas both within and outside the school setting A referral process is in place for students in need.

Raymond Central Schools also believe that a successful preventive alcohol and drug program must involve a partnership with the community and parents. To support this concept, a Toward A Drug-Free Nebraska Team and a School/Community Drug Advisory Committee have been established for several years. These teams are comprised of parents, community members, school staff and administrators. The goal of these committees is to provide input and set goals for the establishment of successful alcohol and drug programs in the schools.

Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

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

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention

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

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual

situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action. (Policy #5406)

Locker, Property, and Desk Searches
School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration. (Policy #5406)

Parental/Community Involvement in Schools (Policy #6400)
Lancaster County School District No. 55-0161 a/k/a Raymond Central Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.

3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.

4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to

their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

7. As a general matter substantive decision-making processes will be left to the judgment to the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

1 to 1 Chromebook Initiative Policies and Procedures

Raymond Central Public Schools is proud to offer our students Chromebook devices for use at school. The 1 to 1 Chromebook program, which provides mobile computing and wireless technology to all grades 3-12 students, has been designed to enhance delivery and assist with individualized instruction.

For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.

- Students will receive instruction on the proper use and care of a Chromebook.
- Students will be able to access the Chromebook during the school year once the student and parent have signed the Chromebook Loan Agreement Form, The Student Handbook Receipt, and paid the required technology fee.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in an unsafe place.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- Students are to use the Chromebook to access only educational and socially appropriate materials and websites.
- Students are to use the Chromebook in accordance with all Raymond Central Public Schools technology policies including all stipulations found on the Chromebook Loan Agreement Form.
- Chromebooks are property of Raymond Central Public Schools and must be returned at the end of the school year, upon withdrawal from Raymond Central Public Schools, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebooks are property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

Receiving Your Chromebook

Chromebooks will be assigned during our "Chromebook Orientation." At least one parent and student must attend an annual session for Chromebook orientation and information. Before being assigned a Chromebook, students and parents must sign and return the following items:

1. Chromebook Loan Agreement/Acceptable Use Form
2. Signed receipt of the Student/Parent Handbook
3. Pay technology fee

This equipment is, and at all times, remains the property of Raymond Central Public Schools of Raymond, Nebraska, and is here with lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the Chromebook may result in the Student/Borrower losing his/her right to use this Chromebook. The equipment will be returned to the school when requested by Raymond Central Public Schools, or sooner, if the Student/Borrower withdraws from Raymond Central Public Schools prior to the end of the school year.

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. Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrowers agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Raymond Central Public Schools. The Chromebook must be returned in good working order with all original parts.

**Any student and parent who may need assistance in paying the Chromebook technology fee should contact your building principal.*

Using Your Chromebook At School

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to all classes each day, unless specifically told not to do so by a teacher or administrator. Repeat violations will result in disciplinary action.

Chromebooks must be brought to class each day fully charged. Chromebooks have battery life of up to 10 hours, so charging should not be needed throughout the school day. Charge stations will be available in a central location in the mornings and during lunch for those who need to charge. Only charge your Chromebook with the charger you are given at checkout or a school provided charger.

Chromebook Repairs

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the Technology team, if available.
- Students will be expected to return the loaner Chromebook by the end of the school day until their issued Chromebook returns from repair. <u>The student is financially responsible for all damages and repairs to the Chromebook.</u>

Lost/Stolen/Destroyed $225

Screen Repair	**$100**
AC Adapter	**$25**
Cosmetic Damage	**$25**
Upper / Lower Case	**$40-60**
Keyboard	**$75**

Screensavers and Background

- Only appropriate backgrounds and screensavers may be used on the Chromebook.
- Presence of any weapons-related, pornographic, inappropriate language, alcohol or drug-related, gang-related, or inappropriate pictures or words on the Chromebook or within its files, as determined by the administration, will result in disciplinary action and where appropriate, law enforcement officials.
- The Chromebook is the property of Raymond Central Public Schools. Therefore, staff, teachers, and administration have the right to check any material being used or stored on the Chromebook at any time.
- Violations of this policy can result in disciplinary action.

Sound

Sound should always be muted unless permission is obtained from a teacher or administrator for educational purposes or earbuds are in use.

Managing Your Files and Saving Your Work

Students should save all of their work to their Google Drive. It is the student's responsibility to ensure work is not lost due to technical mistakes and accidental deletions.

Security

Chromebooks will be filtered by software for appropriate use at school and off campus. Parents/guardians are responsible for monitoring appropriate use while off school grounds. The District is not responsible for any viruses that may be transferred to or from Student/Borrowers other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrowers possession.

Inspection

Students may be selected at random to provide their school-issued Chromebook for inspection without notice by administrators and/or the technology department.

Chromebook Identification and Protection

- Student Chromebooks will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.
- Tampering with the Chromebook security measures is forbidden. Violations of this policy will result in disciplinary action and possible loss of technology use privileges.

Acceptable Use Guidelines

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of Raymond Central Public Schools.
- Access to Raymond Central Public Schools technology resources is a privilege, not a

right. Each employee, student, and/or parent will be required to follow all applicable technology, including stipulations in the Chromebook Loan Agreement and the Student/Parent Handbook.

- Transmission of any materials that is in violation of the law is prohibited and law enforcement will be contacted. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of the Chromebook, or the files of another user, without the consent of the administration and/or technology department, is against our Acceptable Use policy and will result in disciplinary action, including the loss of privileges to check out Chromebook for home use.
- The Student/Borrower agrees to not use the Chromebook for commercial use or political advocacy.

/*ntegrity and Civility*

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility associated with our school district:

- Cheating
- Plagiarizing
- Falsifying information
- Violating copyright laws
- Hacking into others' systems, including the school and/or district
- Gaining unauthorized access to any network or other Chromebook or computer

Email

Student/Borrower are assigned a school email account to use for appropriate academic communication with other students and staff members. Outside email accounts should not be used on this school device at any time.

Technology Left in Unlocked Areas

- Under no circumstances should Chromebooks or other technology equipment be left in unlocked areas. Do not leave unattended in locker areas, PE or athletic locker rooms, classrooms, commons areas, cafeteria, bathrooms, busses, or hallways. Any Chromebook left in these areas is in danger of being stolen.
- Lockers are always to be locked . Do not share your locker combination with anyone, including "best friends."
- Unsupervised Chromebook will be confiscated by staff and taken to the administrative office. Disciplinary action may result from Chromebooks being left without supervision. Each student is responsible for his or her Chromebook once it has been issued to the student.

Chromebooks in the Classroom

All students will have the opportunity to utilize their Chromebook in their daily learning. Students are reminded that the machines are school property and should be treated accordingly. Students using the Chromebook for inappropriate uses at home or school will conference with an administrator to determine an appropriate consequence. Students who violate the educational intent of the Chromebook will be subject to the disciplinary procedures found in the Raymond Central High School Student/Parent Handbook related to the use of school technology, internet or general behavior.

- Teachers will notify students when the Chromebooks are appropriate for use in the classroom.
- Students may not use any gaming or social media applications during a scheduled class time.
- Students must keep volume on mute or will use earbuds.

Please see the Chromebook Parent/Student Agreement in the Appendix. A signed copy must be on file in the School Office to check out and use a school issued Chromebook.

Chromebook Parent / Student Loan Agreement/Acceptable Use Form

Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education while at school this year. It is essential the following guidelines be followed to ensure the safe, efficient, and ethical operation of this Chromebook.

- I will supervise my student's use of the Chromebook in the event there is a need to use it at home.
- I will discuss our family values and expectations regarding the use of the internet and email at home and will supervise my student's use of the internet and email.
- I will not attempt to repair or alter the Chromebook.
- I will report to the school any problems with the Chromebook.
- I understand if my student comes to school without his/her Chromebook, they will be held accountable according to the student handbook.
- I agree to make sure the Chromebook is kept at school and returned upon my student's withdrawal from Raymond Central Public Schools.
- I have read and understand the expectations related to the Chromebook 1-to-1 learning initiative in the Raymond Central Public School Student/Parent Handbook.

Student Responsibilities

Your Chromebook is an important learning tool and is for educational purposes only. In order to access your Chromebook each day, you must be willing to accept the following responsibilities:

- When using the Chromebook, I will follow the policies and student handbook of the Raymond Central Public Schools and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- My Chromebook is my responsibility and I will properly care for it at all times.
- I will not load inappropriate material on the Chromebook.
- I will honor my family values when using the Chromebook.
- I will not give personal information when using the Chromebook.
- I will bring the Chromebook to class every day with the battery fully charged.
- I agree email (school), or any other Chromebook communication should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will clean my Chromebook using only appropriate cleaning solution suggested by the school tech department.
- I will return the Chromebook when requested and upon my withdrawal from Raymond Central Public Schools.
- I have read and understand the expectations related to the Chromebook 1-to-1 learning initiative in the Raymond Central Public School Student/Parent Handbook.

Raymond Central Public Schools is NOT RESPONSIBLE, NOR LIABLE for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network, inappropriate use of unauthorized or authorized use of the network. The student and the student's parents/guardians, by submitting to the Acceptable Use Policy through your signature, agree to waive Raymond Central Public Schools from any liability for physical or emotional harm or damage to a student that is caused by or related to the inappropriate use of technology.

By signing this form, you are agreeing to this Chromebook Loan Agreement and Acceptable Use Form.

Parent Signature: _____Print Name:_____
_____

Student Signature:_____ Print Name: _____
_____

Date: _____

PARENT TEACHER ORGANIZATION (PTO)

Raymond Central Elementary has established a Parent Teacher Organization (PTO). The purpose of this organization is to provide support for the elementary schools. ALL parents are members in the organization. All parents are welcome to participate in the PTO. The leadership team plans yearly activities for the PTO. PTO Meetings are held at 7 PM on the first Tuesday of each month. Please watch the FYI for details.

COMPUTER/TECHNOLOGY/MEDIA RELEASE FORMS

Parents will be given an opportunity to sign a release regarding student technology use and media communications.

MISSION . . . The Raymond Central Community is committed to providing a positive, challenging learning environment which prepares each individual to be a responsible citizen in an ever changing society.

Raymond Central Values….

We will promote a quality education as the cooperative responsibility of its students, staff, parents, and community.
We will provide a safe learning environment where all individuals are treated with dignity and respect.
We will encourage parents to reinforce skill building at home.
We will promote life-long learning and responsible citizenship.
We will empower students to be problem solvers and independent learners.
We will provide each student with the opportunity to learn and achieve success.
We will meet the needs of individual students through a variety of approaches to learning.
We will use available time and resources to stay on top of current educational practices.
We will continuously evaluate, update and assess our district's goals.

Fall 2020
Dear Parents and Guardians:

Welcome to Raymond Central Public Schools! We are proud to be a nationally accredited AdvancED district. We strive to meet each student's learning potential. The learning climate established in our classrooms provides your children with the opportunities to be challenged academically while preparing them to be responsible citizens. We are very proud of our accomplishments and look to the future with anticipation.

This handbook provides you with a guide for the procedures and programs for the Raymond Central Elementary Schools located in Ceresco and Valparaiso. In order to facilitate excellent educational opportunities for students within our district, it is important that open lines of communication exist between the home and school. It is our hope that this handbook will assist you in understanding our expectations, rules, and procedures. If revisions occur in current policy or procedures, parents will be notified through school communications. We encourage your attention to the FYI, which is emailed usually on Friday, and to The MUSTANG, the district's monthly newsletter also sent electronically. In addition, check the Raymond Central website for information. Go to: www.rcentral.org. On the elementary web pages, you will find important information relevant to our schools. The weekly FYI may also be accessed on the website.

Please take the time to carefully review this handbook. It is your guide to information and procedures about Raymond Central Elementary School. If you have any questions about the information contained on the following pages, please feel free to contact us.

It is our goal to provide a quality education for each child. Multiple types of assessments are used to assist in the evaluation of educational goals. All students in grades 3-8 will be assessed using the Nebraska Statewide Assessment for English Language Arts (NSCAS - ELA) and the Nebraska Statewide Assessment for Math (NSCAS – Math). Students in grade 5 will be assessed with the Nebraska Statewide Assessment for Science (NSCAS - Science). Students complete a district writing assessment in multiple grades. Other universal screeners for reading, math, and social emotional learning for grades K-5 are given to monitor student progress. By using multiple assessments, teachers understand student strengths and areas needing improvement. In addition, the district will continue using NWEA MAP (Northwest Evaluation Association Measures of Academic Progress) as a norm referenced assessment for grades 3-5. Raymond Central uses *Wonders* for our district wide reading program. The math program is called *EnVision.* Science is taught with hands on experiments developed for the Nebraska Standards and Raymond Central learning objectives. Curriculum objectives for Social Studies are also aligned with Nebraska Standards.

Raymond Central's Mission and Values support our educational philosophy. We believe that all students can learn and achieve success. Parents and community are integral members of this team. We invite you to join with us in providing the BEST opportunities for your child/children. Together we can make a difference.

Sincerely,

Mrs. Shelly Dostal and Mrs. Ann Egr
Elementary Principals

RAYMOND CENTRAL



JR-SR HIGH SCHOOL

STUDENT HANDBOOK
2020-2021

1800 W Agnew Rd
Raymond, NE 68428
402-785-2685
www.rcentral.org

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MISSION

The Raymond Central community is committed to providing a positive, challenging learning environment, which prepares each individual to be a responsible citizen in an ever changing society.

The purpose of this handbook is to inform students and parents of the policies, procedures, rules, and regulations that the Board of Education and Administration feel are necessary to fulfill the educational goals of Raymond Central Jr-Sr High School. The primary goal of Raymond Central Public Schools is to provide the best possible educational experience for students and to provide those opportunities for education in an atmosphere and environment, which will be conducive to learning for all students. The achievement of these goals will be furthered through a clear understanding of expectations.

Your school career should be a time of learning, of personal and social growth, and of increased awareness of your responsibilities as a citizen. These are vast opportunities and challenges for you. Hard work and cooperation by all will result in the best education possible for the greatest number of students.

WELCOME

The Raymond Central Jr-Sr High School administration and faculty extend a welcome to students. The administration is committed to upholding the Raymond Central governing values and mission statement. Raymond Central Public Schools believes…

- all individuals have value and should be shown dignity and respect;
- quality education is the cooperative responsibility of its students, staff, parents, and community;
- learning is a lifelong process;
- each student can learn and achieve personal success; and
- an excellent educational foundation will be provided for each student.

A successful secondary school education begins with a positive attitude. This handbook, by stating the attitudes and purposes prevalent at Raymond Central Jr-Sr High School, will help insure parents' rights and responsibilities.

2020-2021 ADMINISTRATION AND STAFF

ADMINISTRATION

Dr. Derrick Joel	Superintendent
Cheryl Rieck	Superintendent's Secretary
Peggy Breitkreutz	Business Manager
Allison Stansberry	Principal
Brian Gralheer	Asst Principal/Athletic Director
Jordan Buresh	Principal's Secretary
Torie Oldfield	Office Secretary
Tasha Osten	Counselor

6TH GRADE

Adison Kenning	6th Grade
Abby Spangler	6th Grade
Justin Lillie	6th Grade

BUSINESS

Alexandra Bastian	Business/Computers/WEB
Keely Schaffer	Business/Technology
Ben Svehla	Business/Accounting/Econ

ENGLISH

Carolyn Enevoldsen	Speech/SCC English
Jill Huck	English 7-8
Jeff Nelson	English 10-12
Madeline Shomos	English 9-11

FINE ARTS

Taylor Craig	Art
Jordan Luke	Band
Laura Hill	Spanish
Seth Strouf	Vocal Music

MATH

Greg Wilmes	Algebra/Geometry 9-12
Daryl Lange	Algebra/Math 7-8
Celia Newman	Algebra/Calculus/Pre-Calc

MEDIA

Janet Dannelly	Media/Library

PHYSICAL EDUCATION

Frederick Spale	PE/Strength and Conditioning
Harold Pester	PE/Health/ Strength and Conditioning
Kalyn Brannagan	PE 6th

RESOURCE

Andrea Hicks	Resource-HS
Wade Houchin	Resource-HS
John Kliment	Resource-JH
Stacey Doan	Resource-JH
Jody Albrecht	Para
Miranda Basel	Para
Brad Breitkreutz	Para
Teresa Pester	Para
Laura Tvrdy	Para

SCIENCE

Nicole Hummel	Science/Biology
Keaton Henry	Chemistry/Physics
Sydney Paige	Science-JH

SOCIAL STUDIES

Michael Henderson	Social Studies-JH
Andrew Placke	World St/Am Government
Courtney Polak	AM St/Geog/Sociology

VOCATIONAL

Rebecca Parks	Family & Consumer Science
Tyler Jedlicki	Industrial Technology
Whitney Lehn	Ag/Electricity/Welding

RAYMOND CENTRAL PUBLIC SCHOOLS
2020-2021
SCHOOL CALENDAR
Approved 2/10/2020

School Start and End Times: Elementary: 8:15 AM - 3:15 PM
Junior/Senior High School: 8:10 AM - 3:30 PM PreSchool: 8:45 AM - 3:00 PM

AUGUST

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

NOVEMBER

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

DECEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST 2020
- 6 Thursday - New Teacher Meeting & Teacher Flex Day (July 20-August 6)
- 7, 10, 11 Fri, Mon & Tue - K-12 Staff PD / Workdays 8 am - 4 pm
- 12 Wednesday - FIRST DAY OF SCHOOL - NOON DISMISSAL
- 12 Wednesday - Teacher Workday - Noon - 4:00 pm

SEPTEMBER 2020
- 7 Monday - NO SCHOOL - Labor Day

OCTOBER 2020
- 9 Friday - End of 1st Qtr
- 12 Monday - NO SCHOOL - Teacher Professional Development Day
- 13 & 15 Tues & Thurs - K-5 PT Conferences Valparaiso and Ceresco 4:15 - 8 pm
- 14-15 Wed & Thurs - 6-12 PT Conferences 4:15 - 8 pm
- 16 Friday - NO SCHOOL - PK-12 Staff Comp Day

NOVEMBER 2020
- 25-27 Wednesday, Thursday & Friday - NO SCHOOL - Thanksgiving Break

DECEMBER 2020
- 22 Tuesday - End of 2nd Qtr - Dismissal at 1:45 pm
- 23-27 NSAA Moratorium - Gyms Closed
- 23-31 NO SCHOOL - Winter Break

JANUARY 2021
- 1-4 Friday & Monday - NO SCHOOL - Winter Break
- 5 Tuesday - NO SCHOOL - Teacher Professional Development Day
- 6 Wednesday - School Resumes for Students
- 18 Monday - NO SCHOOL - Teacher Professional Development Day

FEBRUARY 2021
- 15 Monday - NO SCHOOL

MARCH 2021
- 5 Friday - End of 3rd Qtr
- 8 Monday - NO SCHOOL - Teacher Professional Development Day
- 9 & 11 Tue & Thurs - 6-12 PT Conferences 4:15 - 8 pm
- 10-11 Wed & Thurs - K-5 PT Conferences Valparaiso and Ceresco 4:15 - 8 pm
- 12 Friday - NO SCHOOL - PK-12 Staff Comp Day

APRIL 2021
- 2 & 5 Friday & Monday - NO SCHOOL - Spring Break

MAY 2021
- 15 Saturday - Graduation Ceremony at 2:00 pm
- 19 Wednesday - LAST DAY OF SCHOOL - NOON DISMISSAL
- 19 Wednesday - End of 4th Qtr / Teacher Workday - Noon - 4 pm
- 31 Monday - Memorial Day

JANUARY

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

First Day of School - End of Quarters - Last Day of School
NO SCHOOL - Inservice / Work Days - School Breaks - Teacher Comp Days
Parent / Teacher Conferences
Professional Development- 2 HR LATE START unless Inservice Day

PARENT RIGHTS AND RESPONSIBILITES

EVERY PARENT HAS THE RIGHT TO:

1. Be treated with courtesy and respect by all staff members at Raymond Central Public Schools.
2. Be respected as an individual regardless of race, creed, national origin, economic status, religion, sex, or age.
3. Be informed of academic requirements for any school program.
4. Participate in meaningful parent-teacher conferences to discuss the student's school progress and welfare.
5. Be informed of approved procedures and administrative decisions.
6. Be informed of approved procedures for seeking changes in school policies and for appealing administrative decisions.
7. Inspect the student's cumulative record and remove or correct any false or misleading statements in conformity with current guidelines established by the State and Federal government.
8. Be informed of all programs in special education.
9. Appeal the placement, in accordance with established guidelines, of a student in special education.
10. Secure as much help as is available from Raymond Central Public Schools to further the progress and improvement of the student.
11. Expect that every attempt will be made by school personnel to ensure parents receive important school news and messages.
12. Reasonable protection for the student from physical harm while under school authority.
13. Participate in organizations designed for parents.

EVERY PARENT HAS THE RESPONSIBILITY TO:

1. Make every effort to provide for the physical needs of the student.
2. Strive to prepare the student emotionally and socially to be receptive to learning.
3. Strive to have the student attend school regularly and on time.
4. Encourage and lead the student to develop proper study habits at home.
5. Know school requirements and procedures.
6. Speak up to prevent misunderstandings.
7. Discuss problems with appropriate persons following a proper chain of command (Teachers, Principals, Superintendent of Schools, Board of Education).
8. Work for the success and improvement of the school program.
9. Treat all members of the Raymond Central Public Schools with courtesy and respect.

STUDENT RIGHTS AND RESPONSIBILITIES

EVERY STUDENT HAS THE RIGHT TO:

1. Be treated with courtesy and respect by all staff members at Raymond Central Public Schools.
2. Be respected as an individual regardless of race, creed, national origin, economic status, religion, sex, or age.
3. Be informed of approved procedures and administrative decisions.
4. Have help available from Raymond Central Public Schools to further their progress and improvement.
5. Have reasonable protection from physical harm while under school authority.

EVERY STUDENT HAS THE RESPONSIBILITY TO:

1. Be ready to learn.
2. Attend school regularly and on time.
3. Develop proper study habits at home.
4. Discuss problems with appropriate persons following the proper chain of command (Teachers, Principals, Superintendent of Schools, Board of Education).
5. Treat all members of the Raymond Central Public Schools with courtesy and respect.

PARENT INVOLVEMENT POLICY

Raymond Central Public Schools believes that parent involvement is necessary in order to develop a total learning community for students of all ages. Children, parents, educators, and the community as a whole, benefit when parents are involved in their children's education.

Raymond Central Public Schools, with involvement of parents, may develop and implement regulations consistent with the legal requirements of the state and the goals of the school district. An annual review of these policies will be conducted by the Board of Education to alter or reaffirm the policy, following any changes made by the staff and administration.

In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the appropriate school personnel to discuss such concerns as the Superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

Upon reasonable advance request, a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and educational staff.

Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form referenced above for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.

Upon request of a parent, the District will provide access to the educational records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests. When reasonable to do so or required by law, the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify parents of the nature of the survey, the date and time when such survey shall be administered, and the purpose and uses of the survey.

As a general matter substantive decision-making processes will be left to the judgment to the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

REGULATORY PROCEDURES

ATTENDANCE: Students have a right to learn; teachers have a right to teach. Nebraska School Law (79-201, 79-209), requires regular attendance for school age students. The statues are very specific and leave little option with schools to excuse their pupils. In addition to this, schools have found that irregularity in attendance negatively affects a student's academic performance. Parents will greatly aid the school in promoting the welfare of their students if absences are held to a minimum.

MANDATORY AGES OF ATTENDANCE: A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age (per LB 966 and RC policy 5008).

ATTENDANCE POLICY AND APPEALS: An absence is defined as missing more than 15 minutes of any class. If absences become excessive, the administration will call an attendance review board meeting consisting of administration, teachers, school counselor, and parents/guardians. At this time, a plan will be developed to create a plan for the student moving forward. The office will try to mail letters timely to the parents/guardians of the students when they reach 5, 8, and 10 absences, respectively. Students who miss 5 or more times the 1st quarter, or 7 or more times the 2nd, 3rd, or 4th quarters, will be referred to the county attorney. School activities will not be counted toward this policy. When a student accumulates 10 absences per class per semester for reasons other than co-curricular activities they will be referred to the county attorney.

Students enrolled in Dual Credit Courses will need to follow the guidelines of the College. See Dual Credit Guidelines on page 32.

The Principal has the right to waive absences and extend the number of allowable absences in the case of an extended illness or hospitalization (6 or more consecutive days absent from school in a row as a result of the same illness/injury). The student will be put on a "Home Bound" list until which time they may return to school. The staff will provide assignments and make-up work to keep students current and up to date. If a student wishes to appeal a Principal's decision on an attendance issue, an appeal may be made to the Superintendent. If this is not satisfactory, an appeal may be made to the Board of Education at their monthly meeting.

REPORTING ABSENCES: Parents are to call the school to notify the office of a student absence. Personnel are on duty at 7:15 AM to receive calls. When the office has not been notified by 9:00 AM regarding the student's absence, the attendance office will call the parents to verify the absence.

BLUE SLIP: Blue absence forms are to be used for individual advanced absences.

A special request from parents or guardians must be made in writing for any individual advanced absence. ***This request should be made well in advance of the anticipated absence permitting sufficient time to obtain assignments from all teachers and to complete all assignments at the specific request of the teachers***. The request to be absent is made through the office and is administered with a blue absence form. ***These forms must be completed and returned to the office secretary by 4:00 pm on the day prior to the anticipated absence. Failure to comply could result in forfeiture of credit for the class on the day absent.*** It is emphasized that having the permission of a parent to be absent will not be a guarantee that school authorities will waive the absence. Such decisions will be made through the Principal's office.

HOMEWORK POLICY: Students who come to class without assignments adequately completed will receive a 30% deduction. If the assignment is still not completed by class the following school day, the student will receive a zero.

MAKE-UP HOMEWORK: Students will be given two (2) days for every day of absence up to 10 to complete make-up homework. Beyond 10 days will require special arrangements. ***A student who gets sick during the school day or needs to leave for an appointment, must report to the school office and be released by the office staff. A parent/guardian must be notified by office staff prior to release; only school personnel or persons authorized on the student's emergency information may take the student home.***

Students enrolled in Dual Credit Courses will need to follow the guidelines of the College. See Dual Credit Guidelines on page 32

REPORTING AND RESPONDING TO TRUANT BEHAVIOR: Truancy is interpreted to mean improper absence from school without approval of the school and the parents. Students who skip a class or skip school for the entire day will be reported to the Principal as truant. A record of truancy will be kept as a part of the student's attendance record. Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child age 7 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation of the case to be made. When of his or her personal knowledge, by report of complaint from any resident of the district, or by report or complaint as provided in the section, the Superintendent as the designated attendance officer, believes that any child is unlawfully absent from school he or she shall immediately investigate. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, but need not be limited to:

1. One or more meetings between a school attendance officer, school social worker, and other person designated by the school administration. If such school does not have a school social worker, the child's parent or guardian, and the child if necessary, are to report and to attempt to solve the truancy problem, unless the officer or worker has documented the refusal of the parent of guardian to participate in such meetings.

2. Education counseling to determine whether curriculum changes, including, but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavior needs of the child, would help solve the truancy problem.

3. Educational evaluation, which may include a psychological evaluation with the written consent of the parent or guardian, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.

4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the Administration, to identify conditions which may be contributing to the truancy problem. If services for the child and the student's family are determined to be needed, the school social worker or other person performing the investigation shall meet with the parent or guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

5. Referral to community agencies for economic services.

6. Family or individual counseling.

7. Assisting the family in working with other community services.

Truancy and tardiness are a violation of school rules. The services to be provided in response to truancies and tardiness shall also include disciplinary measures, including, without limitation, restriction of co-curricular and other activities, additional work assignments before, during or after regular school hours, and removal from a particular class or classes. Suspension (short-term or long-term) or expulsion from school may be imposed for truancy or tardiness, providing that alternatives to such action have been used or determined by the Principal to be inappropriate under the circumstances.

If the child continues to be or becomes habitually truant, the attendance officer shall serve a written notice to the person violating the compulsory attendance statues, warning the student to comply with its provisions. If in one week after the time such notice is given, such person is still violating such statutes, and then such attendance officer shall file a report with the county attorney of the county in which such person resides. A student who has been truant will be ineligible for all co-curricular activities (practices included) until such time as suspensions are served. Make-up work will be required to be completed; however, absence due to truancy results in a grade of zero for work occurring during the period of truancy. Truancy is included in the eight (8) day limit and is not subject to appeal.

TARDIES FOR PERIODS 1-9 PER SEMESTER: Students who are not in their assigned classroom at the beginning of class are tardy. A tardy is defined as arriving to class or not in their seats after the tardy bell has rung. An absence to class is defined as arriving to class after the first 15 minutes of class. ***AFTER THE 2ND TARDY, EVERY TARDY ACCUMULATED DURING PERIODS 1-9 (each semester) WILL BE A 30 MIN DETENTION SERVED DURING LUNCH TIME, AFTER SCHOOL FROM 3:30-4:00 PM OR IN THE MORNING FROM 7:30-8:00 AM. EVERY TARDY AFTER 10, THE STUDENT MUST SERVE A 45 MINUTE DETENTION BEFORE OR AFTER SCHOOL. THE STUDENT WILL HAVE FIVE SCHOOL DAYS TO COMPLETE THE DETENTION OR AN ISS WILL BE SERVED.***

STUDENT DISCIPLINE

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

   a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
   b. 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:

   a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
   b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
   c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
   d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
   e. A student who on a short-term suspension shall not be permitted to be on school district grounds or attend school district activities without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less then twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

   a. 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. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

   b. Suspensions Pending Hearing. 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.

   c. 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 in accordance with law.

   d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

   e. 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. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

   f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. 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.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.

2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.

3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.

4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or 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.

5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.

6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.

7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" 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 or illegal substances 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. E-Cigarettes will apply to this rule.

8. Public indecency or sexual conduct.

9. Engaging in bullying, that includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.

17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

    a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
    b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

    Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

    a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
    b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
    c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
    d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct 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, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

E. Special Education - Discipline Actions for Special Education Students
See Policy 6600

F. Corporal Punishment - Defined
Corporal punishment is not to be used as a form of discipline. A staff member may use physical force against a pupil only for the following reasons:

1. Protection of the Educator;
2. Protection of other students or property from the student;
3. Removal of the student from a situation that endangers the student, other persons, or property. (Adopted October 17, 1988).

G. Law Violations - Reporting Student Law Violations:

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

2. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Raymond Central Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
    a. Knowingly possessing illegal drugs or alcohol.
    b. Assault.
    c. Vandalism resulting in significant property damage.
    d. Theft of school or personal property of a significant nature.
    e. Automobile accident.
    f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

TOBACCO/ALCOHOL AND OTHER DRUGS:

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

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

Standards of Conduct; Notice to Students and Parents - Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING RAYMOND CENTRAL PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MA;NDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations - Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-Entry Programs - Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within 60 miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

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

Safe and Drug-Free Schools - Parental Notice of Right to Withdraw - Pursuant to the provisions of the No Child Left Behind Act, parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco - These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions - Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

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

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

Academic Integrity (Article 5 Policy No. 5101)

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

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

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

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

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

(i) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(iii)Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(iv) Use of Another Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(**b) Papers (includes papers, essays, lab projects, and other similar academic work):**

(i) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(ii) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(iii)Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(**c) Alteration of Assigned Grades**. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

(4) Dual Credit Courses. Dual Credit Course instructors will follow college guidelines regarding academic dishonesty. See page 32 for guidelines.

ANTI-BULLYING POLICY: One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

Code of Conduct and Applicable Forms of Disciplinary Action

The school district response to inappropriate behaviors on the part of any student may include, but is not limited to, any of the following, either singly or in combination.

After an investigation, individuals determined to be guilty of bullying practices, may be subject to such forms of disciplinary action, either singly or in combination (but not limited to) as:

1. provide an apology;
2. serve a detention of time before, or after, school hours for one, or several days;
3. serve a detention of time at Saturday school for one, or several Saturdays; if offered;
4. serve an in-school suspension for a prescribed period of time deemed by the principal (or administration) to be commensurate with the offense;
5. serve an out-of-school suspension for a prescribed period of time deemed by the principal (or administration) to be commensurate with the offense;
6. be reassigned to an alternate placement of educational program;
7. enter into “expulsion proceedings” if the bullying practices constantly recur and are determined to be physically and/or psychologically damaging, and/or severe in nature; and
8. have the case turned over to legal authorities for adjudication if the action, or actions, are determined to be physically and/or psychologically damaging, and/or severe in nature.

IT SHOULD BE NOTED THAT THE ABOVE FORMS OF DISCIPLINARY ACTION MAY, OR MAY NOT, BE ADMINISTERED IN THE ORDER LISTED ABOVE. EACH CASE OF BULLYING WILL BE DEALT WITH ON THE MERITS OF THE NATURE/SEVERITY OF THE BULLYING, AND/OR ON THE NUMBER OF REPEAT OFFENSES BY THE OFFENDING PERSON OR PERSONS.

ALL STUDENTS AND ALL EMPLOYEES OF THE RAYMOND CENTRAL SCHOOL DISTRICT ARE TO ATTEMPT TO INTERVENE AND STOP ANY OBSERVED BULLYING PRACTICES, AND REPORT ANY AND ALL SUCH OBSERVATIONS TO THE PROPER SCHOOL AUTHORITIES.

CYBERBULLYING: The use of technology such as computers and cell phones to engage in repeated and hostile behavior by an individual or group that is intended to harm others. Consequences fall under the Raymond Central anti bullying policy.

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

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

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.
    a. Sexual harassment may exist when:
        (i) Supervisors or managers make submission to such conduct, either an explicit or implicit term and condition of employment (including hiring, compensation, motion, or retention);
        (ii) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
        (iii) The conduct has the purpose or effect of unreasonably interfering with an individual's work or

educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

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

Procedures:

1. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
2. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Raymond Central Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Raymond Central Public Schools, the complaint may be processed to the Board of Education.
3. The supervisor, teacher or the Superintendent of Raymond Central Public Schools for complaints which are brought to and reach the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student for alleging a violation of this policy.

This policy pertains to sexual harassment of students or employees by students or employees. **Students or employees are highly advised to refrain from engaging in any sexual harassment activities.** Upon completion of a complaint form (back of book) and investigation, if individual(s) is judged to be guilty of sexual harassment that judgment may be placed in the student’s file for an indefinite number of years. The same is true of employees.

INITIATIONS, HAZING, SECRET CLUBS AND OUTSIDE ORGANIZATIONS:

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means 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 with any school organization. Such prohibited hazing activities include but are not limited to whipping, beating, branding, 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, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

DATING VIOLENCE: Raymond Central Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated. For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

SEARCH AND SEIZURE: The Board authorizes the use of video cameras and similar devices on District property, and the use of searches on school property, for the purposes of ensuring the health, welfare and safety of all staff, students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

The District shall comply with all applicable state and federal laws related to record maintenance and retention. When it is determined based on surveillance or searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made.
Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following procedures will be used for conducting searches: School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.
Searches of the District's computer system may be conducted in the discretion of the administration at any time.
The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.

2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

VANDALISM: Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds.

ROUTINE PROCEDURES

ANNOUNCEMENTS: Daily announcements will be read from the office at the beginning of the school day and will be available on the website as well as placed in several locations in the hallways.

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

- Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants).
- Clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap.
- Any material that is sheer or lightweight enough to be seen through.
- Clothing of an appropriate size and fit so as to not be revealing or drag on the ground
- Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- Head wear including hats, caps, bandannas, and scarves.
- Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar content.
- Clothing or jewelry that is gang related.
- Bare feet. Some type of footwear must be worn, bedroom slippers cannot be worn.
- No pajama bottoms or clothing that resembles sleep wear including blankets.
- Any clothing that is deemed to have the potential to cause a disruption to the learning environment.

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes unless called out and excused by a parent/guardian. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

Students are permitted to wear shorts of moderate length (brief athletic shorts and biker shorts are not permitted). Outfits such as slacks and blue jeans are acceptable along with outfits of decent and modest length. Tank tops may be worn, but they must be worn over or under an appropriate blouse or shirt.

The school dress code will be in effect during school hours and at school activities unless a sponsor of an activity gives permission to a student to wear something different.

BUILDING AND ENTRY MOVEMENT: Students involved in special activities before 8:00 a.m. or after 4:00 pm must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. If a student needs to enter the building prior to 8:00 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in the commons area. Failure to do so will be referred to the Principal. During school time students may be permitted to leave classroom or study for specific purposes. A school issued Assignment book signed by a teacher is required before a student may leave the classroom. The first Assignment book will be given to the students. Each additional Assignment book will cost the students $5.00. Every student needs an Assignment book. **Each teacher will maintain a sign out sheet in their room.**

RESPECT FOR PERSONS AND PROPERTY: Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school Personnel, or District property.

BAD WEATHER: Whenever bad weather occurs, arrangements have been made with Radio Stations KFOR, 96 KX, KFAB, KOLN-KGIN TV Channel 10/11, and social media: Facebook, & Twitter, to alert patrons of procedures in the event our school will be closed for any reason, the above sources of news will be informed.

BEVERAGES AND CONSUMPTION OF FOOD: The beverage and candy machines in the building will be turned off between 11:30 AM and 1:00 PM and available all hours on Saturday and Sunday. Students will not be allowed to drink beverages in the classroom areas unless it is part of a specific learning objective/class activity except water. All food items will be consumed in the school cafeteria. **Due to federal guidelines, students will not be allowed to take food out of the lunchroom or place personal food orders for delivery to the school for lunch. Individual classes or organizations can not have food parties between the hours of 11:30 AM to 1:00 PM. During school hours, the Wellness Policy Guidelines must be followed.**

CAFETERIA/LUNCH: A student lunch is available each lunch period at the price of $2.80. Money for lunch will be deposited in the student's personal account**. A positive balance must be kept in the account at all times. If an account has a negative balance, the student will be denied school lunch until the account is replenished**. In addition, ala carte items will be offered at an additional price. Ala carte items will not be charged on the student's lunch account - cash only at the time of purchase. Applications for free or reduced lunches are available through the school office.

The Nebraska Competitive food policy regulation forbids any competitive food or beverage service. The same regulations forbid the sale of food or beverage items by other school organizations over the lunch hour. Raymond Central policy is that students are not allowed to order fast food by delivery during lunch period. Students are allowed to bring lunch from home. All lunches or food must be consumed in the cafeteria or in designated outdoor areas with administrative permission. Food brought from home/parent during lunch to celebrate a birthday/special event, will be eaten in a designated area assigned by the principal.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

CHANGE OF RESIDENCE, TELEPHONE NUMBER OR TRANSFER: If you change your address or your telephone number, please report this information to the office at once. If you move to another city or if you transfer to another school, you must obtain a withdrawal form from the office. This form must be signed by each of your teachers, your counselor, activity sponsors, the Media Specialist, and the office. All textbooks and other materials belonging to the school must be returned before you will be given a transfer slip for admission to the new school. Your records will be sent to upon receipt of a transfer request from your new school. Records will be held until all school items are turned in.

CHECKS: The school will not cash any type of check unless it is for payment of items purchased from or through a school fund.

CONDUCT: The purpose of the Media Center is to provide information and resources to students, staff, and administration. Because of the unique service that the Media Center provides, it is essential that all users treat the materials and equipment with care. The Media Center is a place for casual reading, academic study, utilization of resources, and meetings. It is not for the purpose of rough play or inappropriate socialization. When a staff member for a class or other purposes reserves the Media Center, other students may not be allowed in the Media Center without permission of the staff member present. Students are not allowed behind the circulation desk or in the A-V room without permission.

COPIES: A copy can be made in the Media Center for classroom use only. Students may only print school assigned material. ***All copying must be in compliance with Federal Copyright Laws.**

CLASS FEES: Referring to the Raymond Central Policy on Student Fees, students will not be charged a fixed fee for classes or labs that the students take for graduation credit. Students who are on or qualify for free and reduced price, the district will waive all fees. If a fee waived student makes a project in a class and wants to take

that project home, the student will be subject to pay for the cost of the materials in the project before they are allowed to take the project home. Fees for activities are covered in the co-curricular area of the handbook.

ELECTRONIC DEVICES: "Electronic devices," include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, smart watches, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another are discouraged during class time as to not disrupt the learning environment. Use of electronic devices will be at the discretion of each teacher.

EXCHANGE STUDENTS: Foreign exchange students provide an opportunity to enrich the learning at Raymond Central Public Schools. For further information, see Board Policy 5007.

FIGHTING AT SCHOOL: All fights that occur at Raymond Central Public Schools will result in notification of legal authorities. This includes spontaneous as well as premeditated or planned fights. Scuffling and horseplay at school will not be tolerated and the students involved may be sent home for the remainder of the school day. If the incident is serious, the suspension will be for a longer period of time.

FINAL EXAMS: Raymond Central Jr-Sr High School will be implementing final exams at the end of each semester. The exams will be given over two or three days.

FINES & FEES: Students have the potential of having a book checked out to them for a maximum period of five weeks (one two-week check-out plus a renewal of another two weeks plus the one week grace period). At the end of the checkout period, the material must be returned so that someone else may access the material. Students who fail to return materials and have not made any other arrangements will be subject to a posted fine schedule ranging from $.50 to $5.00. After seven weeks students may be placed on a restriction list and the office will be notified. Placement on the restriction list means that the student may lose their media center privileges.

GANG APPAREL, POSSESSIONS, AND BEHAVIORS: For the safety and welfare of students and the continued maintenance of a positive and secure learning environment, the following rule relative to gang apparel, possessions and behaviors applies to all students on school grounds or at school activities. Dress as identified by the administration as gang related apparel is not allowed. Any item worn or carried to identify a person, as a gang member, is not allowed.

LOCKERS: Students will be assigned lockers prior to the start of the school year. Students may not move to another locker without the permission from the Principal's office. If a student damages a locker, they will be responsible for the damage.

LOST AND FOUND: The loss of an article of high value should be reported to the school office. Other items found will be kept in the lost and found located in the office. All accumulated articles will be cleared periodically throughout the school year. **The school discourages students from bringing large amounts of money and valuable property to school.**

MEDIA CENTER INFORMATION: Students may obtain access to the Media Center before and after school with a pass issued by the student's instructor or media specialist. (These times may vary according to class reservations and/or media specialist schedule.)

PARENT/TEACHER CONFERENCE SCHEDULE - GRADES 6-12:

October 14-15, 2020	4:15-8:00 PM
March 9 and 11, 2021	4:15-8:00 PM

POSTERS AND SIGNS: ***An administrator must approve both the design and placement of all posters and signs before they can be displayed***. Thumbtacks may be used to fasten posters to bulletin boards; however, masking tape must be used to attach posters to student lockers. Do not use Scotch Tape/transparent tape on or in student lockers or on walls and doors.

Progress Reports/Report Cards Grades will be available to students and parents on the internet. At the end of each quarter, the students will receive progress reports. At the end of each semester, a report card will be sent

home. Parents who have questions concerning their child's progress are encouraged to contact the teacher via email or via phone call during teacher contract time. Teachers will respond within 24 hours within reason.

SCHOOL VISITORS: All parents and visitors are to check in at the Principal's office after they enter the building. We encourage parent visitation of classes and often allow others to observe classes. **However, interruption of classroom processes to confer with a teacher or student is forbidden without proper authorization. Teenage visitors are allowed only with administrative permission. No parents or visitors are to enter a class in session without the permission of the Principal's office.** Parents are welcome and encouraged to visit school at any time. In accordance with state law, we ask that parents please check in with the Principal's office.

SKATEBOARDS, ROLLER-SKATES AND ROLLER-SHOES: Skateboards, roller-skates, roller-shoes any type of roller apparatuses are prohibited at all times on Raymond Central school property including schools, playgrounds, parking lots, driveways and buses. They are to be left at home.

SUPPLIES: Each pupil is expected to provide supplies required in specific classes. This will greatly facilitate the operation of all classes and assure the pupil greater success in schoolwork.

TELEPHONE CALLS: Phone calls for students during school hours should be kept to a minimum. Messages will be written down, and the students will be called to the office at the end of a class period. Pupils will not be called to the telephone while in a class except in an emergency situation. The school telephone is primarily for school business and should not be used for personal calls. No long distance call, regardless of its urgency, is to be made from the office telephone at any time without the specific approval of the office. **Students should not use class time for phone calls**. Phone use should be appropriate and respectful.

TEXT BOOKS: Text books are provided by the Raymond Central Public Schools. Students have the responsibility to give textbooks proper care. Book covers should be used at all times. The students must pay for excessive wear and damage to books. At the beginning of every class, students will be required to complete a 3x5 card to record the condition of the specific book assigned. Textbooks must be returned at the conclusion of the course, if not returned the student will be charged to replace the book. If damage is done to the book the fine schedule is as follows: Broken Binding -$20.00, Pen Marks - $ .25, Broken Covers -$ 15.00, Torn, but repaired $.50. Failure to pay fines and/or return other equipment will result in the student not being allowed to checkout books and/or equipment for the next semester. Teachers will not accept books that can be repaired by the student (including erasing pencil marks) until those repairs have been completed.

TRANSPORTATION

BUS SAFETY: All students are subject to the following rules when riding on a Raymond Central School Bus:

1. When leaving the bus, students should cross the street in front of the bus after carefully checking traffic.
2. The bus driver is responsible for controlling the behavior on the bus. Students must obey the driver as they would a teacher or administrator.
3. Students must always be seated and facing forward when the bus in moving.
4. Student should not put arms, hands, etc. outside of windows. The isle must be kept clear at all times.
5. Students should assist in keeping the bus clean by using the trash receptacles available in each of the buses.
6. Students should be courteous and use no profane language.
7. Students should not be destructive.
8. The driver is authorized to assign seats.
9. While waiting for the bus at a designated bus stop, all school rules and regulations will apply and appropriate behavior is expected.
10. A student who is having a guest coming to their house or going to another student's house, must have two notes, one from their parents and one from their guest's parents granting permission. The notes must be signed by the principal prior to getting on the bus. Permission may be denied due to the lack of room on the bus.
11. Riding the bus is a privilege. The bus is an extension of the school day. All rules and regulations will apply. If students choose not to follow the rules, appropriate discipline will be administered. If a student violates a rule, the bus driver will file a Discipline Report to the appropriate administrator.

Violations are as follows: 1st offense - warning
2nd offense - may result in a suspension of bus privileges for two (2) or more days.

If the offense is of a severe nature, bus privileges could be suspended immediately. If this occurs, parent(s) will be contacted to arrange alternate transportation prior to the initiation of the suspension.

BUS ROUTES: Following are procedures that are to be followed in the event a parent requests a change or alteration in an already established bus route.

SHORT TERM ROUTE CHANGES: Request involved a change or alteration for one day or less

1. Short-term changes will be made only if the new pick-up or drop-off points are already an established stop on the present bus route.
2. Parents wishing to change the pick-up or drop-off point of their children on a "short term" basis must write a note to their respective bus drivers indicating the requested change.
3. Should a bus driver receive a written parent request for a change in a student's pick-up/drop-off point and the requested change is already an established stop on their route, the driver may initiate the change without further approval. Once the driver approves a change, the driver must notify the office and place a written parent request in the gas log folder to be turned in monthly.

LONG TERM ROUTE CHANGES: A change in a pick-up or drop-off point for more than one day and not less than six days. Long-term changes will be granted only if the requested change is already established stop on the present route, or the change does not substantially alter the present route. Parents wishing to change a child's pick-up or drop-off point on a "long term" basis must submit the request in writing to the Superintendent. Once received by the Superintendent, the request will be reviewed and a response sent to the parents in writing. This written response, if one of approval, shall include the new pick-up or drop-off point and the starting and ending date of the change. A notice of an approved change (copy of the parent notice) shall be placed in the master route files with copies sent to the respective Principal and bus driver.

The purpose behind these procedures is to standardize the alteration of bus route in a way that will provide for the safest possible operation of our transportation system. In instances where these procedures have not been followed by parents, bus drivers are advised to contact the transportation director for direction on handling the situation on an individual basis. When the problem is of an immediate nature, the bus radio can be used to contact the Principal.

CLOSED CAMPUS: Students are not allowed to leave the school building during the school day unless permission is granted through the Principal's office. Once a student arrives at school, they are not permitted to leave school grounds without approval from the Principal's office. Parked cars and parking lots are definitely off-limits during school hours.

Violations are as follows: 1st infraction - warning
2nd infraction - one (1) 45 minute detention
3rd infraction - two (2) 45 minute detentions
4th or more infraction - 1 day ISS or OSS

Students must sign out when leaving school; however, approval must be given before a student can leave. The school must have verification from a parent for a student to leave.

USE OF VEHICLES: If bus service is not utilized, transportation to and from school is the responsibility of the individual student. Senior high students should be aware of the following expectations:

1. Observe all traffic and safety laws related to the various modes of transportation. *Note: Bus stop arms are to be strictly observed.
2. Careless or reckless driving on school property will result in suspension of the privilege of driving on school property.
3. A parking area for student vehicles is located on the south and southwest side of the building.
4. Do not loiter in the parking lot before/after school and after activities; returning to a car during school hours requires permission of an administrator/authority. Failure to comply will result in a warning for the 1st offense and a detention for the 2nd offense.

5. A zone painted yellow or blue means Restricted Parking. Police will be called for anyone parking illegally in the handicapped parking facilities.

COUNSELING

ORGANIZATION: The Counseling Department was organized for the purpose of helping each student adjust to present environments, to enjoy all educational opportunities that meet interests and learning capacities, and to aid in becoming increasingly and wisely self-directive individuals. The School Counselor, with the cooperation of all other faculty members, carries on the work of the department. Any student may apply to the Counselor for aid or advice on whatever problem occurs, or any faculty member may refer a student to this department for necessary aid and advice. If a student is seeking the help from the School Counselor, arrangements should be made with the teacher to make an appointment with the counselor for an interview. Most interviews should be scheduled during a study hall period, if possible. Before school and after school are also good times for interviews.

JUNIOR HIGH PROMOTION REQUIREMENTS: Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

SENIOR HIGH GRADUATION REQUIREMENTS: Students must have 230 hours of credit in order to graduate. Students must also be in attendance for 8 semesters and registered for 8 classes every semester. The hourly requirements are as follows:

English	40 credits
Math	30 credits (Must pass Algebra)
Science	30 credits
Social Studies	40 credits (Must pass 10 hrs of Geog, World History, American History, American Government)
Economics	5 credits
Business/Technology	15 credits
Fine Arts	10 credits
Health	5 credits
PE	5 credits
Business	5 credits
FCS	5 credits
Speech	5 credits
Additional	10 credits (from Vocational or Fine Arts)
Choice Electives	40 additional credits

A class that meets 5 days per week for one semester earns 5 hours of credit, and one class cannot satisfy two or more requirements.

Register requirements for each grade level are:
1. Freshman must register for: Math, English, Social Studies, Health, and Science.
2. Sophomore must register for: Math, English, Social Studies and Science.
3. Juniors must register for: English, Science, Math and American History
4. Seniors must register for: Economics/American Government, and English.

SPECIAL EDUCATION Certificate of Attendance

Students who have an IEP (Individualized Education Plan) according to Public Law (PL) 94-142 and Nebraska Department of Education (NDE) Rule 51 may receive Special Education services. Following are the graduation options that are offered to Special Education students. The program is arranged so that the qualified student receives individual instruction based upon his/her needs. Each student is mainstreamed as much as possible. The student is provided assistance with regular education classes and receives remedial instruction for material in a specific area.

#1 - Standard Diploma 240 hours - a student completed the required credits

- It is recommended that the IEP team review and document that all requirements for receipt of a signed, regular high school diploma have been met.

#2 -Certificate of Attendance - the student completed or progressed toward IEP/transition goals, but not the standard course of study.

- It is recommended that graduation be addressed in all transition plans. Plans for graduation should be considered in the development of the course of study and reviewed annually.

- A student on a Certificate of Attendance path shall receive a pass/fail grade for any courses where the curriculum is modified.

- The receipt of a signed, regular diploma terminates the service eligibility of students with special education needs.

- It is recommended that all diplomas awarded by a school district be identical in appearance, content and effect, except that symbols or notations may be added to individual student's diplomas to reflect official school honors or awards earned by students.

- A student who receives a document such as a certificate of attendance, unsigned diploma, or blank folder is eligible to continue receiving special education services until receipt of a signed, regular diploma or until the end of the school year in which the student turns 21.

Valedictorian/Salutatorian - It is the policy of Raymond Central Public Schools that the Valedictorian and Salutatorian will be determined by overall GPA only, figured through the end of the 12th grade. The person with the highest overall GPA will be named Valedictorian, and the person with the second highest overall GPA will be named Salutatorian. In case of a tie, there; will be more than one named for the level where there is a tie (i.e. if the top two people in the class had the exact same GPA, they would both be named Valedictorian). If the tie is for Valedictorian, no Salutatorian will be named. Students must have attended Raymond Central for a minimum of 4 full semesters in order to be named Salutatorian or Valedictorian. Students who have a record of academic dishonesty will forfeit consideration for Valedictorian or Salutatorian. Administration will notify student and family when the forfeit is in effect. A copy of that official letter will remain in student file.

High Distinction/Distinction: Students with a GPA of 97-100 will graduate with High Distinction and receive a medal. Students with a GPA of 94-96.99 will graduate with Distinction and receive a medal.

Academic All-Conference: Seniors with a GPA of 3.5 or higher and an ACT score of 25 or higher will be named to Academic All-Conference and will receive a medal.

GRADING SCALE:

Letter Grade	Numeral Grade	Grade Point Average
A	94-100	4.0
B+	93	3.9
B+	92	3.8
B+	91	3.7
B	90	3.6
B	89	3.5
B	88	3.4
B-	87	3.2
B-	86	3.0
C+	85	2.9
C+	84	2.8
C+	83	2.7
C	82	2.6
C	81	2.5
C	80	2.4
C-	79	2.2
C-	78	2.0
D+	77	1.9
D+	76	1.8
D+	75	1.7
D	74	1.6
D	73	1.5
D-	74	1.4
D-	71	1.2
D-	70	1.0
F	0-69	0.0

HONOR ROLL: At the end of each semester, honor roll lists will be published. These lists will recognize students' academic successes. They are as follows:

Special Commendation	Grades are all A's
Honor Roll	Two A's and no grade below an 86% (B)
Honorable Mention	No more than one (1) C and it must be no lower than 80%

NATIONAL HONOR SOCIETY: Any student in grades 10-12 who qualifies in the four areas based on Scholarship, Service, Leadership, and Character is eligible for selection. After completing the application process, a Faculty Council comprised of five teacher appointed by the principal, will meet to select members for the Raymond Central Chapter of National Honor Society. If a student is not selected, he/she can appeal the selection first to the sponsor and then to the Principal. The Principal will determine if the process for selecting the recipients was followed according to the guidelines of the National Honor Society.

TEST PROGRAMS: The Raymond Central Jr-Sr High School conducts a complete testing program to aid in the identification of each student's unique abilities and to monitor academic growth. Following is a list of tests given each year:

1. Achievement – 3-10 (NWEA)
2. Pre-ACT 10th
3. ACT – 11th
4. ASVAB 11th
5. PSAT 10-11th

Contact the school counselor for specific details regarding each type of test.

Dual Credit Guidelines

Dual/Online Credit Opportunities Types:

1. **Students can take courses with our Raymond Central faculty who are approved to teach college equivalent courses.**
    a. Students must meet the requirements set by the college and the high school to take these courses.
    b. These classes will be scheduled into a student schedule.
    c. Students will be granted high school credit for a passing grade in the course.
    d. Students must follow the college requirements to earn the college credit.

2. **Students can take online college credit courses via an online format through colleges.**
    a. Students must meet the requirements set by the college and the high school to take these courses.
    b. Students must be on track to graduate to take online college credit courses.
    c. Students can receive an online college period in their schedule to work on this course during the school day.
    d. Students must follow the college requirements to earn the college credit.

Dual/Online College Credit fees

1. Dual/College Credit tuition fees will be paid by the student.
    a. Students who qualify for free or reduced lunch can see the school counselor for scholarship opportunities.
2. Classes that are taught by Raymond Central Faculty will have books and supplies provided by the college.
3. Classes that are not taught by Raymond Central Faculty, students will be responsible for purchasing all books and supplies.

Attendance/Homework/ Deadlines for Dual/Online College Credit Classes

1. Students will follow all attendance policies provided by the college to earn college credit. College schedules may not align with the Raymond Central District calendar. It is the responsibility of the student to know their own college schedule.

2. It is the student's responsibility to make up any late assignments as soon as possible. When absent, THE STUDENT must see THE INSTRUCTOR about what was covered in class. Obviously, unusual circumstances, extended illnesses, and/or prearranged absences will be handled individually. COLLEGE INSTRUCTORS are not obligated to give you any information that was covered during your absence. Any assignment that the student missed because of an absence is under faculty discretion as to whether the student can make it up. THE STUDENT needs to personally reach out to the teacher to inform them of an absence in order for any make up work to be approved.

Drop Policy for Dual Credit and Online College Credit Courses

1. Due to the impact of the college classes on the student's high school schedule, students who register are expected to commit to a full semester of the course.
2. Colleges offer withdrawal dates, however, the high school date for withdrawal from classes and a change of schedule is 1 week (7 days) after the start of the college credit course. (This means that if you, as a student, decide to withdraw from the college class, you must do so WITHIN the time requirements for RC.)
3. Any extenuating circumstances will need to be discussed with the school counselor and the principal.

PARENT/STUDENT FERPA PRIVACY NOTE:
The purpose of FERPA is to ensure the privacy of educational records and access to those records. The aspect of FERPA that tends to take families by surprise is that "ownership" of the educational data switches from the parent/guardian to the student once a student turns 18, or younger than 18 upon enrollment in a postsecondary institution (regardless of who is paying the tuition or the presence of a disability). This means that once a student

attends college, the parent/guardian no longer has an automatic right to see data such as grades. With this in mind, it is the STUDENT'S responsibility to communicate with the professor about assignments, grades, attendance, etc. The professor will NOT contact parents/guardians and is not under any obligation to answer any parental/guardian email, phone call, or any other form of communication. This policy excludes communication during Parent/Teacher Conferences.

Academic Integrity
All coursework is essential to the integrity of the College and your credentials. Be mindful of your integrity as you prepare assignments and tests. Behaving in an immoral or unethical manner in the completion of your academic work is dishonest and jeopardizes your integrity, the integrity of the College and a violation of the SCC Student Code of Conduct. The core principles of integrity create a foundation for success in all of life's endeavors. Integrity in academic settings is a fundamental component of success and growth in the classroom. It prepares students for personal and professional challenges as well as providing a blueprint for future fulfillment and success.

Academic Dishonesty
Examples of Academic Dishonesty include, but are not limited to the following:

1. Plagiarism
2. Intentionally or unintentionally presenting the ideas, words, information, or images of another as your own work by not properly citing the original sources. Allowing others to write or edit your work.
3. Fabrication/Falsification
4. Presenting altered or invented information as fact.
5. Cheating
6. Obtaining unauthorized materials or assistance for one's own academic benefit. Examples:
    - copying work of other students;
    - falsely identifying the student presenting the work;
    - submitting work created for another class or purpose;
    - attending class or taking a test for another student.
7. Facilitating Misconduct
8. Assisting others in actions considered dishonest. Giving unauthorized help on tests, labs or homework.

If you have a question about academic honesty, consult your instructor.

What can students do to avoid dishonesty?
- Allow adequate time to study and complete assignments.
- Use available resources. Instructors, campus tutors, online tutoring services, and access to Turnitin.com (a plagiarism detection service) are available to help students prepare for exams and complete assignments.
- Never assume that collaboration is permitted unless the instructor specifically indicates you may do so.
- Read your Course Syllabus.
- Request written directions for assignments.
- Read the course grading practices and other documents provided by your instructor.
- Read deadlines and policies on late work.
- Retain all rough drafts, notes and graded work until final grade is posted.

Consequences of Dishonesty
Southeast Community College is committed to Academic Integrity and the value of your education. Faculty will report violations to Student Services and penalties can include the following dependent upon the total number of reports or severity of the act in accordance with protocols detailed in the SCC Student Code of Conduct:

- Failure of the assignment or course
- Disciplinary warning or probation notice
- Suspension or expulsion

1. **Credit Recovery Program**

2. Students who do not pass a required course will be reassigned to that course the following semester or school year depending on when that specific course is offered.
3. Students who need to make up a course that is not offered within the following year will be placed on Apex Credit Recovery.
4. Students taking Apex Credit Recovery will be given a class period to work on that course as their schedule allows.
    a. 1 semester course is given 1 semester of a class period; 1 year course is given 1 year of a class period
    b. If the course is not completed within the given amount of time, students must complete the course on their own time.
    c. If that course is not completed within 1 year of the start date and needs to be continued the student and family will incur the cost of the Apex license for the following year.
5. Students and parents will sign a document prior to the start of the Apex Credit Recovery Program.
6. If you choose to take a class(es) over the summer, you will be charged a $200 fee.

HEALTH SERVICES

ILLNESSES: Students showing definite signs of illness should be kept home. The specified number of days as recommended by the State Health Department should be observed. Should students become ill during the day, the school office will telephone the parent or person specified. Parents, who are away from home during school hours, should provide the school with telephone numbers where they can be reached should it become necessary. An ill student cannot leave school until permission of the parent, or the person designated by the parent, has been received.

HEALTH EXAMINATIONS: Students in the Raymond Central Public Schools will receive an exam screening of their vision, hearing, height, weight, and scoliosis. Referral notes will be mailed to the parents of those students who at the time of the examination and/or re-examination appear to need further evaluation. It should be understood that these referrals are only a suggestion to parent that a problem may exist. It is the responsibility of the parent to follow up with an evaluation by a physician or eye doctor. The school is especially concerned when a health condition has an impact on the student's work.

TAKING MEDICINE AT SCHOOL: If the student is to have prescription medication administered by school officials, please send it in the original container from the pharmacy with the directions intact. A permission form must be completed and returned to the office before medication can be administered from the office. If a student requests to take "over-the-counter" medication, a permission form must be signed by the parents and must be returned to the office before the medication can be administered. If a form has not been completed, the office must obtain verbal consent via phone from the parent/guardian. Students are encouraged to bring their own "over-the-counter" medication. **The school does not supply any medication.**

COMMUNICABLE DISEASES: Raymond Central Public Schools shall cooperate with county and state health department officials in developing procedures for the control of communicable diseases in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

In general, a student with a communicable condition will be allowed to attend school in the student's usual class setting only after written approval has been secured from the student's physician stating that the disease is not in a communicable stage. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion. The school reserves the right to consult with a second physician to secure another opinion if a second opinion is deemed necessary by school personnel.

The Nebraska Department of Health recommends the following:

DISEASES - EXCLUSION FROM SCHOOL:

Chicken Pox	May return to school after a minimum of 6 days after onset of skin eruption
Diphtheria	Must have doctor's written permit to return to school
Influenza	Excluded for duration of illness

Strep	Excluded until no fever and under treatment for 24 hrs (Scarlet Fever, Scarlatina, Strep Throat)
Pinworm	Excluded until treatment as documented by a physician
Pinkeye	To be excluded for a minimum of 24 hours, may be readmitted following treatment by a physician, and when eyes have cleared

SKIN AND SCALP CONDITIONS:

Impetigo	Excluded upon recognition by teacher. Readmitted following treatment by physician.
Ringworm	Excluded upon recognition by teacher. Readmitted following treatment with over the counter medication (Tinactin) and with affected area covered with dressing, until treated for 2 days.
Head-Lice	Excluded upon recognition by teacher. Readmitted following treatment and the product used, MUST accompany student upon return to school. All affected members of the household should be treated at the same time.
Scabies	Excluded upon recognition by teacher. Readmitted 24 hrs after treatment by physician. If a written permit from the doctor indicates that it is satisfactory to return to school prior to the number of days listed, the school shall honor this request. School staff members will adhere to Infection Control Procedures regarding precautions against transmission of disease for all students and faculty.

IMMUNIZATIONS AND PHYSICALS: School boards require that each student be protected against measles, mumps, rubella, poliomyelitis, diphtheria, whooping cough, tetanus and Hepatitis B. If parents object to having a child immunized, they must sign a refusal of immunization form. If this is signed, it should be understood that during a disease outbreak your child might be excluded from school for the duration of the outbreak. According to LB59, a physical examination by a qualified physician is required within six months prior to the entrance of a child into kindergarten and seventh grade, in the case of a transfer from out of the state to any other grade unless a parent of a child objects thereto in writing.

DENTAL: The Nebraska legislature has enacted laws requiring screenings to be provided to school-age children. Height, weight, vision, hearing and scoliosis screenings are done at our school in the fall. Dental screenings are also required for all students, and we ask that you use the summer months to schedule a dental exam. Following the exam, the dentist is to complete a dental form, and parents are to return the form to the school. Many dental offices have a supply of these forms, or they may be obtained from the school office.

INFORMATION FOR STUDENTS: Nebraska Revised Statue 71-6909 requires that on or before October 1 of each school year, each school district shall provide written information to all students in grades 7-12 explaining the provisions of Neb Rev Stat 71-6902 with regard to the requirements for parental notification as a condition for obtaining an abortion and the provisions of Neb Rev Stat 71-6903 and 71-6904 with regard to seeking a judicial waiver of notification. If a woman under the age of 18 who is not self-supporting or married becomes pregnant and decides to have an abortion in Nebraska, certain laws apply to her.

CO-CURRICULAR ACTIVITIES

ACTIVITY POLICY: Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Band, vocal, band, speech and drama, One-Act, FBLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

STUDENT FEES AND ACTIVITY POLICY: The Board of Education of Raymond Central Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2019-2020 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

   The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2. Personal or consumable items & miscellaneous
   a. Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
   b. Courses
      (i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
      (ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
      (iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

3. Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra-curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

4. Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2020-2021 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

5. Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

6. Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

7. Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

8. Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

9. Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

10. Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

11. Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. 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 and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

12. Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

13. Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

If your K-12 student(s) is on Free or Reduced Lunch status, he/she may qualify for a “waiver” (No payment required) for student dues and fees listed below. Please return the Student Fees Waiver Request form with your Free or Reduced Price Lunch Application Form to your student’s respective Principal’s Office.

2020-2021 STUDENT FEES POLICY
RAYMOND CENTRAL PUBLIC SCHOOLS #161

Attention: K-12 Parents - If your child is on Free or Reduced Lunch status, he/she may qualify for a "waiver" for the student dues and fees listed below (no payment required). Please return the Student Fees Wavier Request Form with your Free or Reduced Price Lunch Application to your child's respective school.

ADDITIONAL SPECIFICATIONS OF REQUIRED MATERIALS AND FEES

Program	**Fee Amount per Year** (unless otherwise noted)
Preschool	$540.00
Elementary Summer School	$30.00
Secondary Summer School	$200.00

Dues for Expenses of Local, and/or State/National

K-12 Technology Fee	$20.00
FBLA	$25.00
Art Class Beginning	$10.00/Semester
Art Class Advanced	$15.00/Semester
Art Independent Study	$15.00-$25.00/Semester
Ceramics	$25.00/Semester
Digital Photography	$20.00/Semester
Band Dry Cleaning	$11.00
Band Repair/Rental	$50.00
Choir Dry Cleaning	$12.00
Drama Class	$10.00
Mock Trial	$10.00
Competitive Speech Class Fees	$25.00/Semester
NSDA	$20.00 (One-time fee)
Spanish Club	$8.00
Foods/Textiles/Culinary 1 & 2	$25.00/Semester
Ag Ed Labs	$20.00/Semester
Crop & Food Science	$15.00/Semester
Horticulture/Plant Science	$15.00/Semester
Metal Fabrication	$25.00/Semester
Welding	$30.00/Semester
FFA	$25.00
Industrial Tech Labs	$30.00/Semester
Introduction to Construction	$45.00/Semester (Includes One-time fee of $25.00 for OSHA testing)
Construction Projects	$30.00/Semester
Autobody Class	$30.00/Semester
SkillsUSA	$25.00
Field Trips	Fee Set by Sponsor

Activity Fee for Students in Grades 7-12

Participating in one/or more of the following activities: $40.00 (One-time fee)

Baseball (Cooperative Program*)
Softball
Soccer/Golf (Cooperative Program*)
JH & SH Basketball
JH & SH Cross Country
JH & SH Football
JH & SH Track
JH & SH Volleyball
JH & SH Wrestling
Cheerleading
Dance Team
JH & SH Speech & Debate
Competitive Drama (One Act)

*Each student will be assessed a participation fee to be determined by the host school. This fee must be paid to the host school prior to the first practice.

ACADEMICS: Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. If a student is below 70% in two or more classes per week, the student will be declared ineligible to participate or compete until they have fewer than 2 classes under 70%.
2. It will be the duty of the sponsor/coach to notify the student that they are ineligible. It will be the duty of the student to notify their parents/guardians that they are ineligible.
3. A preliminary list will be run on Wednesday with a final list ran on Fridays. If you are on the list on Friday, you will be ineligible starting Monday of the following week.
4. Students will become eligible when teachers notify administrators, sponsors, and parents that the grade is at 70% or above.
5. If a student is to attend:
    a. Any instructional Field Trips which are a part of the scheduled course learning experience, students will be given an alternative assignment and the student will not attend the field trip that day.
    b. An activity/event which requires a student to compete/participate for a grade, students will be given an alternative assignment and the student will not attend that competition/event\

**Teachers will be allowed 2-4 school days to put in grades depending upon the extent of the assignment. Special circumstances may be reviewed by the administration.*

ATTENDANCE AND ACADEMICS: Participants are expected to attend school regularly and show evidence of sincere effort towards scholastic achievement. Participants are expected to be on time for all scheduled practices, contests, and departure for contests. In the event a participant is unable to attend a practice or contest, they should contact their sponsor in advance.

ACTIVITY INSURANCE: It is required that all students who participate in athletics be covered by insurance. (Not all co-curricular activities require insurance.) When parent/guardian insurance covers the student adequately, that coverage is acceptable. (Check with your agent or check your policy to be certain your students are covered.) Any student wanting insurance may purchase coverage. The district deals with Mutual of Omaha and Student Insurance Services. Prices vary and policies are numerous. Information may be requested from the office.

ACTIVITY PASSES: Students may buy activity passes at the Principal's office. The cost is $25.00 dollars and entitles that student to attend any activities sponsored by the school district. Students who are on free or reduced lunch may apply for a fee waiver and receive a free activity pass. Adult passes are available for $45.00 and family passes for $115.00. There will be a replacement charge of $5.00 for lost or damage activity passes.

APPEARANCE: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and, well-groomed appearance.

CITIZENSHIP: Participants are expected to model good citizenship at all times by conducting themselves in a manner that reflects positively upon themselves, the school, and the central community. (Behavior representative of a good citizen shall generally mean, the following definition: "One who gives special emphasis to common honesty, morality, obedience to law, respect for the Constitution of the United States, respect for the Constitution of the State of Nebraska, and respect for parent (s), school home and other lessons of a steadying influence which tend to promote and develop an upright and desirable citizenry.")

CONDUCT: Participants shall refrain from engaging in activities that constitute a violation of the laws of the community, State or the United States. This shall include any and all unlawful activity other than a minor traffic offense (3 point violation or less). <u>The Principal/Superintendent reserve the right to add or change anything in the student handbook in order to provide for the safety of students and staff.</u>

GENERAL INFORMATION FOR ATHLETICS: Each student who expects to participate in athletics shall once each year present a physician's certification stating that he/she is physically fit to participate prior to competing in practice or competition.

If an athlete is under medical advice not to participate he/she will not be allowed to do so regardless of feelings of the athlete's parents or coaches. Upon returning to practice he/she must have written doctor's report to that nature.

Each student must have a parental permit slip signed prior to competing in practice or competition.

Each athlete must be covered by accident insurance. The school will make available a group policy at a nominal fee for all athletes. Those students who do not wish to participate with the school group must have a signed statement from their parents that they have other insurance.

Team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be put in writing and must receive prior approval by the principal. Parents can still pick up their students after an event by personally notifying the sponsor.

Dress of team members making trips should be clean, neat, and in good taste.

A team member is not allowed to practice or compete on a day he/she is unable to be in school because of illness, or unexcused absence, unless participation is approved by the Athletic Director and/or Principal. Students are to be in school for the last four (4) periods of the day unless they have prior permission for a doctor's appointments, etc.

All athletes are to be in school at the start of the next school day following an athletic event in which they participated in unless they have administrative approval beforehand. Oversleeping will not be tolerated.

There will be no **mandatory** practice sessions held on days when school has been called off because of inclement weather. If a practice is held, the coach should encourage the student to call the parent for permission to stay/not stay for the practice.

Raymond Central Athletic Department has a no cut policy in all sports. No student will be cut or dropped from a team because of lack of ability.

All athletes will be charged for athletic equipment and uniforms which were checked out to them but not returned because they were lost, stolen, damaged, etc. This will be decided by the coach, athletic director and or principal.

PARTICIPATION AND ATTENDANCE: All students participating in co-curriculum activities must maintain a good attendance. A student may be withheld from co-curricular activities because of poor attendance. The coach/sponsor is responsible for monitoring a student's attendance. The following applies to the students' eligibility:

1. The student must be in classes on the day of the activity, periods 5-9 in order to participate. *Exception Home School or Exempt school students.
2. A parent may contact the Principal prior to 8:30 am for the student to be excused because of an unexpected situation, which will keep the student out of school all, or part of the school day.
3. Activity departure before 12:00pm must be here the start of the day. Departure after 12:00 pm students must be here four periods prior to leaving on the bus.

Any student in violation of this policy will not be allowed to participate in the next activity of a similar nature. (If violation involved a practice, the student cannot take part in the next practice and the sponsor will refer to procedures for an un-waived absence; if the violation involved a contest, the student will not be allowed to participate in the next contest). Students may not participate in a contest or a scheduled activity if they have been truant from school. All detention time assigned by the office because of truancy needs to be made up prior to a practice or an event.

SPORTSMANSHIP, ETHICS AND INTEGRITY: The Raymond Central Board of Education recognizes the value of co-curricular activities in the educational process and the values that young people develop through the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in Board approved co-curricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as in the classroom. The

Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

STUDENT CONDUCT AT ACTIVITIES: The Nebraska School Activities Association has approved the following guidelines. Raymond Central High School is a member of the NSAA, and these guidelines will be implemented. Students should:

1. Not go onto the playing surfaces at any time including after the end of the game
2. Realize that school authorities will take the proper action against anyone who disobeys rules and regulations.
3. Know and demonstrate the fundamentals of sportsmanship.
4. Cooperate with cheerleaders and band.
5. Exert peer pressure on fellow students whose conduct is unbecoming.
6. Respect property
7. Respect the judgment of the coach and game officials.
8. Avoid abusive and profane language and obnoxious behavior.
9. Censure fellow students whose behavior is unbecoming.

The above guidelines parallel those of the Nebraska Capitol Conference of which Raymond Central is a member.

CONSEQUENCES FOR MISCONDUCT FOR CO-CURRICULAR ACTIVITES: The enforcement of this policy will begin with the official starting day of the fall sport season established by the Nebraska School Activities Association and will end the last official day of school in a given year as established by the Raymond Central Board of Education, unless the activity extends beyond the last official day of school. All suspensions do not carry over to the next year.

ACTIVITY PARTICIPATION IN REGARD TO ILLEGAL DRUGS, ALCOHOL AND TOBACCO: It is essential to a successful activity program that the participants condition themselves both physically and mentally year around. In order to help promote the most successful activity program possible at Raymond Central, and to develop and maintain better students, the following participation rules in regard to illegal drugs, alcohol, and tobacco use have been adopted. These rules apply to any student associated with any activity program. Activities which are after dismissal time (outside the normal classroom time) will be affected. All NSAA, Nebraska Capitol Conference activities and Raymond Central 7-12 activities will be affected.

Activities Covered. Any activities outside the school day and/or outside regularly scheduled class (es), and any activities occurring during the school day.

No student who is involved in extracurricular activities (participation and spectator) shall:

1. Use or possess tobacco; Vapor products as well.
2. Consume or possess alcoholic beverages;
3. Use or possess illegal drugs or illegal drug paraphernalia.

If school officials determine, after a reasonable investigation, that a student has violated this policy by consuming or possessing alcohol, or using or possessing tobacco or using or possessing an illegal drug, the student shall be subject to the following consequences:

Drugs, Alcohol, Tobacco, and Vapor Products Violation. An activity participant who violates the drug, alcohol, tobacco, E-Cigarettes rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 school days.
2. Second or Any Subsequent Offense: Student is ineligible to participate in any extracurricular activities for (1) calendar year from the date of offense. To return to participation, the student must complete substance abuse counseling as and to the extent determined appropriate by qualified professional and in any event for no less than four (4) hours. The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 20 school days. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.

4. Reduction for Participation in Chemical Dependency Program: If the student enrolls in and completes an approved chemical dependency program as approved by the high school principal and/or other designated administration/activities director, prior to the expiration of the 20 days, the student may commence participation in the activities upon submitting evidence of completion of the program. All costs associated with the program are to be borne by the student/parent or guardian. The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year.

5. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration. First Violation: 45 School days.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

First Violation: 20 school days.
Second or Any Subsequent Offense: One calendar year.

1. Other Stipulations:
   a. Any student suspended under the Activity Participation Code will forfeit any appointed or elected position for the remainder of the year.
   b. Awards: (1) A student will not receive a letter award if the violation occurs during the actual season. (2) A student will not be nominated or eligible for any awards during the season for which the violation occurs. Awards outside of school control would not be affected.
   c. Any coach or sponsor may require additional standards which are applicable to a certain sport or activity; provided the standards are approved by the administration and are communicated in written form to the student and parents at the beginning of each particular sport/activity season.
   d. Students may be allowed to practice for an activity during a suspension time if it is the first offense, unless unusual, or "activity specific" circumstances exist.
   e. Students deemed ineligible due to infraction in the alcohol/drug/academic eligibility policy will be ineligible for all activities during or after the general school day. Band and vocal music concerts will apply to this rule. Any graded performance missed by a student during a suspension will result in a separate assignment to complete the grade. Failure to do so in the allotted time will lead to loss of all points.
   f. Students will be ineligible to participate or perform in all activities during in-school and out-of-school suspensions as a result of violations of this policy.
   g. This 12 Month (Year Round) Activity Participation Policy will not generally affect a senior student physically participating in Graduation or Commencement Ceremonies, unless illegal drugs, alcohol, or tobacco were involved on that specific date. All other, non-graduating students, grades 7-12, will be subject to the Participation Policy requirements for Graduation or Commencement Ceremonies. Any non-graduating student under suspension for violation of the Participation Policy may attend the Commencement Ceremony but cannot actively participate in the Ceremony (Examples: could not be a marshal, usher, member of the band or choir, etc.)

2. A Partial (non-comprehensive) listing of examples of activities that may be affected by these rules:
   a. All 7-12th grade boys and girls athletic activities
   b. All non-athletic activities that fall under the jurisdiction of the Nebraska School Activities Association (NSAA) such as Instrumental Music, Vocal Music, One-Act Plays, Speech/Drama/Debate and Cheerleading
   c. All non-athletic activities/clubs that place students in positions of student/school leadership but do not fall under the jurisdiction of the Nebraska School Activities Association. As representatives of the school district, these positions do require students to exhibit positive character and leadership behaviors. Examples of non-athletic activities/clubs would include, but not be limited to, such organizations/clubs as FFA, FBLA, FCCLA, Skills USA, Mock Trial, National Honor Society, National Art Honor Society, SADD, Quiz Bowl, NFL, Drill Team, Student Council, Destination ImagiNation, Trap, Art Club, Spanish Club, and Close Up.

3. **A participant shall be considered to be in violation of one or more training rules if any of the following apply:**
   a. the student reports the violation voluntarily to the appropriate school personnel
   b. a school employee witnesses the violation and reports the violation to the appropriate school personnel
   c. a parent/guardian of the participant reports the violation to the appropriate school personnel
   d. law enforcement personnel report a citation or incident constituting a training rules violation.

APPEAL PROCESS PROCEDURES:

1. The school administration must inform all participants in interschool activities of the rules and standards regarding conduct and their eligibility to participate, as well as the penalty if these rules and standards are violated.

2. All rules and regulations should be enforced without exception.

3. In the event of an alleged infraction, an administrator shall investigate the alleged infraction.

4. If the investigation disclosed the probability of an infraction, a hearing should be held by the activities director or principal. Notice of the hearing should be given to the student. The notice should contain an outline of the alleged infraction. Witnesses should testify; the student should be given an opportunity to confront such witnesses. The student may be allowed counsel if he/she desires it, and the student should be given the opportunity to call witnesses.

5. The administrator, and/or hearing officer, and/or legal counsel shall make a decision on the case and prepare a statement of findings of fact from the hearing which shall be compiled and the student and parents provided a copy.

6. If the student and his/her parents are not satisfied with the findings of the hearing, a second hearing may be requested before the next highest administrative level of the school system (building principal, superintendent, Board of Education). The school administrator must receive in writing a request for such a second hearing within fourteen days of the notification of the decision of the first hearing.
   a. The student will be provided with an opportunity to testify, question, and present other evidence on his/her behalf at the hearing. A counsel may be present.
   b. The decision will be put in writing, and a copy of the decision will be mailed to the student's parent(s) and/or guardian.

Drug and Alcohol Testing

1. Need for Random Testing.

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that student substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner.

2. Eligibility for Random Testing.

Students who participate in school sponsored competitive extracurricular activities at the high school (Grades 9-12) level are eligible for random testing. School sponsored competitive extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. School sponsored competitive extracurricular activities include, but are not limited to, athletic programs, cheerleading, dance team, band, Student Council, National Honor Society, academic teams, One-Act, choir, Quiz Bowl, FBLA, FFA, and Speech Team.

Any student participating in school sponsored competitive extracurricular activities during the school year must submit a completed Consent to Test Form on or before the first scheduled Fall contest date. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school sponsored competitive extracurricular activities. If a student submits a form after the deadline, the student will be required to serve the equivalent of a 1st offense of a positive test. This will go into effect during the initial activity(s) that the student participates in and will NOT take the place of a 1st offense.^ If a student transfers into the district, that student will have ten (10) school days from his/her start date to submit the Consent to Test Form to the school.

^If a student who submits his/her form after the deadline has a positive test result later in the year, that student will still serve a 1st offense consequence.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored competitive extracurricular activities for twelve months from the date the Drop Form is submitted. Students have a fourteen (14) calendar day grace period for reconsideration of a Drop Form. Students names will remain in the pool for the duration of the fourteen (14) calendar days.

Students who are not participants in a school sponsored competitive extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

3. Testing Procedure.

a. Random Testing.

A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program.

No less than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year.

b. Collection.

The testing collection process will be conducted in a manner that protects student privacy, will also guard against tampered specimens and ensuring an accurate chain of custody of the specimen. To the extent the testing involves the collection of urine, an adult monitor is to wait outside a closed restroom stall and listen for the normal sounds of urination.

The specific testing procedures and mechanism are to be created by the Superintendent or designee. It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for alcohol and unlawful substances. The tests are to be designed to detect only the use of illegal drugs, including but not limited to amphetamines, marijuana, cocaine, steroids, opiates, and barbiturates, not medical conditions or the presence of authorized prescription medications.

4. Confidentiality.

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Test results will be shared only with staff who have a legitimate educational interest in having access to the information, on a “need to know” basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such.

Test results will be kept in confidential files separate from the students' other records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

5. Consequences for Positive Tests.

Any of the following shall be considered to be a positive test result:

- A confirmed positive alcohol or drug test;
- Refusal to participate in testing when selected, including the submission of a Drop Form upon being requested to be tested; and/or
- Tampering with the specimen collection process.

The following shall result from a positive test result:

- The student's parents or guardians will be contacted and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse.

- The student's privilege of participating in extracurricular activities will be restricted as follows:

  - For a first positive test, the student is ineligible to participate in any extracurricular activities for thirty (30) school days pending the submission of a negative drug test.
  - For a second and subsequent positive test, the student is ineligible to participate in any extracurricular activity for one (1) calendar year. To return to participation, the student must complete substance abuse counseling as and to the extent determined appropriate by a qualified professional, and in any event for no less than four (4) hours, and must submit to five (5) follow up drug tests during the next twelve (12) month period.

The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up testing described above.

Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above described limitations on the privilege to participate in extracurricular activities.

6. Appeal Procedures.

A student or the student's parents or guardians may request a retest of his/her specimen at their own expense at a laboratory approved by the Superintendent or designee and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Requests must be made within twenty-four (24) hours of receiving the official results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the District approved outside agency responsible for confirmatory testing.

Results of the re-test will be provided to the Superintendent or designee by the approved laboratory. During the appeal period the student may not participate in school sponsored competitive extracurricular activities.

In the event a student or the student's parents or guardians wish to challenge a positive test result on a basis other than the veracity of the test result, an appeal may be made in accordance with the policy on extracurricular activity discipline.

EMERGENCY EXCLUSION/EXPULSION FROM CO-CURRICULAR ACTIVITIES: Any student engaging in and convicted by a court of law of prohibited conduct, as listed below, will be ineligible for participation in co-curricular activities including practices for the remainder of the semester during which ineligibility is initially imposed and for the next semester. The disciplinary action prescribed by these rules may be supplemented by disciplinary action

permitted by another policy or practice of the Raymond Central Public Schools. The enforcement period for Emergency Exclusion/Expulsion for the co-curricular Activity Policy will relate to the calendar year.

THE FOLLOWING BEHAVIOR WILL CONSTITUTE PROHIBITED CONDUCT:

1. Assault on a staff member.
2. Intentionally or knowingly causing serious bodily injury on any person.
3. Use or the attempted use of a weapon to injure another person.
4. Sexual assault on any person.
5. Felonious conduct deemed serious enough in nature to warrant emergency exclusion.

HEARING PROCEDURE FOR CO-CURRICULAR ACTIVITY POLICY: Any student suspended or expelled from participation in the co-curricular activity program, may appeal the suspension/expulsion through the grievance procedure detailed on page 16. When other concerns arise, the RAYMOND CENTRAL SCHOOL ACTIVITY CONCERN FORM may be used. (See back of Student Parent Handbook.)

Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA yearbook, it can be obtained from the Superintendent, Principal or Activities Director of the Raymond Central School.

GENERAL PARTICIPATION AND ATTENDANCE IN ORGANIZATIONS

ATTENDANCE AT AN ACTIVITY (Includes Dances and Social Events): Students attending a school activity may not leave and re-enter the activity. School activity will include but not be limited to, athletic events, dances, concerts, etc. This includes school dances and all athletic events except when the athletic contest is being held in multiple sites on the same date. Length of dances will always be established well in advance. If early departure from a school activity occurs, the student is expected to leave school property immediately.

ACTIVITY CALENDAR: Schedules of co-curricular activities are posted throughout the building, on www.rcentral.org.

ACTIVITIES ON CHURCH NIGHTS AND SUNDAYS: The school wishes to work cooperatively with the churches of the community. In a spirit of tolerance, upon parent request, students shall be excused from participating in an activity when a scheduled practice, rehearsal or activity conflicts with a worship or church event. The excused student shall not be disciplined or punished for his or her excused absence. The school wishes to work cooperatively with the churches of the community. Therefore the school will attempt to avoid scheduling regular, recurring activities on Sunday. Exception: When a senior high activity of the co-curriculum is required to compete interscholastically, or when in athletics they must compete interscholastically the first part of the week, the Superintendent of Schools might approve a Sunday practice.

ASSEMBLY: An assembly will be scheduled periodically throughout the school year in cooperation with the administration and the student council. One week's notice must be provided to students and teachers before an assembly program will be scheduled by the Principal's office. All students are encouraged to communicate with student council members as to their express desires for types of Assembly programs.

STUDENT COUNCIL/CLASS OFFICERS/CLASS GOVERNMENTS: The general purpose of Student Council is to represent the student body, keep the lines of communication open between the students and the administration, and to plan and organize activities that promote school climate. The Student Council will be comprised of three elected representatives from each class (Freshman, Sophomore, Junior and Senior), the class president of each class, and a student body president. Election of members: The three representatives and the class officers from each class will be elected in May for the upcoming year. The student body president will join the Student Council following their election in September.

CO-CURRICULAR CLUBS AND ACTIVITIES: New organizations may be formed during the school year providing:

1. There is sufficient interest among the students
2. Competent staff is available to sponsor the organization
3. The purpose and objectives of the organization are part of the overall philosophy of the school.

Organizations may also be deleted from the co-curricular based upon the preceding three requirements. The following groups/clubs are available for students at Raymond Central Public Schools.

*Baseball-Coop w/Malcolm (SH)
*Basketball-Girls/Boys (JH/SH)
*Cheerleading (SH)
*Cross Country (JH/SH)
Dance Team (SH)
DI (JH/SH)
*Drama/One Act Play (SH)
FBLA (SH)
FFA (JH/SH)
*Football (JH/SH)
Mock Trial (SH)
*Music-Band/Choir (JH/SH)
NFL (SH)
NSH (SH)
Mock Trial (SH)
SkillsUSA (JH/SH)
*Softball (SH)
*Speech (JH/SH)
*Track (JH/SH)
Trap Club (JH/SH)
*Volleyball (JH/SH)
*Wrestling (JH/SH)
Yearbook (SH)

*NSAA Sanctioned

PHYSICAL FORM: Raymond Central students who wish to participate in any athletic activity (dance team and cheerleading are included) are required to obtain a physical before practicing or playing in that activity. Included on the physical form, is a place for a parent(s)/guardian signature granting permission for the student to participate in the activity. The parent signature is required. NOTE: Only one form per year per participant needs to be completed. Physicals must be dated after May 1 in order to be in compliance with state law before a student may participate in a school activity. This requirement also applies to the 7th grade required physicals. A copy of a current health insurance card covering the student must accompany the physical.

CO-CURRICULAR ABSENCES: The sponsor/coach of the activity will notify all teachers of the respective building prior to the absence by putting a list of the students to be absent for the activity in each teacher's mailbox at least five (5) school days prior to the absence. The make-up work will be the responsibility of the student.

ELIGIBILITY (GRADES 9-12): In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of these rules is listed below. If you need an explanation of other requirements, consult the high school Principal or Activities Director.

1. Student must be an undergraduate.
2. Student must be enrolled in at least 25 hours per week and regular in attendance in accordance with the school's attendance policy.
3. Student must be enrolled in some high school on or before the 11th day of the current school year.
4. Student is ineligible if 19 years of age before August 1 of current school year.
5. After a student's initial enrollment in grade nine, eligibility will extend through eight semesters of school membership.
6. Student must have been enrolled in school the preceding semester
7. Student must have received twenty semester hours of credit the preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport that are scheduled by the school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first practice as permitted by NSAA rules. The fall sports season for Football, Softball, Volleyball and Cross Country begins August 6, 2018, and ends with the state championships in the fall. The winter sports season begins November 12, 2018 and ends with the state meet/championships. The spring sports season begins February 25, 2019, and ends with the state meets in the spring.
9. A student shall be excluded from sports camps or clinics in the sport of involvement during the recognized season, either as an individual or as member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, eligibility is established for high school. If the student elects to attend another high school upon entering ninth or tenth grade, ineligibility will exist for ninety school days.
12. A student is ineligible to participate for 90 school days if parents/guardian change of domicile to another school district and the student has remained in former school that is in a different school district. EXCEPTION: If parents have moved after school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade 12 and has attending the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved).
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is illegible in the school district where the natural parent (s) has their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain amateur status.
    Requests for the consideration representatives of the NSAA shall act upon such exceptions of Nebraska School Activities Association requirements.

The Activities Director and the Principal, with the coaching staff, shall reserve the right to withhold any student from participation should the classroom work indicate at any time that they are not working up their ability.

TRAVEL TO AND FROM ACTIVITIES: Raymond Central Jr-Sr High School staff members and activity group's travel to and from all contests/events by school bus or school vehicle. School transportation by private cars is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used. Students who go to an event/contest as spectators are allowed to participate in the pep band while at the contest/event. All members of an activity group will return from a contest/event by the same transportation provided for taking them to the contest/event.

EXCEPTIONS:

1. A participant may continue on a trip with parents or remain at the site when they remain with their parents.
2. If returning to Raymond Central causes a hardship upon the family, such as if the participant lives between the site of the event and Raymond Central.
3. If a participant must return home early because of another obligation or emergency situation then transportation must be with parents.

In any of the exceptions above, the participants may be released from transportation at the site, if a note from parents is provided to the sponsor/coach personally after the contest/event.

Should students be in violation of the above policy on transportation, they will be suspended for a period of one calendar week from all events/contests of the activity.

Should students be in violation of the above policy for the 2nd time during any activity season, they will be suspended from this activity for the duration of the activity season.

When traveling by school bus, students should remember the following:

1. Always be on time for departure.
2. There will be no loud or boisterous talking
3. All riders will always be seated.
4. There will be complete silence when the bus strops for railroad crossings.
5. There will be no yelling out windows or waving of arms out the window.
6. Students will always leave the bus by the front door.
7. There will be no food or drink taken on the bus unless given permission by the sponsor.

K-12TH FIELD TRIP POLICY

1. Educational field trips within and outside of the community may be taken by various classes during the school year. A permission slip signed by the parents or guardian is required before a child may go on an excursion. Parents may be asked to accompany classes on trips. It should be noted that preschool children may not attend class field trips. Parents may be asked to pay for field trip costs of up to $5.00 per student for each field trip to defray costs. Meals on field trips will be at the expense of the student.

2. Whenever possible, classroom teachers and/or sponsors are to seek parent volunteers (of students going on the field trip) that would be willing to drive their personal vehicles and provide rides for those students. Parents of the students on the field trip would be requested to provide a pre-determined monetary donation to the field trip to reimburse the cost of gas for the parent volunteer drivers. If this method of conducting field trips is used, arrangements for drivers need to be made approximately 10 working days in advance to allow the school district time to conduct a necessary driving record background check on each driver and to have the volunteer drivers submit a "proof of insurance" card on the vehicle they will be driving. This method will prevent the cost of bus gasoline and the cost of a bus driver (or drivers) from going through the District's General Fund of expenditures.

* - If your student(s) is (are) on Free/Reduced lunch status and the above cost causes a hardship, please contact the respective building principal's office and arrangements will be made to allow participation in the field trip(s).

** - The past/present participation of parent volunteers, parent donations, and the Parent Teacher Organization donations to make the transportation budget savings and continued field trips possible are greatly appreciated!!

FUNDRAISING ACTIVITIES: All fundraising activity involving more than the sale of tickets is to be approved by the Principal a month before the occurrences of the activity. Staff members may not be solicited during the teaching day. See Board Policy 5303 for more information.

RAYMOND CENTRAL SCHOOL ACTIVITY CONCERN FORM

It will be the standard practice of each and every employee at Raymond Central to refer any and all individuals who have a concern regarding any particular activity to the head coach/sponsor of that activity. If, upon making this statement to that particular individual, the person expresses reservations about going directly to the person in charge of the activity, their option shall be to fill out the following "Concern Form.

Date_____

I, (name)_____, have a concern regarding what has

been occurring in (activity)_____.

Has your child discussed the concern with the coach? _____Yes _____ No

If you need to talk to the coach/sponsor, check one.

_____ Please keep my concern as confidential as possible.

_____ If necessary to help in finding a resolution to my concern, you may use my name.

My concern is as follows: (please type or print)

Recommendation for solution to my concern:

Signed_____

This concern will be discussed with the proper individual(s) to try and determine if a problem does exist and if so, to try to arrive at a solution. The undersigned person, to whom you presented your concern, will respond to you in writing within (7) days of the receipt of the form.

Accepted Signature_____Date_____

RAYMOND CENTRAL PUBLIC SCHOOLS ELECTRONIC NETWORK POLICY

The Raymond Central School District provides electronic access to local, state, national, and international networks. These networks provide students and staff with access to information, collaboration, and activities that support learning and teaching. The Internet is an uncensored, worldwide, communication network. It is possible for any user of the Internet to access information that may not be considered to be of educational value in the context of the school setting and/or appropriate for a minor. Raymond Central Public Schools cannot prevent the availability of or identify all inappropriate materials on the Internet. We do reserve the right to install software to limit the student and staff access to sites which carry inappropriate material.

Every Raymond Central school user has the responsibility to respect and protect the right of every network user. Raymond Central Public Schools account holders are expected to act in a responsible, ethical and legal manner in accordance with the missions, purposes and regulations of Raymond Central Public Schools, ESU #2, local area network regulations, and the laws of the state and the United States.

The use of these networks is a privilege, not a right. Inappropriate use, including any violation of the aforementioned rules, regulations, and laws may result in cancellation of the privilege. The building Principal or his/her designee, is delegated the authority to determine inappropriate use and may deny, revoke, or suspend the user of computers by students who violate this policy. School personnel shall have the authority to impose additional disciplinary action as he/she deems necessary. Inappropriate use
Which results in an expense incurred by the district to repair or replace computer hardware or network functions will become a financial obligation of the user.

The Raymond Central Public Schools believe that the valuable information and interaction available on the local and worldwide networks far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, Raymond Central Public Schools supports and respects each family's right to decide whether or not to apply for network access.

Consequences for Inappropriate Use of Internet:
First Offense: User will not have access to Internet for one month
Second Offense: User will not have access to Internet for remainder of semester or 90 days.
Third Offense: User will not have access to Internet for remainder of school year. (Any school personnel may make decision as to what is inappropriate use.)

Consequences for Inappropriate Use of Network and Hardware: 1. Any vandalism will result in user paying for repair/ technician time to restore network/equipment to previous condition. 2. User will not have access to computers and/or Internet for same timeline as stated above per each violation. 3. Students may have to complete attentive class assignments if their privilege of using the equipment and Internet are revoked.

RAYMOND CENTRAL COMPUTER NETWORKS PARENTAL PERMISSION FORM

Your child has requested access to the Raymond Central computer network. This access includes connections to computers through the Internet, which would connect your child with educational resources all over the world.

Please read Raymond Central's Electronic Network and Acceptable Use Policy with your child. In accepting an account, your child accepts responsibility of using the network and computer system in an appropriate manner. It is important that you understand their responsibility as well.

The network permission/acknowledgment form that needs to be signed and returned to the office by September 1 is printed on page 56.

RAYMOND CENTRAL PUBLIC SCHOOLS
RAYMOND, NEBRASKA

Complaint and Consent to Investigate
Student or Employee Allegations of Sexual Harassment

Pursuant to its policy to prohibit and prevent sexual harassment, Raymond Central Public Schools, District #161, provides this form to receive allegations of misconduct which have been suffered by any person covered by the District Sexual Harassment Policy. The allegations set forth in this complaint form will serve as the basis for an investigation to be carried out promptly.

Each student or employee of the Raymond Central Public Schools has a right to his/her good reputation and a full and fair opportunity to confront allegations of misconduct as filed by the complainant.

By affixing my signature to this Complaint Form, I understand that Raymond Central Public Schools will be conducting an investigation of my complaint. I hold harmless the District and its duly authorized investigator for any claim I may have resulting from the disclosure of any facts set forth in this complaint when such disclosure occurs in the course and scope of the investigation. I also acknowledge that the allegations contained on this form have been voluntarily given and have neither been encouraged or discouraged by the District.

_____ _____
Complainant's Signature Date

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NETWORK USAGE, WEB PAGE PERMISSION
STUDENT PARENT HANDBOOK ACKNOWLEDGMENT

Student Name _____ Current Grade_____
(Please Print)

In accordance with the Nebraska State Law, Section 79-4, 176 par (3) which states in part: "Rules for standards which form the basis for discipline shall be distributed to each student and their parent or guardian at the beginning of each school year or at the time of enrollment…"

Parent/Guardian: I am aware the handbook is posted on the school website and have knowledge of the regulations in the Raymond Central Jr-Sr High School Student and Parent Handbook.

Student: I have read and understand the Raymond Central Jr-Sr High School Student and Parent Handbook. I agree that I will abide by the rules while in school or when involved in school related activities. I further understand that should there ever be a time whereby I am not in accordance with these guidelines, I may request a conference within three calendar days of such time with school personnel to discuss the matter further.

NETWORK USAGE - I have read the Student Electronic Network and Acceptable Use Policy for Network Access at Raymond Central Public Schools and agree to use the school network and Internet in an appropriate manner. I realize inappropriate use or destruction of the network will result in financial obligation for technician time to repair the network, legal prosecution for violation of any state or national laws, and or loss of suspension privileges.

PARENT/GUARDIAN PLEASE CHECK ONE: _____**I GIVE** _____**I DO NOT GIVE**
the school permission to issue a network and Internet account to my child. I realize inappropriate use will result in financial obligation for technician time to repair the network, legal prosecution of my child for violation of any state or national laws or loss of privileges, and/or suspension of privileges.

If you do not fully understand any part of this policy, please contact Jim Marsh, Technology Director AT 785-2685

WEB PAGE PERMISSION - Students at Raymond Central may be videotaped or photographed throughout the year. Your child's image and name may be used in a school publication or on the school website (www.rcentral.org). Your permission is needed if your child's image or work is to be placed on the website or in a school publication.

_____ Yes, you may use my child's picture or work on the school's website or school publication.

_____ No, you may not use my child's picture or work on the school's website or school publication.

The signatures below indicate the student/parent/guardian have received and have knowledge of the regulations in the Raymond Central Jr-Sr High School Student/Parent Handbook, understand the Network Policy, and Web Page Policy.

Student Signature_____

Parent/Guardian Signature_____

RETURN THIS FORM BY SEPTEMBER 4th

To: Dr. Derrick Joel, Superintendent and RC Board of Education
From: Mrs. Shelly Dostal and Mrs. Ann Egr, Elementary Principals
Re: Elementary Handbook Proposed Changes
Date: 7/7/20

Proposed Changes to Elementary Handbook for 2020-21

Letter - Update
Personnel - Update
Table of Contents - Update with correct page numbers

Pg. 8 New wording for the Absent/Tardy. This aligns to the Saunders County Attorney recommendations.

From:

ABSENT/TARDY

If a child is going to be absent from school, parents are expected to call the school between 8 a.m. and 9 a.m. explaining the reason the child will be absent. Students will be counted tardy at 8:15 a.m. in Valparaiso and 8:15 a.m. in Ceresco when the second morning bell rings. Students, who arrive at school within 60 minutes after the start of the school day, due to illness, doctor appointments, serving at funerals, etc., will be counted tardy. Thereafter, they will be counted absent for ½ of a day. Students who leave school less than 60 minutes prior to the end of the school day will be counted tardy. Students who leave school prior to 60 minutes before the final bell will be counted absent 1/2 of the day. A half day of absence will be counted when a student tallies three tardies. Tardiness and absences are perfectly legitimate and often necessary, but they must be counted.

To:

ABSENT/TARDY

If a child is going to be absent from school, parents/guardians are expected to call the school between 8 a.m. and 8:45 a.m. explaining the reason the child will be absent. Parents/Guardians must notify the school within 30 minutes of the start of the school day otherwise the student will be considered truant. Students will be counted tardy at 8:15 a.m. in Valparaiso and 8:15 a.m. in Ceresco when the second morning bell rings. Students who arrive late or leave early will be counted as tardy/partial absence. Tardiness and absences are perfectly legitimate and often necessary, but they must be counted.

Pg. 14-15 Revise wording in **Dress and Personal Appearance**

From:

8. Clothing that shows an inappropriate amount of bare skin or underwear i.e. halter tops, midriffs, oversize tank tops with large arm holes, tank tops with straps less than 2 inch width, fishnet clothing, sagging pants, cut-off shirts and blouses, purchased jeans with intentional holes and fraying are not acceptable. Shorts/skirts of reasonable length may be worn. Generally shorts/skirts should be

as long as the reach of the wearer's fingertips. Biker shorts may be worn if another pair of shorts is worn over them. Chains or gang attire is unacceptable.

To: underlined revision

8. Clothing that shows an inappropriate amount of bare skin or underwear i.e. halter tops, midriffs, oversize tank tops with large arm holes, tank tops with straps less than 2 inch width, fishnet clothing, sagging pants, cut-off shirts and blouses, <u>jeans with holes and fraying that show too much skin are not acceptable.</u> Shorts/skirts of reasonable length may be worn. Generally shorts/skirts should be as long as the reach of the wearer's fingertips. Biker shorts may be worn if another pair of shorts is worn over them. Chains or gang attire is unacceptable.

ADD

1 to 1 Chromebook Initiative Policies and Procedures

RAYMOND CENTRAL



JR-SR HIGH SCHOOL

STAFF HANDBOOK
2020-2021

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NOTICE OF NON-DISCRIMINATION



Raymond Central Public Schools, Lancaster County District 161, does not discriminate based on sex, race, national origin, religion, marital status, age, or handicap in admission or access to, or treatment or employment in its programs and activities.

The district's designated coordinator of Federal Title IX and Section 504 compliance procedure is the secondary principal. The designated coordinator may be contacted at Raymond Central Public Schools, 1800 W Agnew Rd, Raymond, NE 68428, 402-785-2685.

Students or their designee/employees who suspect that they have become the victim of a discriminatory act, intentional or unintentional, because of a school employee or policy should use the following procedure:

(1) Discuss the grievance with a building principal or supervisor within ten school days of the alleged situation being known.

(2) If the matter is not resolved to the satisfaction of the complainant, the complainant should then contact the designated coordinator and submit the nature of the grievance in writing to the designated coordinator within ten school days of receiving an oral response from the principal or supervisor. The designated coordinator will, within ten school days of receiving the written grievance, interview the complainant, investigate the nature of the grievance, and submit in writing to the complainant a proposed resolution.

(3) If not satisfied with the designated coordinator's response, the complainant should submit a written request for a board hearing on the grievance to the board president within ten school days of receiving the designated coordinator's response. The Board of Education will convene a hearing on the grievance within 20 school days of receiving a written request for said hearing, and reserve the right to solicit evidence and testimony from pertinent sources. The Board of Education will submit a written resolution of the grievance to the complainant within 20 school days of conducting the hearing, and the board's decision will conclude the grievance procedure.

During summer dismissal, "days" will refer to week days, Monday through Friday, excluding holidays. If a principal, supervisor, or the superintendent is the focus of the initial grievance, the procedure should be initiated at the next step. If a board policy is the focus of the grievance, the procedure should be initiated with the superintendent.

Students or employees may be represented by advocates or legal counsel at all steps of the grievance procedure and they may have access to school records or documents that are not otherwise protected by privacy statutes.

MISSION STATEMENT

The Raymond Central Community is committed to providing a positive, challenging, learning environment, which prepares each individual to be a responsible citizen in an ever-changing society.

GENERAL INFORMATION

Announcements You may find the Daily Announcements by going to www.rcentral.org, clicking schools, click Middle School and High School, then click Announcements. Announcements will also be read at the start of the school day. Any announcements you want added needs to be emailed to Torie Oldfield at tooldfie@rcentral.org by 4:00 pm the previous day.

Assemblies Teachers will attend assemblies and sit with their designated class during the assembly period.

Assistants Teachers are responsible for planning an adequate amount of meaningful activity for their student assistant(s). It is also important to train student assistants regarding issues of confidentiality, the use of equipment, and special procedures. Student assistants should never come into contact with any personal student information including grading papers, tests, records, etc. There will be absolutely no more than two student assistants per teacher at a time per year. Seniors are eligible for assistantships.

Black Hole Card Black Hole Cards are a free pass for students to visit the counselor. If the counselor is not available, they are to report to administration. Cards are handed out per the counselor's discretion. If student chooses to use their Black Hole Card, counselor/administration should be notified that they are on their way.

Budget Procedures Before making budgeted purchases, teachers will complete a purchase order, check the encumbering book for a correct code, and have the PO signed by the principal and the superintendent. A district purchase order should be completed on a black form. An activity purchase order should be completed on a red form with the name of the group or activity on the code line. Purchases must have prior approval by the Principal.

Co-Curricular Period. The purpose of co-curricular period is to accommodate meetings for various co-curricular groups. The meeting schedule will follow the co-curricular period calendar unless otherwise notified. These meetings may start no earlier than 7:00 am and will end no later than 8:00 am to allow students to get to first period.

Counseling Teachers can be most effective as mediators and counselors. When teacher efforts are insufficient or not successful, however, the matter should be referred to the school counselor or principal. The referral could also include the SAT (Student Assistance Team) or SCIP procedure. Refer to the SAT or SCIP procedure.

Course Syllabi Teachers will present all classes with a syllabi or synopsis of the course on the first day or during the first week of class**.** This paper should outline course content, grading policies and procedures, discipline regulations for the classroom, general classroom rules and any other classroom structure or guide necessary. This outline should be submitted to and approved by the principal**.**

Discipline Classroom discipline is the responsibility of the teacher. The purpose of discipline or classroom control is to facilitate instruction. Research and practice provides overwhelming evidence that the best discipline is well-prepared, varied, and motivating class sessions.

Discipline will be most consistent when teachers are in the halls or at their door before school, between all class periods, and after school. **Consistent use of pass books** will also assist in maintaining orderliness. **Teachers are to make observations regarding appropriate attire during first period classes and report it to the principal's office.**

Referral of a **student to the office for discipline should generally be a last resort** for the teacher or a means of defusing a potentially dangerous or disruptive situation. In such a situation, complete a discipline referral notice and send the student to the principal's office. **Call the office so they are aware you are sending a student and for what reason.** Fill out a discipline referral form (located on the landing page) by the end of the same day the student was sent to the office. Communication needs to be frequent and clear to gain the most benefit when working with conflict.

With changes in legislation and due process procedures, it is recommended that a disciplinary file or discipline ladder be used to record incidents of misconduct. Pro action is helpful. Maintain good communications with students and their parents. Establish a cooperative base composed of parent(s), counselor, and principal to maximize the learning--academically and socially--for Raymond Central Public School students.

Eligibility List All grades must be posted by Friday noon so an accurate eligibility list can be run each Friday at 1:00 pm. The list will include all students who are failing in one or more classes. A student is ineligible to participate in the following week of activities (Monday-Sunday) if they are failing 2 or more subjects, Students will be deemed eligible once they get their grades up. See Ineligibility Policy.

Anti-Bullying Policy One of the missions of the district is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others. The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

Code of Conduct and Applicable Forms of Disciplinary Action The school district response to inappropriate behaviors on the part of any student may include, but is not limited to, any of the following, either singly or in combination:

After an investigation, individuals determined to be guilty of bullying practices, may be subject to such forms of disciplinary action, either singly or in combination (but not limited to) as:

1. provide an apology
2. serve a detention of time before, or after, school hours for one, or several days
3. serve a detention of time at Saturday school for one, or several Saturdays
4. serve an in-school suspension for a prescribed period of time deemed by the principal (or administration) to be commensurate with the offense
5. serve an out-of-school suspension for a prescribed period of time deemed by the principal (or administration) to be commensurate with the offense
6. be reassigned to an alternate placement of educational program
7. enter into "expulsion proceedings" if the bullying practices constantly recur and are determined to be physically and/or psychologically damaging, and/or severe in nature; and
8. turn the case over to legal authorities for adjudication if the action, or actions, are determined to be physically and/or psychologically damaging, and/or severe in nature

It should be noted that the listed forms of disciplinary action may or may not be administered in the order listed above. Each case of bullying will be dealt with on the merits of the nature/severity of the bullying, and/or on the number of repeat offenses by the offending person or persons.

All students and all employees of the Raymond Central Public School District are to attempt to intervene and stop any observed bullying practices and report any and all such observations to the proper school authorities.

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

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

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

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

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

Procedures:

1. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
2. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint to the superintendent of Raymond Central Public Schools. If a satisfactory arrangement cannot be obtained through the superintendent of Raymond Central Public Schools, the complaint may be processed to the Board of Education.
3. The supervisor, teacher or the superintendent of Raymond Central Public Schools for complaints which are brought to and reach the superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student for alleging a violation of this policy.

Initiations, Hazing, Secret Clubs and Outside Organizations

Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means 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 with any school organization. Such prohibited hazing activities include but are not limited to whipping, beating, branding, 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, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

See Board Policy 4003 (Personnel) and Board Policy 5401 (Students)

Secret Organizations It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion. See Board Policy 5303

Outside Organizations It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

EMERGENCY PROCEDURES

Body Fluids Each teacher should keep a supply of gloves in their room for use in handling body fluids and know the location of emergency kits in their classroom. In the case of an emergency, notify the office. OSHA regulations dictate that all staff must receive yearly training regarding handling body fluids.

Fire/Fire Drills Within the first week of school, a practice exercises will be held to "teach" safe procedures. ***Students and faculty should clear the building by 150 feet***. As regulated by the Fire Marshall, nine more drills will be held during the school year. To prepare for the event of a real procedure, each teacher is to know the locations of fire blankets, fire hoses, and alarm pulls in their area. Regardless of the cause, teachers should check the alarm pulls when making their exit. Any variance to normal conditions should be reported to the office. Teachers should also be aware of their emergency folders and utilize the appropriate system for student attendance.

Tornado Watch/Warning Procedures March is tornado month and will bring a seasonal practice exercise. A tornado watch means that conditions are favorable for the formation of a tornado and residents are advised to remain alert to possible changing conditions. If a watch is in effect, teachers will be alerted. A tornado warning means that an actual tornado has been sighted or detected. An announcement will be made over the intercom. Teachers and students are to proceed to the pre-designated locations detailed on the Emergency Maps provided. If a tornado warning occurs during an evening activity, use the intercom to direct people to a safe place where glass and debris cannot cause injury.

Bomb Threat Procedures If a bomb threat is received, the following steps will be taken: The superintendent or appointee will be notified; law enforcement or authorities will be notified. Procedures from then on will be directed by law enforcement or authorities. Procedures implemented will be focused on attaining the greatest safety for teachers and students.

SEVERE WEATHER ALERT PROCEDURE

1. Warning will be announced over the public address system.*
2. Students shall kneel with their hands over their heads and face the wall in a crouched position.
3. Keep students away from doors and windows.
4. Insure that classroom doors that are adjacent to these halls are shut.
5. An "All Clear" signal will be given over the public address system to end the alert.

Room	Instructions
101-105	room 105
106-108	room 106
200-205	room 301
206-210	varsity girl's locker room/hallway
211-217	room 300
218-220	room 401
300	room 300
301	room 301
302-306	varsity girl's locker room/hallway
400-404	varsity Boys locker room/hallway/officials changing rm
405-406	room 405
407	varsity boy's locker room/hallway
408	varsity boy's locker room
409	east bathrooms
Bus Barn	bus barn office area
Main Gym/locker rooms	varsity boy's locker room
South Gym/locker rooms	room 106
Lunch Rm/Kitchen	room 300 & 301 & Restrooms
Mustang Room	room 300
Weight Room	training room
Wrestling	room 105

If you are directed to a locker room and are one of the first classes to arrive, please move toward the shower area to make space for the other classes that will follow. The fire alarm will not be used at anytime to signal this alert. In the event of power failure, notification will be made by a portable address system or passed by school personnel.

FIRE EXIT MAP Refer to individual room map.

Faculty Meetings Junior and Senior High Faculty meetings will be held at the discretion of the Principal. Meetings may be called by the administration. All staff members are expected to be present unless prior arrangements have been made with the principal.

Lesson Plans Lessons plans are due in the assigned teacher's Google Drive Folder by **Monday at 8:00** AM for the week.

Maintenance of Classroom Teachers are in the best position to judge the daily condition of their classroom. Windows are to be closed each night. Doors are to be locked in the teacher's absence. Teachers who find maintenance needs are to notify the principal's secretary in writing. When any custodial need is discovered, check with the principal's secretary. Matters of concern regarding routine cleanliness are to be reported to the principal. Those concerns/tasks requiring long-range planning or inclusion on summer job list should be noted in writing to the principal's office.

Media Center The media specialist will maintain a check out book for media equipment. AV equipment may be reserved in advance by using this book. No AV equipment will be left in the classroom overnight. Please return it to the Media Center. Arrangements for class use of the Media Center will be made at least two (2) days in advance. Teachers are to supervise their students when they are in the library. Teachers may order films up to 6 weeks in advance. The following information needs to be presented when ordering a film: title, catalog number, date requested, and teacher's name. Please return films to the media center at the end of the day.

Photocopying Procedures Copy machines are available for reproduction of teaching materials. With an increase in paper costs, this procedure is **very important**. Professional judgment is requested in the use of the copy machines. Individually, cost may seem minimal; collectively, it is a large budget item. **Students may only print school assigned material. Teacher assistants are the only ones allowed in the teacher workroom to make copies unless accompanied by a staff member.**

Professional Activities Professional activities are encouraged as a means of maintaining a motivated, viable cadre of faculty. Request for professional leave will be made to the principal's office. When possible, the district will support such activity. If a gratuity is received, but is insufficient to support the total expense, support should be discussed with the principal. Participation that requires out-of-state travel and/or overnight lodging will be addressed individually. The current administration understands the benefits of professional activities. To gain the greatest benefit, a report--either written will be requested of the participants upon completion of the activity.

Telephone Use Classroom telephones **are not for student use**. Please do not use 411 (information) unless it is imperative. The district is charged for information calls. ***Remember Ceresco, Lincoln, Malcolm, Norris, Valparaiso, Wahoo, and Waverly are not long-distance calls.***

HOURS OF OPERATION

Bell Schedules Due to the variety of needs during the year, a number of schedules are used. Please refer to the Bell Schedule on ***page 23***.

Custodial Staff Custodial personnel are generally available from 5:30 AM to 11:00 PM, Monday through Friday. Summer hours are generally 7:00 AM to 3:30 PM.

Support Staff Principal's Secretary-Jordy Buresh 7:45AM to 4:15PM
Principal's Secretary-Torie Oldfield 7:15AM to 3:45PM

The high school building is protected by an alarm and a video system. When teaching staff is in the building at times other than when custodial or support staff is present, the building must be checked for occupancy and the alarm set or armed. Each staff member is to be assigned an alarm code. When a staff member is in the building, other than hours listed above, their name and time of estimated departure should be listed on the marker board located next to the alarm.

Personal Days Each staff member, by contract, may use ten (10) personal days per year. For emergency leave, contact the principal's secretary, Jordy and the principal. After hours, contact the principal. Upon returning to assignment, a Request for Leave Form must be submitted.

Unless the request for personal leave is of an EMERGENCY NATURE, such as sickness (family, self, bereavement, etc.) the following rules shall apply:

1. Personal leave days are discouraged on the day before or day after scheduled holidays (Christmas, Labor Day, Thanksgiving, Easter, and Memorial Day) unless cleared by the principal.
2. Personal leave days shall be requested a minimum of seven (7) days in advance of the day(s) to be missed.
3. If three (3) staff members from the same building are already scheduled to be absent for other reasons (sickness, workshops, medical appointments, etc.) personal leave requests may not be approved.
4. Teachers will not be excused from parent-teacher conferences. (An exception would be if an individual teacher needs to attend her own child's conference.) Under exceptional or unusual circumstances the building principal may use his/her own discretion in waiving items 1-2-3 above. If the leave is not waived, the teacher will have their salary reduced by $120.00 per day, or portion thereof.

For all absences with advanced notice, a Request for Leave Form will be submitted as early as possible.

INSTRUCTION

Field Trips provide an excellent hands-on means of gathering data, but due to increased costs, field trips will be limited. When planning field trips, the following issues should be considered: Are they of educational significance?

Are the trips relevant to course content? Is the timing considerate of interruption/inconvenience of the regular program? Do arrangements involve proper communication with the home? And, is this the most appropriate availability/timing during the school year? Field trip regulations include:

1. All field trips require approval by the principal.
2. The field trip request needs to be submitted to the principal's office, in writing, **one week prior to the date of the field trip.**
3. The transportation request must be submitted by the 20th of the previous month.
4. Multiple field trips during April and May should be limited and planned well in advance of date of occurrence.

5. A "list" of all students who will participate **must be submitted to the attendance office and emailed out to staff prior to the field trip. Any students that end up not attending should be communicated to the office.**
6. Teachers with classes taking frequent field trips should prepare a semester schedule and conference with the principal concerning rationale and instructional importance of the sequence.

Inclusion Special Education mandates state that persons with special needs will be served in the least restrictive environment. Raymond Central Junior/Senior High School believes in responsible inclusion. A program of responsible inclusion will attempt inclusion of students where all persons will benefit. Other placement will be sought if the situation demands. The practical aspect of inclusion is that each teacher will provide a variety of learning opportunities in all courses. Communication between teachers, counselors, administration and special education staff is vital and should be continuous. All students have the right to be successful.

Integration of course content, relevant real-life experiences, team-teaching are all part of the broader picture of integration. Integration forms the basis of Tech Prep, middle level education, and inclusion. Integration is an evolving process with which the Raymond Central Junior/Senior High School has been working. It is an effort which will continue through study and practice.

Substitute Teachers All teachers are expected to prepare quality lesson plans each week for every class. Solid planning is the basis of effective teaching. In a practical manner, it also provides for smooth transition when substitute teachers are used.

Notification for the need of a substitute that is made during non-school hours should be made by contacting the principal on her cell phone.

When in-house substitution is utilized, teachers substituting for colleagues will be compensated. Proper forms will need to be submitted to the principal's secretary. The office will attempt to hold the use of teachers covering classes to a minimum and to distribute it equally among the staff. **Remember, it is an inconvenience when called upon to cover, but a favor when the courtesy is returned.**

It is the regular classroom teacher's responsibility to have lesson plans uploaded in to the Sub Folder for use with substitute teachers. Items in the file to be updated and available at all times include:

1. Plan for emergency procedures.
2. An up-to-date seating chart for each class.
3. Proposed lesson plans with necessary books and materials. Lesson plans should be sufficiently complete so they can be easily followed by the guest teacher.
4. Outlines of routine procedures including attendance procedures, lunch schedules, assembly information, activity period information, etc.
5. Any needed application of disciplinary expectations customary in your room.

Planning Periods serve several purposes:

- to honor a professional need to prepare for effective class sessions
- to develop beneficial feedback to students

Therefore, teachers need to be visible and available.

Some types of lab classes have need of securing supplies. The teacher needs to sign-out on the teacher's log in the office stating time left and purpose. In some emergency situations, teachers may utilize the same practice after a conference with the principal. As professionals, professional treatment is proper; the district, however, only sees staff "off the premises". The professional need and the meeting of the district's expectations need to be finely balanced.

STUDENT CLASSROOM MANAGEMENT

Attendance Student attendance, grades and tardiness will be recorded by the teacher in their grade books and on the computer. The attendance procedure is as follows:

Absentees Teachers need to take roll at the **beginning** of each class period and enter it on the computer. **The office will call if attendance has not been taken**. The office will inform the staff of the pre-daily and pre-arranged absences via the computer.

Passes Whenever a student leaves a classroom, **he/she must have their student planner signed or a signed pass by the instructor**.

Grading Procedures Raymond Central's grading policy for the Jr/Sr high school is as follows:

1) Unsatisfactory responses will be addressed instructionally following the completion of a student assignment or test. The purpose of the activity is to ensure that students understand the process, concept or skill targeted, and can demonstrate an understanding of the targeted objective. Work that is redone to achieve a mastery level will be given consideration consistent with the teacher's grading policy. Teaching should be a part of any work redone.

2) Students have two days for every day absent up to 10 days to complete make-up work. Beyond 10 days will require special arrangements

3) Teachers will communicate grading policies to students and parents at the beginning of the school year in a course syllabus, which includes class expectations.

HOMEWORK POLICY Students who come to class without assignments adequately completed will receive a 30% deduction. IF the assignment is still not completed by class the following school day, the students will receive a zero.

TARDIES FOR PERIODS 1-9 PER SEMESTER A tardy is defined as arriving to class or not in their seats after the tardy bell has rung. An absence to class is defined as arriving to class after the first 15 minutes of class. ***EVERY TARDY AFTER THE 2ND TARDY ACCUMULATED DURING PERIODS 1-9 (each semester) WILL BE A 30 MIN DETENTION SERVED DURING LUNCH, AFTER SCHOOL FROM 3:30-4:00 PM OR IN THE MORNING FROM 7:30-8:00 AM. THE STUDENT WILL HAVE FIVE SCHOOL DAYS TO COMPLETE THE DETENTION OR AN ISS WILL BE SERVED.***

It is an important life skill for students to be on time for classes and activities. Students who are not in their classroom at the final bell are considered tardy. Students who arrive during the 1st fifteen minutes of class are considered tardy. Students arriving after 15 minutes is considered absent for that class period and should remain absent in Power School

Students who arrive to class with a pass from a staff member will NOT be considered tardy or absent. Teachers will honor passes from other staff members. Staff members who detain a student beyond the class dismissal bell for any reason MUST write a pass for the student to the next class. Staff members should only write passes for students who will arrive late to their next class as a result of working on school business and not for co-curricular purposes.

GRADING SCALE

LETTER GRADE	NUMERAL GRADE	GRADE POINT AVERAGE
A	94-100	4.0
B+	93	3.9
B+	92	3.8
B+	91	3.7
B	90	3.6
B	89	3.5
B	88	3.4
B-	87	3.2
B-	86	3.0
C+	85	2.9
C+	84	2.8
C+	83	2.7
C	82	2.6
C	81	2.5
C	80	2.4
C-	79	2.2
C-	78	2.0

D+	77	1.9
D+	76	1.8
D+	75	1.7
D	74	1.6
D	73	1.5
D-	72	1.4
D-	71	1.2
D-	70	1.0
F	0-69	0.0

POSTERS AND SIGNS: *AN ADMINISTRATOR MUST APPROVE BOTH THE DESIGN AND PLACEMENT OF ALL POSTERS AND SIGNS BEFORE THEY CAN BE DISPLAYED*. **THUMBTACKS MAY BE USED TO FASTEN POSTERS TO BULLETIN BOARDS; HOWEVER, MASKING TAPE MUST BE USED TO ATTACH POSTERS TO STUDENT LOCKERS. DO NOT USE SCOTCH TAPE/TRANSPARENT TAPE ON OR IN STUDENT LOCKERS OR ON WALLS AND DOORS.**

Progress Reports/Down List Grades will be available to students and parents on the internet. At the end of each quarter, the students will receive progress reports. At the end of each semester, a report card will be sent home. Parents who have questions concerning their child's progress are encouraged to contact the teacher via email or via phone call during teacher contract time. Teachers will respond within 24 hours within reason.

Responsibility Teachers will be responsible to follow the information contained in the Student Handbook, Teacher Handbook, and the district's policy manual.

Vending Machines will be turned off between 11:30 AM and 1:30 PM Monday through Friday and available all hours Saturday and Sunday.

Food Students are not to have beverages, candy or food during class time, unless this is part of a class sponsored activity. When food or beverages are part of a class activity, it is the sponsoring teachers' duty to limit consumption to the designated areas, and to clean up any spills or messes made. Due to Federal and State guidelines, individual classes or organizations cannot have food parties between the hours of 11:30 AM to 1:00 PM and must follow the Wellness Policy.

Students who have opened containers of pop or a drink (not water) or food can expect staff to confiscate such items. Staff members need to be consistent with this practice and must follow the wellness policy within their classroom. Food or drink is allowed in their lockers.

Hall Duty ALL TEACHERS WILL BE OUTSIDE THEIR DOORS BEFORE AND AFTER SCHOOL AND DURING PASSING PERIODS.

Illness/Injury Teachers will inform the office immediately upon illness or injury to a student. When a student is involved in an accident, the teacher will complete an accident report on the same date and submit it to the principal.

Advisory Period An intervention period is designed to provide students time for individual practice and homework assignments. This is also a time for students to get help with their studies. A climate appropriate for studying will be maintained.

What is Advisory?

- Time to check on student's grades and homework
- Time for students to work or study
- Relationship Building
  - Sitting with students 1:1 to learn more about them, their likes and dislikes, future plans, etc.
  - Relationship Building amongst advisories
    - Bonding Activities, Ice Breakers, etc.
- Mentoring

What isn't Advisory?

- An extra plan time
- Free time to "do whatever or do nothing"
- All kids sitting on their cell phone

Advisory Guidelines:

- Students must have a prior pass from the teacher they are wishing to see for academic purposes only.
- No Co-Curricular meetings will be held at this time unless there is prior approval from the Administration.
- Gym use during advisory must have prior permission from the administration.

Textbooks Upon checking out textbooks to students, the teacher will require each student to complete a 3 x 5 card that specifies the condition of the assigned book. The card will be kept by the teacher and reviewed with the student upon the return of the book at the end of the course. The teacher will advise the principal's secretary and the student of any fine for damage caused by abuse.

All textbooks and materials are to be stamped with the school district's name. A numbering system should be used for identification. Stamps are available at the office.

CO-CURRICULAR GUIDELINES PHILOSOPHY

The following philosophy and implementing rules have been developed to serve as a guide to students, parents, coaches, sponsors, administrators, and board of education members in the development and administration of the district's activities program. In the fair and uniform application of these rules every effort should be made to continue to meet the unique and special needs of each individual participant.

The CCA program should in addition to developing physical and intellectual skills contribute to the development of character by promoting sportsmanship and ethical conduct.

1. All rules which apply to student behavior in the classroom shall apply while participating in a co-curricular activity.
2. Each coach/sponsor shall write specific rules/regulations for the development of sportsmanship and ethical conduct within the parameter of the school's legal responsibilities. (i.e. on school grounds or at a school sponsored activity)
3. All rules of behavior specific to an activity and the possible consequences of violating those rules shall be approved by the administration and then communicated to participants and their parents prior to the start of an activity.

The total program shall reflect a balance between team and individual activities, competitive activities.

1. The CCA program should provide experiences that have both immediate and long term value for the participants.

2. Should it be determined by the board of education that an imbalance exists, every effort shall be made to correct the imbalance by adding activities rather than reducing activities.

The CCA should provide students with the opportunity to experience the value of establishing and working towards high goals and standards.

1. The CCA program should not unduly interfere with a student's academic and family responsibilities.

Games/Contests/Performances
Only exit level games/contests/performances--exit level shall include all senior high CCA's which represent the highest level of participation in a given program-- may be held during holidays for which school is dismissed.

- Make up conference, district and state tournament games are excluded from the two events per six day period rule.
- No games, contests, gatherings, practices, rehearsals, or performances shall be held on Sunday or a legal holiday for which school is dismissed except by special permission of the superintendent.

Practices/Rehearsals

1. No practice/rehearsal shall last beyond 10:00PM.
2. Only exit level practices/rehearsals may be held during school vacations.
3. No practice/rehearsal involving strenuous physical activity shall last longer than two hours on a school night.
4. No practice/rehearsal involving non-strenuous physical activity shall last over three hours except for "technical" drama rehearsals which may last four hours.
5. It shall be the responsibility of the activities director to assign practice facilities based upon the following criteria:

a. physical needs
b. impending contest/productions
c. number of participants
d. any additional factors mutually agreed upon by affected sponsors/coaches

7. Excluding the time period before an athletic team's first contest, no activity shall have more than five practices/rehearsals within a six day period from Monday to Saturday.

8. In a spirit of tolerance, upon parent request, students shall be excused from participating in an activity when a scheduled practice, rehearsal or activity conflicts with a worship or church event. The excused student shall not be disciplined or punished for his or her excused absence. The school wishes to work cooperatively with the churches of the community. Therefore the school will not schedule events on Sunday without special permission from the Superintendent.

The CCA's program should promote unity and cooperation within and between the student body, faculty, and community.

1. Coaches/sponsors shall develop formal procedures for communicating with participants, parents, and the community at large. (i.e. lettering, practice, and participation procedures)
2. No reference shall be made to a student's location of residence in relation to CCA programs.

The CCA program should comply with all rules and regulations established by the Raymond Central Public Schools' Board of Education and the Nebraska School Activities Association.

1. The athletic director shall be responsible to see that all coaches/sponsors are made aware of and comply with all rules and regulations applicable to their specific area.
2. Coaches/sponsors shall be responsible to see that all participants are made of and comply with all rules and regulations applicable to their specific activity.

The CCA program is secondary to the academic program and should be available only to students who maintain satisfactory levels of academic performance.

1. A CCA participant shall be declared ineligible to participate in any game, contest, or performance starting on the Monday following a week in which they are posted on the Eligibility List and are failing two or more classes.
2. The ineligibility is in effect until student is deemed eligible.
3. Any student who is absent from school for more than the last half of a school day with or without prior parental permission, cannot participate in an CCA event or practice held the day of their absence until they obtain permission from the school office. In the event of an emergency, a parent phone call to an administrator/coach/sponsor may be substituted for a written parental excuse.

Qualified individuals who promote high standards and are assigned to teach in their endorsed areas should staff the CCA program.

1. When recruiting and selecting new staff, both the teaching and coaching/sponsoring qualifications of applicants shall be considered.
2. The performance and retention of activity sponsors/coaches shall be assessed annually by the appropriate administrative staff based on the following non-prioritized criteria:

- Development of participants skills
- Development of appropriate attitudes of cooperation and sportsmanship by participants.
- Personal conduct of the sponsor/coach - ethical/professional

The CCA program should be available to every student who is willing to commit the necessary time and effort required to prepare for participation.

1. No student may be denied membership to an entry-entry level shall include all junior high co-curricular activities--co-curricular activity due to a lack of skill.
2. Students may be denied membership to an exit level co-curricular activity due to a lack of skill.
3. Membership shall mean the opportunity to participate in practices and receive any privileges normally provided participants in that activity.
4. Alternative activities shall be made available for students denied membership to exit level activities as a result of insufficiently developed skill levels.

The CCA entry level, programs should provide for the maximum development of each participant's potential by emphasizing attitude and effort as the primary factors for determining membership and contest participation time.

1. Students may be excluded from entry level activities when either their attitude or effort is judged by the coach/sponsor to not meet standards established for that activity.

2. It shall be the responsibility of the coach/sponsor in all entry level activities to see that every eligible member is given the opportunity to participate in each contest/performance except when in the judgment of the coach/sponsor the participants attitude/effort does not warrant their participation or when participation in a given event is limited by factors beyond the control of the coach/sponsors.

The CCA exit level should provide an opportunity for talented participants to perform and compete at a high level of proficiency by emphasizing attitude, effort, and skill as primary factors for determining membership and contest participation time.

1. Students may be excluded from exit level activities when their skill, attitude, or effort is judged by the coach/sponsor to not meet the standard necessary to allow the team to compete at a high level of proficiency.
2. There shall be no minimum requirements relative to participation in exit level contests, games and performances.

GENERAL PROCEDURES

Activities Transportation The following policy has been developed in order to provide the safest possible transport of students. Schools may be held liable for the safe transportation of students to and from sponsored activities.

- Transportation will be provided for all school sponsored trips. Students will travel by this means of transportation.

- Student participants will travel on school sponsored vehicles.

- Students will always be expected to return from a school sponsored activity with the activity group.

There may be one exception to this rule: The school will allow a student to return with his/her parent(s)/guardian. If a student is to return with another family, prior written notice is given and signed by the principal in advance of the event.

Building Use During Non-School Hours The procedures for the use of the building during non-school hours are as follows:

1. When entering the building, the sponsor must check the alarm system **even when it seems apparent the system is not alarmed!** We are charged for false alarms.
2. Before leaving the building, sponsors must ensure that all lights have been turned off, that all doors are locked, and that all students have left the campus. Use the intercom or make a "walk-thru" to verify the building is cleared.
3. Arm the alarm system. Each faculty member will be assigned alarm code by Mr. Jared Shanahan-head of maintenance. New staff members will be given their alarm codes by one of the principal's secretaries or the principal.
4. **Under no circumstances should a sponsor leave the campus with students still present and no other sponsor in the building**. If that situation occurs, the sponsor will escort the students from the campus, be cognizant of their safety, record their names and report the situation to the activities director on the next school day.

Coaches and Sponsors in Building The procedure for coaches and/or sponsors to be in the building during non-school hours is as follows:

a. Coach/Sponsor will not leave campus after practices/games until all students have left.
b. Students are not to schedule their own practices.
c. Coach/Sponsor will assign locations for their students to wait for practices and provide supervision for them.
d. Coach/Sponsor are not to leave students in rooms unsupervised.
e. Coach/Sponsor is to be at the school one-half hour before the beginning practice times.
f. Coach/Sponsor and custodians should not open classrooms for students. Staff should not give students keys for any reason.

Co-Curricular Absences During School Hours The sponsor/coach of the activity will notify all staff of the respective building prior to the absence by emailing a list of students taking part in the activity to the office and staff. The make-up work will be the responsibility of the student.

Co-Curricular Participation Students who are truant from school shall not participate in any co-curricular activity on the day that the truancy occurs.

A copy of the daily attendance roster will be made available to the AD so they may determine if a student on the list is eligible to participate in practice or the activity for the day/evening. The AD will notify the coach or sponsor if a student is not eligible.

- Truant for the intent of this policy shall be defined as an absence that does not have the prior approval of the parent(s) or the school. The student will not be allowed to participate that day unless circumstances exist that prevented notification of the office by the student and/or parents. Students must have parent permission and be at school for half of the student school day in order to be eligible to participate.
- Co-Curricular activity shall be defined as an activity that does not have a regular class period and for which no credit is received for participation.
- A class absence is defined as missing more than 15 minutes of any one period.
- Activities sponsored and supervised by the Raymond Central Schools are subject to all guidelines set forth by the Student and Parent Handbook.
- Students suspended from school will not be permitted to participate in practices or events throughout the duration of the expulsion and will be considered unexcused. Therefore, criteria listed for unexcused absences will pertain to school suspension.
- CCA participants are expected to be at all practices scheduled by sponsors. Should a participant not be able to attend practice, the sponsor must be contacted in advance in order to avoid an unexcused absence.

Consequences of Misconduct Any student of Raymond Central Junior-Senior High School may be suspended from the co-curricular activity program if it is determined that the student has broken the laws of the State of Nebraska, has possession of, or used alcohol, tobacco, illegal drugs or any other forms of chemical abuse, or has been involved in conduct unbecoming a student involved in the co-curricular activity program. All violations involving unlawful conduct will be reported by any student to the activities director or the sponsor involved. A school official may report violations by reason of "conduct unbecoming a student involved in the co-curricular activities program" when severity of the violation is deemed to merit reporting.

Enforcement Period for Co-Curricular Activity Policy The enforcement of this policy will begin with the official starting day of the fall sport season established by the Nebraska School Activities Association and will end the last official day of school in a given year as established by the Raymond Central Board of Education, unless the activity extends beyond the last official day of school. All suspensions are for one school year only; they do not carry over into the next year.

Activity Participation in Regard to Illegal Drugs, Alcohol and Tobacco It is essential to a successful activity program that the participants condition themselves both physically and mentally year around. In order to help promote the most successful activity program possible at Raymond Central, and to develop and maintain better students, the following participation rules in regard to illegal drugs, alcohol, and tobacco use have been adopted. These rules apply to any student associated with any activity program. Activities which are after dismissal time (outside the normal classroom time) will be affected. All NSAA, Nebraska Capitol Conference activities and Raymond Central 7-12 activities will be affected.

Activities Covered Any activities outside the school day and/or outside regularly scheduled class(es), and any activities occurring during the school day. No student who is involved in extracurricular activities (participation and spectator) shall:

1. Use or possess tobacco;
2. Consume or possess alcoholic beverages;
3. Use or possess illegal drugs or illegal drug paraphernalia.

If school officials determine, after a reasonable investigation, that a student has violated this policy by consuming or possessing alcohol, or using or possessing tobacco or using or possessing an illegal drug, the student shall be subject to the following consequences:

Drugs and Alcohol See Student and Parent Handbook for Student Guidelines

Fundraising (Board Policy 5303)
Fundraising is the selling of a product, providing a service or activity, or requesting donations of any kind. School fundraising directly funds school programs and student organizations.

Within District policies and regulations, all fundraising activities by school-sponsored groups must have the approval of the building principal. If questions arise about the appropriateness of a given activity, the principal is expected to consult with the Superintendent who, in turn, may seek reactions from the Raymond Central Board of Education.

General Guidelines:

- Must have prior building principal approval. Before approval, expenditure purpose must be given to the Principal and Activities Director. School District employees who supervise official school programs or extracurricular activities are directed to not organize, conduct, or involve students in fundraising activities unless the fundraising activity has been approved by the building principal.
- Fundraising activities are to be considered for approval based on the following criteria:

1. Students will not be exploited for sectarian, political, or commercial purposes.
2. The project will accomplish the goals for the fundraiser without undue risk of financial loss.
3. All students will benefit equally or the organization will benefit as specified in advance from fundraising proceeds.
4. All sales of food and beverages shall comply with District nutrition and wellness policies and regulations.
5. Organizations will be allowed one fundraiser involving the selling of a product or a good.
6. The project meets all legal requirements.

- Donations may be sought as part of fundraising efforts.

Sales and Fundraising in Schools Sales in schools shall be subject to the following guidelines:

- Students may not be required to participate in fundraising or to provide a donation if raising money is part of a class or curricular project.
- Students will not be required to sell a required amount nor will they be penalized for not selling a required amount (Example: lettering, etc.).
- Students cannot sell products or services during the time they are in class.
- Sales of food or beverages cannot occur during the breakfast and/or lunch period of a regular school day.
- Control of sales before, during and after school is in the hands of school principals or designees who are responsible for maintaining compliance with sales and fundraising policies and regulations.
- All sales of food and beverages shall comply with District nutrition and wellness policies and regulations.

Management of Funds and Records

- Must follow strict money collection policies and procedures as outlined by each building and district policy. See Board Policy 3200 Article 3.
- All funds collected must be given by the fundraiser sponsor intact (i.e., cash and checks must be deposited in the same cash/check mix in which they were received) to the building principal or designee for deposit into the School District depository account no later than the next school day following receipt.
- Funds may not be deposited into personal accounts and may not be taken home.
- The fundraiser sponsor shall submit all records related to the fundraising project at the conclusion of the project. The records to be maintained and submitted include:

1. Fundraiser Approval
2. Purchase order or procurement card receipt
3. Invoices and Packing slips
4. Student checkout sheets
5. Deposit receipts
6. Inventory of merchandise and records of credit or receipt for returned merchandise

Fundraising by Outside Organizations

Outside organizations are non-school-funded groups such as parent/teacher organizations, sports booster groups, and commercial enterprises that provide supplementary services to existing school entities. Outside organizations are separate and apart from the School District. Examples of outside organizations are: PTO, Music Boosters, Athletic Boosters, Post Prom Committee, and Parents for Fine Arts.

Responsibility for School Materials

1. All materials, i.e. equipment, uniforms, provided by the school must be returned in appropriate condition at the end of each season.
2. Students not returning school materials will be assessed a replacement fee.
3. Materials and/or replacement fee must be accounted for before being issued further school materials. Also, participants will be unable to begin an additional activity until all materials and equipment are returned or paid for.

4. Coaches/Sponsors are to maintain a record of material checkout and return by date with proper identification.

RAYMOND CENTRAL PUBLIC SCHOOLS
2020-2021
SCHOOL CALENDAR
Approved 2/10/2020

School Start and End Times: Elementary: 8:15 AM - 3:15 PM
Junior/Senior High School: 8:10 AM - 3:30 PM PreSchool: 8:45 AM - 3:00 PM

AUGUST

M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

SEPTEMBER

M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER

M	T	W	T	F
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19	20	21	22	23
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NOVEMBER

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23	24	25	26	27
30				

DECEMBER

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14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST 2020
- 6 Thursday - New Teacher Meeting & Teacher Flex Day (July 20-August 6)
- 7, 10, 11 Fri, Mon & Tue - K-12 Staff PD / Workdays 8 am - 4 pm
- 12 Wednesday - FIRST DAY OF SCHOOL - NOON DISMISSAL
- 12 Wednesday - Teacher Workday - Noon - 4:00 pm

SEPTEMBER 2020
- 7 Monday - NO SCHOOL - Labor Day

OCTOBER 2020
- 9 Friday - End of 1st Qtr
- 12 Monday - NO SCHOOL - Teacher Professional Development Day
- 13 & 15 Tues & Thurs - K-5 PT Conferences Valparaiso and Ceresco 4:15 - 8 pm
- 14-15 Wed & Thurs - 6-12 PT Conferences 4:15 - 8 pm
- 16 Friday - NO SCHOOL - PK-12 Staff Comp Day

NOVEMBER 2020
- 25-27 Wednesday, Thursday & Friday - NO SCHOOL - Thanksgiving Break

DECEMBER 2020
- 22 Tuesday - End of 2nd Qtr - Dismissal at 1:45 pm
- 23-27 NSAA Moratorium - Gyms Closed
- 23-31 NO SCHOOL - Winter Break

JANUARY 2021
- 1-4 Friday & Monday - NO SCHOOL - Winter Break
- 5 Tuesday - NO SCHOOL - Teacher Professional Development Day
- 6 Wednesday - School Resumes for Students
- 18 Monday - NO SCHOOL - Teacher Professional Development Day

FEBRUARY 2021
- 15 Monday - NO SCHOOL

MARCH 2021
- 5 Friday - End of 3rd Qtr
- 8 Monday - NO SCHOOL - Teacher Professional Development Day
- 9 & 11 Tue & Thurs - 6-12 PT Conferences 4:15 - 8 pm
- 10-11 Wed & Thurs - K-5 PT Conferences Valparaiso and Ceresco 4:15 - 8 pm
- 12 Friday - NO SCHOOL - PK-12 Staff Comp Day

APRIL 2021
- 2 & 5 Friday & Monday - NO SCHOOL - Spring Break

MAY 2021
- 15 Saturday - Graduation Ceremony at 2:00 pm
- 19 Wednesday - LAST DAY OF SCHOOL - NOON DISMISSAL
- 19 Wednesday - End of 4th Qtr / Teacher Workday - Noon - 4 pm
- 31 Monday - Memorial Day

JANUARY

M	T	W	T	F
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FEBRUARY

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MARCH

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22	23	24	25	26
29	30	31		

APRIL

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MAY

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17	18	19	20	21
24	25	26	27	28
31				

First Day of School - End of Quarters - Last Day of School
NO SCHOOL - Inservice / Work Days - School Breaks - Teacher Comp Days
Parent / Teacher Conferences
Professional Development- 2 HR LATE START unless Inservice Day

Coaches and Sponsers

Assignments A teacher accepting a position in the Raymond Central Public Schools agrees to accept teaching, supervision, and activity assignments made by the administration. It may be necessary to make assignment changes during the school year whenever the best interest of the school will be served. All teachers will have additional assignments of supervision during the school day. Assignments at school activities outside the school day may occasionally be necessary. The following is a list of the teachers, their teaching assignments, co-curricular assignments and committee/team assignments.

Activities

Art: Taylor Craig taylor.craig@rcentral.org

Band: Jordan Luke jluke@rcentral.org

Choir: Seth Strouf sstrouf@rcentral.org

Drama: Jeff Nelson jnelson@rcentral.org

Speech: Carolyn Enevoldsen cenevold@rcentral.org

Middle School Speech (6-8): Jeff Nelson jnelson@rcentral.org

Spanish Club: Laura Hill lhill@rcentral.org

FBLA (7-12): Keely Schaffer keely.schaffer@rcentral.org

FFA/Agriculture Education (7-12): Whitney Lehn wlehn@rcentral.org

Skills USA/Industrial Technology (6-12): Tyler Jedlicki tjedli@rcentral.org

Destination Imagination (6-12): LeeAnn Wiese lwiese@rcentral.org

Student Council: Janet Dannelly jdannell@rcentral.org

Junior High Student Council: Jill Huck jhuck@rcentral.org

Journalism/Yearbook: Carolyn Enevoldsen cenevold@rcentral.org

Driver's Education: Mike Henderson mhenders@rcentral.org

Mock Trial: Seth Strouf sstrouf@rcentral.org

Quiz Bowl: Courtney Polak cpolak@rcentral.org

Class Sponsors

7th- Seth Strouf sstrouf@rcentral.org

8th- Jill Huck jhuck@rcentral.org

9th- Rebecca Parks rparks@rcentral.org

10th- Allie Bastian abastian@rcentral.org

11th- Laura Hill lhill@rcentral.org

12th- Tasha Osten tosten@rcentral.org

Athletics

Football: Wade Houchin whouchin@rcentral.org

Cross Country: Kalyn Brannagan kbrannag@rcentral.org

Softball: Bob Prai bob.prai@rcentral.org

Volleyball: Andrea Rockemann arockem@rcentral.org

Dance: Courtney Polak cpolak@rcentral.org

Cheerleading: Shay Spohr rccoachshay@gmail.com

Girls Basketball: Justin Lillie jlillie@rcentral.org

Boys Basketball: Andrew Placke aplacke@rcentral.org

Wrestling: Harold Pester hpester@rcentral.org

Track and Field: Kalyn Brannagan kbrannag@rcentral.org

Baseball co-op with Malcolm: Corey Serrano coreyserrano1@gmail.com

Trap: Dan McElwain dan.c.mcelwain@zoetics.com

Summer Weight room: Wade Houchin whouchin@rcentral.org

Junior High Athletics:

Cross Country: Kalyn Brannagan kbrannag@rcentral.org

Football: Greg Wilmes gwilmes@rcentral.org

Volleyball: Nicole Hummel nhummel@rcentral.org

Boys Basketball: Greg Wilmes gwilmes@rcentral.org

Girls Basketball: Jeff White jeff@ilovemywater.net

Track and Field: Mike Henderson mhenders@rcentral.org

Wrestling: Fred Spale fspale@rcentral.org

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AGREEMENT FOR COOPERATIVE SPONSORSHIP:

Guidelines for Cooperative Sponsorships (PDF)

Is this a **NEW** Cooperative Sponsorship or a **RENEWAL** of an existing Cooperative Sponsorship?

○ NEW ● RENEWAL

This Agreement is made between/among the School Boards of:

School District No. 55, Lincoln Lutheran, Nebraska and

School District No. 161, Raymond Central, Nebraska.

The parties agree as follows:

1. **Joint Application**. The above-named governing boards shall jointly make an application to the Nebraska School Activities Association (NSAA) Board of Directors before (July 1 for fall activities, September 1 for winter activities or January 1 for spring activities) **2020**, for approval for cooperative sponsorship of a joint high school program.

   Please check the activity or activities for which the above-named governing boards are applying for cooperative sponsorship.

FALL	☐ FB6	☐ FB8	☐ FB11	☐ VB	☐ BCC	☐ GCC	☐ GGO	☐ BTE	☐ SB	☐ UBO	☐ PP
WINTER	☐ BSW	☐ GSW	☐ WR	☐ BBB	☐ GBB	☐ SP	☐ DE				
SPRING	☐ BA	☐ BTR	☐ GTR	☐ GTE	☐ BGO	☑ BSO	☑ GSO	☐ UTR			
OTHER	☐ VM	☐ IM	☐ JO								

   hereinafter "combined program," for students attending the above-named schools for years:

   ☑ 2020-2021

   ☑ 2021-2022

   ☐ 2022-2023

   (Check all school years to be covered. Cooperative Sponsorship Agreements must be for a minimum of two years.)

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