

Centura Board of Education Regular Meeting
Monday, July 13, 2020 6:00 PM
Centura Board Room
P.O. Box 430
Cairo, NE 68824

Agenda

1. Public hearing to discuss, consider, and receive input on School Board Policy 504.19 student fees and 504.19R1 student fees regulations
2. Public hearing to discuss, consider, and receive input on School Board Policy 1005.03 parental involvement
3. Call the meeting to order
4. Pledge of Allegiance
5. Notation of Nebraska Open Meeting Laws
6. Roll call - excuse/not excuse board members who are absent
7. Approve meeting agenda as presented
8. Recognition of visitors and public comment
9. Items for Consideration and Action
 - 9.1. Approve June 8, 2020 regular meeting minutes
 - 9.2. Reading and approval of July 2020 general fund claims in the amount of \$575,173.54
 - 9.3. Reading and approval of July 2020 building fund claims in the amount of \$1,662.98
 - 9.4. Reading and approval of June 2020 activity fund claims, revenue, and fund balances
 - 9.5. Treasurer's Report
 - 9.6. Approve Dana F. Cole & Company as auditors for year ending August 31, 2020
 - 9.7. School Board Policy Review
 - 9.7.1. Annual policy review/changes with second of two readings: 505.07 - restraint and seclusion
 - 9.7.2. Annual policy review/changes with one reading only: 504.19 student fees, 504.19R1 student fees regulations, 1005.03 parental and family involvement
 - 9.7.3. Policy review/changes with first of two readings: 705.03 activity passes, 502.02 nonresident students, 504.11 weapons, 504.16 searches, seizures and arrests, 508.14 concussion awareness, 801.04 bus safety program
 - 9.7.4. New policy review with first of two readings: 205.08 board policy and temporarily waivers
 - 9.8. Set school activity pass prices for the 2020-21 school year
 - 9.9. Approve StemScopes science curriculum
 - 9.10. Adjust adult breakfast and lunch prices for 2020-21 school year
 - 9.11. Consideration of HRC Roof contract
 - 9.12. Review and accept Activities Handbook for the 2020-21 school year
 - 9.13. Review and accept Elementary and High School Teacher Handbook for the 2020-21 school year
 - 9.14. Review and accept Elementary Student Handbook for the 2020-21 school year
 - 9.15. Review and accept High School Student Handbook for the 2020-21 school year
10. Board Reports
 - 10.1. Master planning

- 10.2. Finance workshop review
11. Reports
 - 11.1. Elementary Principal report
 - 11.2. Secondary Principal report
 - 11.3. Superintendent report
12. Discussion items
 - 12.1. Boiler room update
 - 12.2. Archer Credit Union agreement
 - 12.3. Graduation
 - 12.4. Cleaning product purchases
 - 12.5. Transportation
 - 12.6. Discuss, consider, and take all necessary action regarding Covid-19 school reopening
13. Next Meeting date and time
14. Adjournment

**Centura Board of Education Regular Meeting Minutes
District #47-0100 – Howard County Nebraska
Monday, June 8, 2020 6:00 PM
Centura High School Library; Cairo, NE**

Attendance Taken at 6:01PM. Present: Justin Caspersen, Jeff Christensen, Teresa Grabowski, Aron Hostetler, Eric Hostetler, Will Kemptar.

1. Call the meeting to order

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

2. Pledge of Allegiance

Board President Christensen led in the Pledge of Allegiance.

3. Notation of Nebraska Open Meeting Laws

Board President Christensen recognized a current copy of the Nebraska Open Meetings Act posted on the wall.

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

5. Approve meeting agenda as presented

Motion to approve meeting agenda as presented Passed with a motion by Teresa Grabowski and a second by Justin Caspersen.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

6. Recognition of visitors and public comment

7. Items for Consideration and Action

7.1. Approve May 11, 2020 regular meeting minutes

Motion to approve May 11, 2020 regular meeting minutes as presented Passed with a motion by Eric Hostetler and a second by Aron Hostetler.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

7.2. Reading and approval of June 2020 general fund claims in the amount of 666,318.62

Ace Hardware 110.58, Apple, Inc. 101,515.81, Armbruster Electric 1,357.43, AS Central Services 1,235.57, Aurora Coop 1,075.38, AxisPlus Benefits 42.00, Black Hills Energy 602.48, CNRS 672.00, Centurylink 428.97, CMBA Architects 500.00, Companion Corporation 1,576.00, Construction Rental 132.00, Cummins Central Power 15,030.39, Deere Credit, Inc. 531.87, Edwards Audio & Video 230.00, ESU #10 3,676.14, ExploreLearning 2,965.50, Graham Tire 201.85, Grand Island Independent 121.08, Heartland Disposal 500.00, Home Depot Pro 938.14,

HGRPPD 3,135.91, J&D Automotive 257.48, Jaymar Business Forms 500.02, Johnson Controls, Inc. 29,231.00, Kelly Supply Company 666.60, KSB School Law 1,500.00, Larry's Collections 145.00, Lowe, T. 66.00, Luhn, S. 66.00, Mackin 1,800.00, Matheson Tri-Gas 103.03, Menards 674.66, Midwest Floor Specialist 786.30, Musco Finance, LLC 19,344.19, NE Central Telephone 100.76, NE Truck Center 5,235.22, Nova Fitness Equipment 405.00, Office Net 1,188.78, Pathway Insurance 11,171.35, Pedersen, C. 66.00, Phillips, B. 115.20, Platte Valley Communications 30.00, S&S Worldwide 60.05, Sam's Club 9.36, School Speciality 787.61, Stubbs, A. 66.00, Tomlinson, V. 66.00, Troxell Communications 26.80, Troy's Total Auto Repair 229.42, TruGreen 2,589.00, US Bank 343.90, USPS 266.00, Village of Cairo 162.36, Wex Bank 70.39, Windstream 41.96, Total 214,750.54

Motion to approve June 2020 general fund claims as presented and authorize payment Passed with a motion by Justin Caspersen and a second by Teresa Grabowski.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

7.3. Reading and approval of June 2020 building fund claims in the amount of \$9,512.65

Engineering Technologies \$1,588.56, Johnson Controls \$7,924.09. Total \$9,512.65.

Motion to approve June 2020 building fund claims as presented and authorize payment Passed with a motion by Teresa Grabowski and a second by Eric Hostetler.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

7.4. Reading and approval of May 2020 activity fund claims, revenue, and fund balances

Motion to approve May 2020 activity fund claims, revenue, and fund balances as presented

Passed with a motion by Teresa Grabowski and a second by Justin Caspersen.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

7.5. Treasurer's Report

Superintendent Ruhl discussed some of the larger payments this month, which included the Apple computer contract, the football lights payment, 2011 bus repairs, and replacing the heating units in the band room and counseling office.

Motion to approve treasurer's report as presented Passed with a motion by Justin Caspersen and a second by Teresa Grabowski.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

7.6. School Board Policy Review

7.6.1. Policy review/changes with second of two readings: 504.02 Student Involvement in Decision Making and 506.08 Student Fund Raising

Motion to approve policies 504.02 Student Involvement in Decision Making and 506.08 Student Fund Raising on second of two readings Passed with a motion by Aron Hostetler and a second by Eric Hostetler.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

7.6.2. Annual policy review with one reading only: 504.18 - harassment, 504.20 - bullying prevention, 504.23 - suicide awareness, 0508.13 - wellness and nutrition, 1005.12 - title 1 parent and family member engagement

Motion to approve policies 504.18 - harassment, 504.20 - bullying prevention, 504.23 - suicide awareness, 0508.13 - wellness and nutrition and 1005.12 - title 1 parent and family member engagement with one reading only Passed with a motion by Teresa Grabowski and a second by Will Kemptar.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

7.6.3. Annual policy review with first of two readings: 505.07 - restraint and seclusion

Motion to approve policy 505.07 - restraint and seclusion on first of two readings Passed with a motion by Justin Caspersen and a second by Teresa Grabowski.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

7.7. School District Representative

Motion to approve Ryan Ruhl as the official School District Representative for Centura Public Schools as of July 1, 2020 Passed with a motion by Teresa Grabowski and a second by Eric Hostetler.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

7.8. Review and accept 2020-2021 OPAA Food Management contract

Motion to approve and sign the 2020-2021 OPAA Food Management contract Passed with a motion by Justin Caspersen and a second by Aron Hostetler.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

7.9. Set breakfast/lunch prices for 2020-21 school year

Motion to accept 2020-21 school year breakfast and lunch prices as presented with no changes from the previous year Passed with a motion by Teresa Grabowski and a second by Will Kemptar.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

7.10. Approve transfer of \$42,000 from general fund to depreciation fund

Motion to approve transfer of \$42,000 from the general fund to the depreciation fund for future transportation Passed with a motion by Aron Hostetler and a second by Eric Hostetler.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

7.11. Approve transfer of \$13,000 from general fund to activity fund

Motion to approve the transfer of \$13,000 from the general fund to the activity fund Passed with a motion by Eric Hostetler and a second by Aron Hostetler.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

7.12. Approve Johnson Controls payment of \$95,728.05

This payment is for the second installment toward the completion of the boiler room project.

Motion to approve Johnson Controls payment of \$95,728.05 from the building fund Passed with a motion by Teresa Grabowski and a second by Justin Caspersen.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

7.13. Set date and time for student fees and parental involvement hearings

Motion to schedule student fees and parental involvement hearings for July 13, 2020 Passed with a motion by Eric Hostetler and a second by Teresa Grabowski.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

8. Board Reports

8.1. Schedule work session

Board work session scheduled for June 17, 2020 at 6:00pm in the High School Library. CMBA will attend to review the master plan.

9. Reports

9.1. Elementary Principal report

New Elementary Principal/SPED Director Abby Cron introduced herself to the board. Abbey will be starting July 1, 2020.

9.2. Secondary Principal report

Principal Cory Bohling provided updates on current events, which included pre-school bathroom update, student and staff handbooks, transition from the elementary to the high school and professional development/blended learning scheduled for the next school year.

9.3. Superintendent report

Superintendent Ruhl provided an update on student summer workouts, school gym and Foundation fundraising, bowling as a winter sport, girls wrestling as an emerging sport, and continued communication updates via the Superintendent Facebook page as well as the Centura website and phone alerts.

10. Discussion items

10.1. Boiler Room Update

Superintendent Ruhl discussed the progress of the boiler room. A construction meeting with

ETI, JCI, and Superintendent Ruhl was held on Thursday, June 4, 2020. JCI has the confidence to be completed on time and stated if all parts arrive on time, the project could be completed two weeks early.

10.2. Sale of items

Superintendent Ruhl discussed several items that the school would like to sell, including the Town and Country van, old tools, an old bus, and tableware. The school website and Facebook pages will be utilized to post items for sale.

10.3. 360 Superintendent Evaluation Tool

President Christensen continued the discussion that was started last month regarding the NASB 360 Superintendent Evaluation Tool. Christensen provided answers to the board for inquiries from the previous board meeting regarding the evaluation tool. Also discussed was the difference between the standard option (\$350/year) versus the 360 option (\$1,500/2 years). Motion to approve the use of the NASB 360 Superintendent Evaluation tool Passed with a motion by Eric Hostetler and a second by Aron Hostetler.

Will Kemptar: Nay, Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea

Yea: 5, Nay: 1

11. Next Meeting date and time

Board work session on June 17, 2020. Next regular board meeting July 13, 2020.

12. Adjournment

Motion to adjourn meeting at 7:49 p.m. Passed with a motion by Teresa Grabowski and a second by Eric Hostetler.

Justin Caspersen: Yea, Jeff Christensen: Yea, Teresa Grabowski: Yea, Aron Hostetler: Yea, Eric Hostetler: Yea, Will Kemptar: Yea

Yea: 6, Nay: 0

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 1	Fund Number 01	General Fund	
Acco Brands USA LLC	4712949571	Simon/ESU Coop Order/Library Supplies	345.96
Acco Brands USA LLC	4712957644	T.Evans/ESU Order/Supplies	14.88
Total Acco Brands USA LLC			<u>360.84</u>
ACE HARDWARE	542935	Spinklers	209.97
Total ACE HARDWARE			<u>209.97</u>
Armbruster Electric	200702	Service-Electrical/Football lights/Misc.	8,193.73
Total Armbruster Electric			<u>8,193.73</u>
AS Central Services	1222384-0001	Distance Education	229.32
Total AS Central Services			<u>229.32</u>
AxisPlus Benefits	July 2020-0001	FSA Fees	42.00
Total AxisPlus Benefits			<u>42.00</u>
Black Hills Energy	July 2020-0001	Natural Gas	348.55
Total Black Hills Energy			<u>348.55</u>
CAROLINA BIOLOGICAL SUPPLY CO	51070762	New Science Curriculum Supplies	179.23
Total CAROLINA BIOLOGICAL SUPPLY CO			<u>179.23</u>
CENGAGE LEARNING, INC	70806234	6th Grade journals/Curriculum	321.20
Total CENGAGE LEARNING, INC			<u>321.20</u>
Central Nebraska Rehab Services	July 2020-0001	Services-SPED OT & PT	464.00
Total Central Nebraska Rehab Services			<u>464.00</u>
Centura Activity Fund	July 2020	Transfer to Activity Fund	13,000.00
Total Centura Activity Fund			<u>13,000.00</u>
Centura Depreciation Fund	July 2020	Transfer 42,000 from bus grant	42,000.00
Total Centura Depreciation Fund			<u>42,000.00</u>
Centurylink	July 30848-0001	Telephone-local	291.11
Centurylink	July308F18-0001	Telephone-local	137.86
Total Centurylink			<u>428.97</u>
Computer Hardware	G14806	LCD Screen Replacement	99.00
Computer Hardware	G14809	1-1 LCD Screen Repair	99.00
Total Computer Hardware			<u>198.00</u>
Construction Rental	374286-3	Construction Rental	90.20
Construction Rental	374287-3	Construction Rental	363.00
Total Construction Rental			<u>453.20</u>
D&M Security	C13367	Quarterly Alarm Monitoring	111.00
Total D&M Security			<u>111.00</u>
Deere Credit, Inc.	July 2020-0001	Skid Skeer-Grounds Maintenance	531.87
Total Deere Credit, Inc.			<u>531.87</u>

Vendor Name	Invoice Number	Description	Amount
Ecolab	9466127-0001	Service-pest control	104.72
Total Ecolab			<u>104.72</u>
ESU #10	July 2020-0001	ESU10	2,212.30
Total ESU #10			<u>2,212.30</u>
ESU COORDINATING COUNCIL	COOP001203	ESU Coop/Library Movie License	351.00
Total ESU COORDINATING COUNCIL			<u>351.00</u>
FLINN SCIENTIFIC, INC	2480096	CCC College Chem-(Radioactive) -HS Chem	144.85
FLINN SCIENTIFIC, INC	2481516	CCC College Chem-(Radioactive) -HS Chem	353.28
Total FLINN SCIENTIFIC, INC			<u>498.13</u>
GI Independent	July 2020-0001	Advertising-legals	184.24
Total GI Independent			<u>184.24</u>
Grand Island Public Schools	126	Sped Services-Lindsey Perez	19,235.42
Total Grand Island Public Schools			<u>19,235.42</u>
Grand Island Sprinkler Guy Inc.	5574	Service-Sprinkler repair	298.10
Total Grand Island Sprinkler Guy Inc.			<u>298.10</u>
Heartland Disposal	60192-0001	Service-garbage disposal	500.00
Total Heartland Disposal			<u>500.00</u>
HIRERIGHT LLC	P0964651	Serv-Drug Screen Testing	157.00
Total HIRERIGHT LLC			<u>157.00</u>
Home Depot Pro	553426842	Cleaning supplies	22.72
Home Depot Pro	554927525	Cleaning Supplies	33.60
Home Depot Pro	558181269	Supplies-Hand Sanitizer	182.92
Home Depot Pro	558687224	Supplies-hand sanitizer	91.46
Home Depot Pro	559184791	Cleaning supplies-flooring/wax	519.95
Total Home Depot Pro			<u>850.65</u>
Howard Greely RPPD	July 2020-0001	Service-electricity	3,425.27
Total Howard Greely RPPD			<u>3,425.27</u>
Innovative Office Solutions	3015933	School Supplies/ESU Coop	561.20
Innovative Office Solutions	3015943	School supplies/ESU Coop	457.85
Total Innovative Office Solutions			<u>1,019.05</u>
J&D Automotive	197091	Bus part	1.64
J&D Automotive	197290	Hose clamp	7.38
J&D Automotive	197561	Tire Repair	30.00
Total J&D Automotive			<u>39.02</u>
Johnson Controls, Inc.	1-97141051697	Air dryer for shop air compressor	3,133.01
Johnson Controls, Inc.	1-97148154465	Service-repair piping in boiler room	2,806.00
Total Johnson Controls, Inc.			<u>5,939.01</u>
JW Pepper & Sons	349155510	music for band camp	129.99

Vendor Name	Invoice Number	Description	Amount
JW Pepper & Sons	349172291	music for band camp	108.00
JW Pepper & Sons	Credit	Credit	(195.00)
Total JW Pepper & Sons			<u>42.99</u>
Kelly Supply Company	S1392129-0	Maintenance Part	2.19
Total Kelly Supply Company			<u>2.19</u>
LAKESHORE LEARNING MATERIALS	1430860620	prek letters kit	54.99
Total LAKESHORE LEARNING MATERIALS			<u>54.99</u>
MCGRAW-HILL EDUCATION, INC.	11329374001	HS Textbooks/Curriculum	1,534.46
MCGRAW-HILL EDUCATION, INC.	113305588001	HS Textbooks/Curriculum	1,063.50
Total MCGRAW-HILL EDUCATION, INC.			<u>2,597.96</u>
Menards	04345	General Maintenance-Elem Rooms	133.67
Menards	04492	Concrete fill- Pre-k Bathroom	51.04
Menards	04769	General maintenance supplies	228.45
Menards	04827	Supplies-football field paint	139.98
Menards	04920	Supplies-Pre-k bathroom construction	336.83
Menards	3233	Plumbing supplies	116.40
Menards	3565	Concrete Supplies-elem	99.85
Menards	3913	Pre-k Bathroom Construction Supplies	88.01
Menards	3989	Pre-k Bathroom Construction Supplies	379.94
Menards	4036	Pre-k Bathroom Construction Supplies	84.39
Menards	4791	wood shop stuff	66.22
Total Menards			<u>1,724.78</u>
Midwest Floor Specialists	134195	Supplies-Floor Cleaner	267.00
Midwest Floor Specialists	134209	Service-gym floor refinish	3,075.00
Total Midwest Floor Specialists			<u>3,342.00</u>
Midwest Technology Products	2112835	Keilig ESU Order / Supplies	65.88
Total Midwest Technology Products			<u>65.88</u>
Mighty Ducts	15589	Service-Kitchen Exhaust Cleaning	425.00
Total Mighty Ducts			<u>425.00</u>
National Art & School Supplies, Inc.	966	School supplies/ESU Coop	315.91
Total National Art & School Supplies, Inc.			<u>315.91</u>
NE ASSOC OF SCHOOL BOARDS	05789-VOL4Z5	Reg-NASB workshops	75.00
Total NE ASSOC OF SCHOOL BOARDS			<u>75.00</u>
NE Central Telephone	20362650-0001	Telephone-local	100.76
Total NE Central Telephone			<u>100.76</u>
Office Net	July 2020-0001	Service-printers/copiers	990.91
Total Office Net			<u>990.91</u>
OneSource	2115-20200630	Service-background check-A.Cron/Lauritse	40.00
Total OneSource			<u>40.00</u>
Paper101	178667-00	Elem-Supplies/Cardstock	44.00

Vendor Name	Invoice Number	Description	Amount
Paper101	179178-00	Copier paper	3,390.00
Total Paper101			<u>3,434.00</u>
Pathway Insurance	July 2020-0001	Property Insurance/Work Comp	11,171.35
Total Pathway Insurance			<u>11,171.35</u>
PEARSON CLINICAL ASSESSMENT	9812061	Language Screening, Testing, Materials	286.20
Total PEARSON CLINICAL ASSESSMENT			<u>286.20</u>
PLANK ROAD PUBLISHING INC.	20-040485	Musick8 subscription	172.45
Total PLANK ROAD PUBLISHING INC.			<u>172.45</u>
Platte Valley Communications	July State-0001	Service-Bus repeater	30.00
Total Platte Valley Communications			<u>30.00</u>
PYRAMID SCHOOL PRODUCTS	S1411078.001	School supplies/ESU Coop	505.97
Total PYRAMID SCHOOL PRODUCTS			<u>505.97</u>
RENAISSANCE LEARNING INC	5164503-205499	Software/SPED and Library	3,945.50
Total RENAISSANCE LEARNING INC			<u>3,945.50</u>
S.E. Smith & Sons	640602	Shop class supplies	278.74
Total S.E. Smith & Sons			<u>278.74</u>
SCHOOL SPECIALTY	308103549501	Elem Supplies	203.21
Total SCHOOL SPECIALTY			<u>203.21</u>
Sherwin-Williams	7164-8	Paint-ELEM	285.30
Total Sherwin-Williams			<u>285.30</u>
State Glass Inc.	276486	Window glass and installation	333.63
Total State Glass Inc.			<u>333.63</u>
STUDENT ASSURANCE SERVICES	July 2020	Catastrophic student insurance	860.00
Total STUDENT ASSURANCE SERVICES			<u>860.00</u>
SUPREME SCHOOL SUPPLY	115297	Daily attendance record books	21.04
Total SUPREME SCHOOL SUPPLY			<u>21.04</u>
TCI	67074	History Alive Subscription	289.00
Total TCI			<u>289.00</u>
Troxell Communications	237072	Keilig / ESU Coop / Supplies	13.78
Total Troxell Communications			<u>13.78</u>
TruGreen	341126	Service-round 3 fertilization	1,339.00
TruGreen	341127	Service-grounds-grub control	495.00
Total TruGreen			<u>1,834.00</u>
Twin Rivers Urgent Care LLC	July 2020	Bus Physical - Steph Luhn	95.00
Total Twin Rivers Urgent Care LLC			<u>95.00</u>

Vendor Name	Invoice Number	Description	Amount
US Bank	Amazon/Voigt	Voigt/Wood class supplies	645.84
US Bank	Amzn/Bonnie	Elem Supplies	115.07
US Bank	Amzn/Feeney	PE supplies for K-12 PE department	25.78
US Bank	Amzn/Feeney2	PE supplies for K-12 PE department	265.52
US Bank	Amzn/Keilig	Keilig/Morris Science Supplies	68.82
US Bank	Amzn/Keilig2	Science Supplies	11.23
US Bank	Amzn/Keilig3	Science Supplies	37.80
US Bank	Amzn/Keilig4	Science Supplies	25.65
US Bank	Amzn/Keilig5	Science Supplies	30.41
US Bank	amzn/Keilig6	Science Supplies	25.98
US Bank	Amzn/Kyhnn	prek- supplies	51.07
US Bank	Amzn/Lucht	3rd grade supplies	63.81
US Bank	Amzn/Sloan	Supplies for K	33.54
US Bank	Amzn/Steffen	Classroom books	246.48
US Bank	BlueSky	Blue Sky Planner for tracking subs	24.95
US Bank	Ebay/Books	Misc. US Bank	29.98
US Bank	Menards/Steffen	Classroom supplies	35.45
US Bank	SchoolSavers	Calculators	243.39
US Bank	Verizon/07-0001	Verizon May/June	583.80
US Bank	Walmart/Sloan	Rug for K classroom	138.77
Total US Bank			<u>2,703.34</u>
Vernier Software & Technology, LLC	5369116	Additional Experiments for College Chem.	634.45
Total Vernier Software & Technology, LLC			<u>634.45</u>
Vex Robotics	467340	Robotics kits	1,510.70
Total Vex Robotics			<u>1,510.70</u>
Village of Cairo	July 2020-0001	Service-water	303.01
Total Village of Cairo			<u>303.01</u>
VOWAC PUBLISHING CO INC	3937	Supplies for K/1st grade	102.48
VOWAC PUBLISHING CO INC	3939	Skill workbooks level 1 and 2	1,408.96
Total VOWAC PUBLISHING CO INC			<u>1,511.44</u>
Wex Bank	66195914-0001	Misc. Fuel	58.42
Total Wex Bank			<u>58.42</u>
WILLIAM V. MACGILL & CO.	0722049	School Nurse Summer Order	749.51
Total WILLIAM V. MACGILL & CO.			<u>749.51</u>
Windstream	July 2020-0001	Telephone-Long Distance	14.26
Total Windstream			<u>14.26</u>
Winsupply of Grand Island	00763-001231	Plumbing-Pre-k Bathroom	100.39
Total Winsupply of Grand Island			<u>100.39</u>
Fund Number 01			<u>143,008.85</u>
Checking Account ID 1			<u>143,008.85</u>

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 8	Fund Number 08	Special Building Fund	
Engineering Technologies Inc	15673	Service-Boiler Room Project	1,662.98
Total Engineering Technologies Inc			<hr/> 1,662.98
Fund Number 08			<hr/> 1,662.98
Checking Account ID 8			<hr/> 1,662.98

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Balance Change	Balance
05 704 0101	ACTIVITIES	(4,720.75)	2,331.86	55.00	567.30	0.00	(7,564.91)
05 704 0102	SPIRIT SQUAD	5,545.99	0.00	0.00	0.00	0.00	5,545.99
05 704 0103	FOOTBALL	2,483.84	0.00	0.00	0.00	0.00	2,483.84
05 704 0104	GIRLS BASKETBALL	2,686.27	0.00	0.00	0.00	0.00	2,686.27
05 704 0105	BOYS BASKETBALL	1,755.03	0.00	0.00	0.00	0.00	1,755.03
05 704 0106	VOLLEYBALL	599.75	0.00	0.00	0.00	0.00	599.75
05 704 0107	CROSS COUNTRY / TRACK	2,448.40	0.00	0.00	0.00	0.00	2,448.40
05 704 0108	DANCE	2,807.75	200.00	0.00	0.00	0.00	2,607.75
05 704 0109	GOLF	181.00	0.00	0.00	0.00	0.00	181.00
05 704 0110	WRESTLING	(2,166.24)	0.00	0.00	0.00	0.00	(2,166.24)
05 704 0111	Girls Softball	152.73	0.00	449.71	0.00	0.00	602.44
05 704 0217	CLASS OF 2017	40.00	0.00	0.00	0.00	0.00	40.00
05 704 0218	CLASS OF 2018	134.72	0.00	0.00	0.00	0.00	134.72
05 704 0219	Class of 2019	513.67	0.00	0.00	0.00	0.00	513.67
05 704 0220	Class of 2020	1,196.25	1,555.27	0.00	0.00	0.00	(359.02)
05 704 0221	Class of 2021	4,421.41	0.00	0.00	(191.33)	0.00	4,612.74
05 704 0222	Class of 2022	2,149.40	0.00	0.00	0.00	0.00	2,149.40
05 704 0301	ACCELERATED READER	265.80	0.00	0.00	0.00	0.00	265.80
05 704 0302	ART	598.78	0.00	0.00	0.00	0.00	598.78
05 704 0303	BOOKFAIR	717.10	0.00	446.84	0.00	0.00	1,163.94
05 704 0304	DUNLAP GRANTS	(8,652.96)	5,000.00	0.00	(479.00)	0.00	(13,173.96)
05 704 0306	GREENHOUSE	8,128.09	12.71	105.00	0.00	0.00	8,220.38
05 704 0307	COURTESY FUND	279.12	0.00	0.00	101.93	0.00	177.19
05 704 0308	BAND	2,023.75	0.00	57.00	0.00	0.00	2,080.75
05 704 0309	PRESCHOOL	632.96	0.00	0.00	0.00	0.00	632.96
05 704 0310	REVOLVING FUND	6,970.77	0.00	54.86	12.96	0.00	7,012.67
05 704 0311	SHOP	9,373.30	6,760.00	0.00	0.00	0.00	2,613.30
05 704 0312	STUCO SCHOLARSHIPS	896.30	400.00	0.00	0.00	0.00	496.30
05 704 0313	GENERAL CONCESSIONS	12,177.32	0.00	0.00	0.00	0.00	12,177.32
05 704 0314	WOODS	437.47	0.00	0.00	0.00	0.00	437.47
05 704 0315	HELPING HANDS	117.58	0.00	0.00	0.00	0.00	117.58
05 704 0316	FACULTY FUND	1,437.29	0.00	0.00	0.00	0.00	1,437.29
05 704 0317	ELEM COURTESY	373.88	45.14	0.00	0.00	0.00	328.74
05 704 0318	SPANISH CLUB	9.14	0.00	0.00	0.00	0.00	9.14
05 704 0320	Strength & Conditioning	3,400.16	0.00	1,266.00	0.00	0.00	4,666.16
05 704 0400	FFA	11,896.42	122.00	0.00	(750.00)	0.00	12,524.42
05 704 0401	YEARBOOK	4,234.39	0.00	118.00	0.00	0.00	4,352.39
05 704 0403	ALUMNI	24.00	0.00	0.00	0.00	0.00	24.00
05 704 0404	CBI	4,984.85	0.00	0.00	0.00	0.00	4,984.85
05 704 0405	SPEECH	1,803.55	0.00	0.00	0.00	0.00	1,803.55

Fund: 05 ACTIVITY

Chart of Account Number	Chart of Account Description	Beginning Balance	Expenses	Revenues	Outstanding AP	Balance Change	Balance
05 704 0406	DRAMA	1,518.51	0.00	0.00	0.00	0.00	1,518.51
05 704 0407	ELEMENTARY STUDENT COUNCIL	528.99	0.00	0.00	0.00	0.00	528.99
05 704 0408	FBLA	3,522.73	0.00	0.00	0.00	0.00	3,522.73
05 704 0409	FCCLA	1,166.68	0.00	0.00	0.00	0.00	1,166.68
05 704 0410	MEDIA CLASS	546.55	0.00	0.00	0.00	0.00	546.55
05 704 0411	FFA SCHOLARSHIPS	1,000.00	0.00	0.00	0.00	0.00	1,000.00
05 704 0412	MIXED CHORUS	3,605.94	0.00	0.00	0.00	0.00	3,605.94
05 704 0413	NHS	620.23	385.00	0.00	0.00	0.00	235.23
05 704 0415	STUDENT COUNCIL	3,239.26	0.00	0.00	0.00	0.00	3,239.26
05 704 0416	TECHNOLOGY	603.07	0.00	0.00	0.00	0.00	603.07
05 704 0502	INTEREST	25,517.90	0.00	44.11	0.00	0.00	25,562.01
05 704 0503	MONEY MARKET	257.46	0.00	2.06	0.00	0.00	259.52
05 704 0600	2477 Student Insurance	8,914.41	0.00	0.00	0.00	0.00	8,914.41
	Fund Total: 05	133,400.01	16,811.98	2,598.58	(738.14)	0.00	119,924.75

-4774 = (Unpaid) balance on HS Bank

1676424

-4774

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

07/09/2020 03:56 PM

User ID: LCP

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance	
6406	IDEA Preschool (619) Base	5,000.00	0.00	2,047.00	40.94	2,953.00	0.00	0.00	2,953.00
6408	IDEA Part B - Base/EP	146,720.00	7,669.17	129,448.05	88.23	17,271.95	0.00	0.00	17,271.95
6410	IDEA Enrollment/Poverty (611)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6411	IDEA Part B Early Intervening Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6412	IDEA Part B Proportionate Share	4,348.00	4,754.23	7,626.85	175.41	(3,278.85)	0.00	0.00	(3,278.85)
6700	Fed Voc & Applied Tech Ed (Carl Perkins)	2,070.00	0.00	525.75	25.40	1,544.25	0.00	0.00	1,544.25
6967	TITLE IV, PART A	0.00	0.00	1,500.00	0.00	(1,500.00)	0.00	9,997.97	(11,497.97)
6969	Title IVA-SSAE	10,000.00	0.00	1,847.90	18.48	8,152.10	0.00	0.00	8,152.10
6992	REAP	28,500.00	6,945.75	69,832.71	245.03	(41,332.71)	0.00	0.00	(41,332.71)
8000	TRANSFERS (OUTGOING)	18,500.00	13,000.00	13,000.00	70.27	5,500.00	0.00	0.00	5,500.00
9000	NON-PROGRAM EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
01	General Fund	8,189,662.00	575,173.54	6,481,523.12	80.08	1,708,138.88	(409.70)	76,870.68	1,631,677.90
July 2019		8,072,963.38	477,321.36	6,227,358.33	77.14	1,845,605.05	0.00	300.00	1,845,305.05

Expenditure Report by Function/Object - Detail

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
06	Hot Lunch Fund								
3100	Food Service Operations								
06 3100 110 001	Salaries Non-Instructional Staff	0.00	282.24	13,448.01	0.00	(13,448.01)	0.00	0.00	(13,448.01)
06 3100 110 002	Salaries Non-Instructional Staff	0.00	344.96	16,436.45	0.00	(16,436.45)	0.00	0.00	(16,436.45)
110	Salaries Non-Instructional Staff	0.00	627.20	29,884.46	0.00	(29,884.46)	0.00	0.00	(29,884.46)
06 3100 130 001	Overtime Non-Instructional	0.00	0.00	14.01	0.00	(14.01)	0.00	0.00	(14.01)
06 3100 130 002	Overtime Non-Instructional	0.00	0.00	0.21	0.00	(0.21)	0.00	0.00	(0.21)
130	Overtime Non-Instructional	0.00	0.00	14.22	0.00	(14.22)	0.00	0.00	(14.22)
06 3100 150 001	Addtl Compensation Non-Instructional	0.00	0.00	129.50	0.00	(129.50)	0.00	0.00	(129.50)
150	Addtl Compensation Non-Instructional	0.00	0.00	129.50	0.00	(129.50)	0.00	0.00	(129.50)
06 3100 210 001	Group Insurance Non-Instructional	0.00	2.34	34.22	0.00	(34.22)	0.00	0.00	(34.22)
06 3100 210 002	Group Insurance Non-Instructional	0.00	2.86	41.18	0.00	(41.18)	0.00	0.00	(41.18)
210	Group Insurance Non-Instructional	0.00	5.20	75.40	0.00	(75.40)	0.00	0.00	(75.40)
06 3100 220 001	Social Security Non-Instructional	0.00	21.20	1,035.83	0.00	(1,035.83)	0.00	0.00	(1,035.83)
06 3100 220 002	Social Security Non-Instructional	0.00	25.92	1,252.67	0.00	(1,252.67)	0.00	0.00	(1,252.67)
220	Social Security Non-Instructional	0.00	47.12	2,288.50	0.00	(2,288.50)	0.00	0.00	(2,288.50)
06 3100 230 001	Retirement Non-Instructional	0.00	20.75	989.82	0.00	(989.82)	0.00	0.00	(989.82)
06 3100 230 002	Retirement Non-Instructional	0.00	25.37	1,208.57	0.00	(1,208.57)	0.00	0.00	(1,208.57)
230	Retirement Non-Instructional	0.00	46.12	2,198.39	0.00	(2,198.39)	0.00	0.00	(2,198.39)
06 3100 237 001	Increased Retirement Contributions	0.00	7.13	339.94	0.00	(339.94)	0.00	0.00	(339.94)
06 3100 237 002	Increased Retirement Contributions	0.00	8.71	415.03	0.00	(415.03)	0.00	0.00	(415.03)
237	Increased Retirement Contributions	0.00	15.84	754.97	0.00	(754.97)	0.00	0.00	(754.97)
06 3100 350 001	Technical Services	0.00	3,974.49	86,635.22	0.00	(86,635.22)	0.00	0.00	(86,635.22)
06 3100 350 002	Technical Services	0.00	4,857.70	105,887.48	0.00	(105,887.48)	0.00	0.00	(105,887.48)
350	Technical Services	0.00	8,832.19	192,522.70	0.00	(192,522.70)	0.00	0.00	(192,522.70)
06 3100 430 001	Repairs and Maintenance Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 430 002	Repairs and Maintenance Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
430	Repairs and Maintenance Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 610 001	General Supplies	0.00	0.00	229.19	0.00	(229.19)	0.00	33.99	(263.18)
06 3100 610 002	General Supplies	0.00	0.00	200.82	0.00	(200.82)	0.00	0.00	(200.82)
610	General Supplies	0.00	0.00	430.01	0.00	(430.01)	0.00	33.99	(464.00)
06 3100 730 001	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 730 002	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
730	Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 733 001	Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 733 002	Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
733	Furniture and Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 810 001	Dues and Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 810 002	Dues and Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
810	Dues and Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 890 001	Miscellaneous Expenses	0.00	0.00	468.21	0.00	(468.21)	0.00	0.00	(468.21)
06 3100 890 002	Miscellaneous Expenses	0.00	0.00	484.79	0.00	(484.79)	0.00	0.00	(484.79)
890	Miscellaneous Expenses	0.00	0.00	953.00	0.00	(953.00)	0.00	0.00	(953.00)
3100	Food Service Operations	0.00	9,573.67	229,251.15	0.00	(229,251.15)	0.00	33.99	(229,285.14)
06	Hot Lunch Fund	0.00	9,573.67	229,251.15	0.00	(229,251.15)	0.00	33.99	(229,285.14)

Expenditure Report by Function/Object - Detail

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total:		0.00	9,573.67	229,251.15	0.00	(229,251.15)	0.00	33.99	(229,285.14)

Fund: 01 General Fund

Account Number	Description	Revised Budget	During Month	To Date	% of Budget	Budget Balance
01 1100	Taxes Levied by School District	5,736,095.00	692,556.02	5,210,861.46	90.84	525,233.54
01 1115	Carline Taxes	10,000.00	0.00	9,685.11	96.85	314.89
01 1120	Public Power Dist Sales Tax	15,000.00	0.00	17,052.64	113.68	(2,052.64)
01 1125	Motor Vehicle Taxes	200,000.00	15,037.32	200,585.72	100.29	(585.72)
01 1311	Tuition Regular Education	0.00	0.00	0.00	0.00	0.00
01 1312	Tuition Summer School	0.00	0.00	255.19	0.00	(255.19)
01 1510	Interest on Investments	1,000.00	219.36	1,196.90	119.69	(196.90)
01 1740	Student Fees	0.00	20.00	3,705.00	0.00	(3,705.00)
01 1911	Local License Fees	1,500.00	0.00	4,944.78	329.65	(3,444.78)
01 1920	Contributions & Donations	0.00	0.00	1,763.62	0.00	(1,763.62)
01 1925	Other Grants	0.00	0.00	67,758.00	0.00	(67,758.00)
01 1990	Miscellaneous Local Revenue	30,000.00	425.74	7,786.72	25.96	22,213.28
	Subtotal: LOCAL RECIEPTS	5,993,595.00	708,258.44	5,525,595.14	92.19	467,999.86
01 2110	County Fines and License Fees	25,000.00	1,937.32	20,146.25	80.59	4,853.75
01 2210	ESU Receipts	1,000.00	1,770.00	4,249.92	424.99	(3,249.92)
	Subtotal: COUNTY AND ESU RECEIPTS	26,000.00	3,707.32	24,396.17	93.83	1,603.83
01 3110	State Aid	364,190.00	36,419.00	365,926.10	100.48	(1,736.10)
01 3120	Special Education-School Age	305,000.00	42,037.00	210,740.00	69.10	94,260.00
01 3125	SPED Transportation-School Age	1,000.00	0.00	0.00	0.00	1,000.00
01 3130	Homestead Exemption	0.00	15,199.32	53,978.47	0.00	(53,978.47)
01 3131	Property Tax Credit	0.00	0.00	431,037.34	0.00	(431,037.34)
01 3132	Personal Property Tax Credit	0.00	0.00	8,913.75	0.00	(8,913.75)
01 3134	Personal Property Tax Credit - RR & PS	0.00	0.00	3,956.76	0.00	(3,956.76)
01 3180	Pro-Rate Motor Vehicle	12,000.00	0.00	12,453.24	103.78	(453.24)
01 3300	In Lieu of School Land Tax	0.00	0.00	10.96	0.00	(10.96)
01 3400	State Apportionment	64,000.00	0.00	69,445.31	108.51	(5,445.31)
01 3500	Other State Categorical Programs	24,000.00	0.00	0.00	0.00	24,000.00
01 3512	Distance Education Incentive Payments	0.00	0.00	0.00	0.00	0.00
01 3535	High Ability Learners	3,000.00	0.00	3,383.00	112.77	(383.00)
01 3575	Extended Learning	0.00	0.00	90,468.06	0.00	(90,468.06)
01 3990	Other State Receipts	12,000.00	0.00	3,810.00	31.75	8,190.00
	Subtotal: STATE RECEIPTS	785,190.00	93,655.32	1,254,122.99	159.72	(468,932.99)
01 4300	INNOVATIVE PROGRAMS	0.00	0.00	0.00	0.00	0.00
01 4309	HEAD START	0.00	0.00	13,000.00	0.00	(13,000.00)
01 4310	REAP	0.00	0.00	0.00	0.00	0.00
01 4505	Title I-Part A ESSA	65,055.00	40,844.68	72,649.00	111.67	(7,594.00)
01 4506	TITLE I NCLB IMPROVING BASIC PRGRMS ACCO	0.00	0.00	0.00	0.00	0.00
01 4509	Title II-Part A ESSA	11,856.00	0.00	0.00	0.00	11,856.00
01 4510	Title IV, Part A	0.00	0.00	0.00	0.00	0.00
01 4512	IDEA PART B BASE ALLOCATION	0.00	0.00	0.00	0.00	0.00
01 4516	IDEA PART B PRESCHOOL	2,047.00	0.00	0.00	0.00	2,047.00
01 4518	IDEA Part B (611) Base/EP	135,402.00	0.00	34,638.00	25.58	100,764.00
01 4519	SPED IDEA Enrollment Poverty	0.00	0.00	0.00	0.00	0.00
01 4521	IDEA Non-Public	3,818.00	0.00	0.00	0.00	3,818.00
01 4524	Other Federal Non-Catagorical Receipts	5,000.00	0.00	0.00	0.00	5,000.00
01 4525	Federal Vocational (Carl Perkins)	1,000.00	0.00	323.20	32.32	676.80
01 4530	Other Federal Catagorical Receipts	9,000.00	0.00	0.00	0.00	9,000.00
01 4708	MEDICAID IN PUBLIC SCHOOLS	0.00	1,461.95	2,633.45	0.00	(2,633.45)
01 4709	MEDICAID ADMIN ACTIVITIES	1,000.00	0.00	0.00	0.00	1,000.00
	Subtotal: FEDERAL RECEIPTS	234,178.00	42,306.63	123,243.65	52.63	110,934.35
01 5100	SALE OF BONDS	0.00	0.00	0.00	0.00	0.00
01 5200	Fund Transfers In	0.00	0.00	0.00	0.00	0.00
01 5300	Proceeds from Disposal of Property	0.00	0.00	13,316.00	0.00	(13,316.00)

Fund: 01 General Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 5301	INSURANCE ADJUSTMENTS	1,000.00	0.00	5,256.00	525.60	(4,256.00)
01 5400	SALE OF PROPERTY	0.00	0.00	0.00	0.00	0.00
01 5500	TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
01 5690	OTHER NON-REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-REVENUE RECEIPTS	1,000.00	0.00	18,572.00	1,857.20	(17,572.00)
01 6404	IDEA Part B Base-Birth-Age 5	0.00	0.00	0.00	0.00	0.00
01 6406	IDEA Preschool Base	0.00	0.00	0.00	0.00	0.00
01 6410	IDEA Enrollment/Poverty	0.00	0.00	0.00	0.00	0.00
01 6412	IDEA Part B Non-Public	0.00	0.00	0.00	0.00	0.00
	Subtotal: 6000	0.00	0.00	0.00	0.00	0.00
01 9000	Non-Program Receipts	0.00	2,528.00	2,528.00	0.00	(2,528.00)
	Subtotal: NON-PROGRAM RECEIPTS	0.00	2,528.00	2,528.00	0.00	(2,528.00)
	Fund Total:	7,039,963.00	850,455.71	6,948,457.95	98.70	91,505.05

Fund: 02 Depreciation Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
02 1510	Interest on Investments	0.00	3.34	201.15	0.00	(201.15)
	Subtotal: LOCAL RECIEPTS	0.00	3.34	201.15	0.00	(201.15)
02 5200	Fund Transfers In	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	3.34	201.15	0.00	(201.15)

Fund: 06 Hot Lunch Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
06 1510	Interest on Investments	0.00	3.79	411.70	0.00	(411.70)
06 1611	Daily Sales-Student Lunches	0.00	58.93	62,536.37	0.00	(62,536.37)
06 1612	Daily Sales-Student Breakfast	0.00	12.07	12,157.51	0.00	(12,157.51)
06 1613	Daily Sales-Milk Program	0.00	0.00	239.36	0.00	(239.36)
06 1620	Daily Sales-Non Reimb	0.00	0.00	9,234.80	0.00	(9,234.80)
06 1990	Miscellaneous Local Revenue	0.00	0.00	14,843.50	0.00	(14,843.50)
	Subtotal: LOCAL RECIEPTS	0.00	74.79	99,423.24	0.00	(99,423.24)
06 3150	State Reimbursement (Nutrition Programs)	0.00	0.00	0.00	0.00	0.00
	Subtotal: STATE RECEIPTS	0.00	0.00	0.00	0.00	0.00
06 4210	State-Federal Nutrition Programs	0.00	13,220.02	132,854.22	0.00	(132,854.22)
06 4309	Head Start	0.00	0.00	0.00	0.00	0.00
	Subtotal: FEDERAL RECEIPTS	0.00	13,220.02	132,854.22	0.00	(132,854.22)
06 5200	Fund Transfers In	0.00	0.00	0.00	0.00	0.00
06 5690	Other Non-Revenue Receipts	0.00	0.00	0.00	0.00	0.00
	Subtotal: NON-REVENUE RECEIPTS	0.00	0.00	0.00	0.00	0.00
	Fund Total:	0.00	13,294.81	232,277.46	0.00	(232,277.46)

Fund: 08 Special Building Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
08 1100	Local Property Taxes	125,000.00	15,092.16	88,321.66	70.66	36,678.34
08 1115	Carline Taxes	0.00	0.00	190.71	0.00	(190.71)
08 1510	Interest on Investments	500.00	60.75	541.47	108.29	(41.47)
08 1920	Contributions & Donations	0.00	0.00	0.00	0.00	0.00
08 1990	Miscellaneous Local Revenue	25,000.00	0.00	0.00	0.00	25,000.00
Subtotal: LOCAL RECIEPTS		150,500.00	15,152.91	89,053.84	59.17	61,446.16
08 3130	Homestead Exemption	0.00	331.21	1,324.84	0.00	(1,324.84)
08 3131	Property Tax Credit	0.00	0.00	9,193.38	0.00	(9,193.38)
08 3132	Personal Property Tax Credit	0.00	0.00	285.58	0.00	(285.58)
08 3180	Pro-Rate Motor Vehicle	200.00	0.00	235.42	117.71	(35.42)
Subtotal: STATE RECEIPTS		200.00	331.21	11,039.22	5,519.61	(10,839.22)
Fund Total:		150,700.00	15,484.12	100,093.06	66.42	50,606.94

Revenue Summary Report

Processing Month: 06/2020

User ID: LCP

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	7,190,663.00	879,237.98	7,281,029.62	101.26	(90,366.62)

**Treasurer's Report for the 2019-20 School Year
as of June 30, 2020**

General Fund

Beginning Balance		\$1,581,116.25	
June Income		\$851,733.82	
June Expenses		(\$666,318.62)	< (\$666,318.62) May expenditures
June Adjustments	<i>*Insurance Adj.</i>	(\$1,952.60)	May Pre-pay
Ending Balance		<u>\$1,764,578.85</u>	<u>(\$666,318.62)</u>

Cash Found In:

Balance Per Bank	\$1,764,765.93
Outstanding Checks	(\$187.08)
Adjustments	
Total	<u>\$1,764,578.85</u>

General Fund CD's

#7842	\$187,080.94
#15608	\$156,366.84
#45419	\$104,062.74
#45435	\$105,674.60
#42936	\$167,227.34
#881244 (MM)	\$254,679.27
Total	<u>\$975,091.73</u>

Building Fund

Beginning Balance		\$367,766.07
June Income		\$15,484.12
June Expenses		(\$9,512.65)
June Adjustments	<i>*Check .09 error</i>	\$0.09
Ending Balance		<u>\$373,737.63</u>

Cash Found In:

Checking Acct.	\$373,737.63
Outstanding Checks	\$0.00
Total	<u>\$373,737.63</u>

Depreciation Fund

Beginning Balance		\$20,324.99
June Income		\$3.34
June Expenses		\$0.00
Ending Balance		<u>\$20,328.33</u>

Cash Found In:

Checking Acct.	\$20,328.33
Outstanding Checks	\$0.00
Total	<u>\$20,328.33</u>

Unemployment Fund

Beginning Balance		\$17,398.80
June Income		\$0.00
June Expenses		\$0.00
Ending Balance		<u>\$17,398.80</u>

Cash Found In:

Checking Acct	\$17,398.80
Outstanding Checks	\$0.00
Total	<u>\$17,398.80</u>

Student Fees

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

Cash Found In:

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

Activity Accounts

Beginning Balance	\$50,499.01
June Income	\$2,598.58
June Expenses	(\$16,811.98)
June Adjustments	\$0.00
Ending Balance	<u>\$36,285.61</u>

Cash Found In:

Checking Acct.	\$39,042.35
Outstanding Checks	(\$85,993.05)
Cds/Money Market	<u>\$83,236.31</u>
Total	<u>\$36,285.61</u>

Lunch Account

Beginning Balance	\$43,802.03
June Income	\$13,294.81
June Expenses	(\$9,573.67)
June Adjustments	
Ending Balance	<u>\$47,523.17</u>

Cash Found In:

Checking Acct.	<u>\$47,562.47</u>
Outstanding Checks	<u>(\$39.30)</u>
Total	<u>\$47,523.17</u>

(UPDATED NASB VERSION) RESTRAINT AND SECLUSION

The board prohibits the use of seclusion and restraint by school personnel except as implemented consistent with this policy. Restraint or seclusion of students will not be used solely as a disciplinary consequence or when a known medical or psychological condition makes its use inadvisable. The superintendent will ensure that district guidelines relating to restraint and seclusion are communicated to school personnel and parents/guardians at the beginning of each school year.

Except in the case of an emergency, only school personnel who have received systematic training in the use of restraint and seclusion in accordance with the district's policy will implement physical restraint or seclusion with a student. In an emergency, a district employee may use physical restraint or seclusion as necessary to maintain order or to prevent a student from causing physical harm to self, other students, and school staff or property. School personnel will continuously monitor a student's status during any physical restraint or seclusion.

1. PHYSICAL RESTRAINT

Physical restraint means the use of physical force to restrict the free movement of all or a part of a student's body.

Physical restraint will be considered to be a reasonable use of force when used in the following circumstances:

- A. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
- B. as reasonably needed to maintain order or to prevent or break up a fight;
- C. as reasonably needed for self-defense;
- D. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person present;
- E. as reasonably needed to teach a skill, to calm or comfort a student, or to prevent self-injurious behavior;
- F. as reasonably needed to escort a student safely from one area to another;
- G. if used as provided for in an IEP, Section 504, or behavior intervention plan; or
- H. as reasonably needed to prevent imminent destruction to school or another person's property.

2. MECHANICAL RESTRAINT

Mechanical restraint means the use of any device or material attached or adjacent to a student's body that restricts freedom of movement or normal access to any portion of the student's body and that the student cannot easily remove. Mechanical restraint includes the tying down, taping, or strapping down of a student.

Mechanical restraint of a student by school personnel is permissible only in the following circumstances:

- A. when properly used as an assistive technology device included in the student's IEP, Section 504, or behavior intervention plan or as otherwise prescribed by a medical or related service provider;
- B. when using seat belts or other safety restraints to secure a student during transportation;
- C. as reasonably needed to obtain possession of weapons or other dangerous objects on the person or within the control of a student;
- D. as reasonably needed for self-defense;
- E. as reasonably needed to ensure the safety of any student, employee, volunteer, or other person.

3. SECLUSION

Seclusion means the confinement of a student alone in an enclosed space from which the student is (a) physically prevented from leaving or (b) incapable of leaving due to physical or intellectual capacity. Seclusion is different than in-school suspension in which other students or adults may be present but in which students are not physically prevented from leaving.

Seclusion of a student by school personnel may be used in the following circumstances:

- A. as reasonably needed to respond to a person in control of a weapon or other dangerous object;
- B. as reasonably needed to maintain order or prevent or break up a fight;
- C. as reasonably needed for self-defense;
- D. as reasonably needed when a student's behavior poses a threat of imminent physical harm to self or others or imminent substantial destruction of school or another person's property; or

- E. when used as specified in the student's IEP, Section 504, or behavior intervention plan; and
- 1) the student is constantly monitored by an adult in close proximity who is able to see and hear the student at all times;
 - 2) the student is released from seclusion upon cessation of the behaviors that led to the seclusion or as otherwise specified in the student's IEP, Section 504, or behavior intervention plan;
 - 3) the confining space has been approved for such use by the local education agency;
 - 4) the space is appropriately lighted, ventilated, and heated or cooled; and
 - 5) the space is free from objects that unreasonably expose the student or others to harm.

4. ISOLATION

Isolation means a behavior management technique in which a student is placed alone in an enclosed space from which the student is not prevented from leaving. Isolation is different than seclusion.

Isolation is permitted as a behavior management technique provided that:

- A. the isolation space is appropriately lighted, ventilated and heated or cooled;
- B. the duration of the isolation is reasonable in light of the purpose for the isolation;
- C. the student is reasonably monitored; and
- D. the isolation space is free from objects that unreasonably expose the student or others to harm.

5. TIME-OUT

Time-out means a behavior management technique in which a student is separated from other students for a limited period of time in a monitored setting. Teachers are authorized to use time-out to regulate behavior within their classrooms.

6. NOTICE, REPORTING AND DOCUMENTATION

- A. A district Restraint or Seclusion Report must be completed for each incident of restraint or seclusion other than normal use of mechanical restraint for transportation safety. Each record shall include:
- Name of the student
 - Name of the staff member(s) administering the physical restraint or seclusion;
 - Date of the incident and the time the restraint or seclusion began and ended;
 - Location of the restraint or seclusion;
 - A description of the restraint or seclusion;
 - A description of the student's activity immediately preceding the behavior that prompted the use of restraint or seclusion;
 - A description of the behavior that prompted the use of restraint or seclusion;
 - Efforts to de-escalate the situation and alternatives to restraint or seclusion that were attempted; and
 - Information documenting parent contact and notification

B. Notice to Administrators

The principal or designee shall be notified of the incident as soon as possible, but no later than the end of the same school day.

C. Notice to Parents

When a principal or designee has personal or actual knowledge of any of the events listed above, he or she shall attempt to promptly notify the student's parent or guardian and shall provide the name of the school employee whom the parent or guardian may contact regarding the incident.

D. Written Report to Parents

Within a reasonable period of time not to exceed 30 days after the incident, the principal or designee shall also provide the parent or guardian with a written incident report. This report must include the following:

- 1) the date, time of day, location, duration, and description of the incident and interventions;
- 2) the events or events that led up to the incident;
- 3) the nature and extent of any injury to the student; and
- 4) the name of a school employee the parent or guardian can contact regarding the incident.

Cross Reference: 403.03 Abuse of Students by School District Employees
504 Student Rights and Responsibilities

Approved: _____ Reviewed: _____ Revised: _____

STUDENT FEES REGULATIONS

The following list details the fees charged of students and the kinds of supplies and materials students are expected to provide for participation in various programs and activities.

Students who wish to have particular fees waived must submit a fee waiver application to the office of Superintendent of Schools.

Fees Charged Within the District:

- Prior to the commencement of the school year, the school district publishes a listing of personal and consumable supplies that elementary students in each grade must provide for his/her use.
- Students in middle school and high school must provide their own personal and consumable supplies including paper, pens, erasers, computer discs and the like.
- Computer Usage Fee \$ ~~80.00~~ 25.00 non-refundable usage fee
- Student activity card \$ 25.00 (not required)
(Covers admission to all extracurricular events.)
- Student participation fee \$ no fee
(Required of all students who participate in athletics and/or other extracurricular activities.)
- Industrial Technology Classes \$ no fee
- Art Classes \$ 5.00
- Family and Consumer Science Classes \$ no fee
- Future Business Leaders of America \$ 25.00 (dues and t-shirt)
- National Honor Society \$ no fee
- Band Elementary/Junior High -\$20.00, if renting a school instrument
High School-\$20.00 (Mandatory dry cleaning fee); \$20.00, if renting a school instrument
- Cheerleading, Drill Team, Flag Corps Students must purchase uniforms and shoes selected by the sponsor and/or student group. (The option is available for the student to participate in Fund Raising activities to help purchase items listed

above)

- **Activity Fee** **\$ 25.00 one-time fee which covers all NSAA sanctioned activities.**
- Football Students must provide their own football shoes and undergarments.
- Golf Students must provide their own golf shoes, undergarments, and clubs.
- Track, Volleyball, Wrestling & Basketball Students must provide their own shoes and undergarments
- Swing Choir Students may be required to purchase outfits and shoes selected by the sponsor and/or student group.
- Future Farmers of America Student may be required to purchase their own jackets.
- Summer School Students must pay the summer school tuition determined by contractual arrangement with another school district.
- Dual Credit Courses Students must pay the tuition fees set by the post-secondary institution
- ~~FCCLA~~ ~~\$ 25.00 membership~~
- Spanish Club \$ no fee
- Art Club \$ 5.00
- Sophomore Class Dues \$ 40.00
- Junior Class Dues \$ 75.00
- Senior Class Dues \$ 25.00
- One Act \$ 25.00

STUDENT FEES WAIVER APPLICATION

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

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

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

Part 3: Eligibility. Select ONE of the following:

- A. Check here if your child is eligible for fee waivers because he/she is a foster child. Please attach official documentation from the agency sponsoring the child.

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

- C. Check here if your child is currently receiving free or reduced meals.

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

PLEASE READ THIS CERTIFICATION BEFORE SIGNING:

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

Signature

Date

(NO CHANGES) PARENTAL AND FAMILY INVOLVEMENT IN THE SCHOOLS

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

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

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

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

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

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

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

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

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

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

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

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

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

(NO CHANGES) STUDENT FEES

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or nonspecialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

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

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

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

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

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

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

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

- Participation in extracurricular activities;
- Postsecondary education costs; and
- Summer school or night school.

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

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

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

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

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures *[to avoid the direct handling of fees; for the handling of fees]* for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school; and
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

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

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

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

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

79-1106 to 1108 (learners with high ability)

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

ACTIVITY PASSES

The following persons will be issued free guest passes for all school activities, including athletic events:

1. All full time district employees and current board members;
2. ~~Resident~~ Senior citizens (65 years of age or older) with lifetime passes upon request
3. ~~Volunteers (doctors, fire department, police department);~~
Serving Uniformed Personnel (fire-fighters, police officers, first responders/EMT);
4. ~~Un~~Paid officials who perform frequently at athletic events (scorekeepers, public address personnel, photographers);

In addition, LouPlatte Conference and Nebraska Schools Activities Association (NSAA) passes will be honored.

Children under age six, accompanied by an adult, may be admitted free.

~~Any employee who has completed 20 years of service to the district will be recognized with a life-time pass to all school activities. A life-time pass will also be given to school board members who have served at least two terms in office. The Board may also grant a life-time pass to any person who has made a significant contribution to the school district.~~

Legal Reference: Neb. Statute 79-518

Approved: August 9, 2010 Reviewed _____ Revised: August 12, 2019

(NEW NASB VERSION) NONRESIDENT STUDENTS/OPTION ENROLLMENT

Students who are eligible to attend a Nebraska public school but who are not legal residents of the school district may be admitted into the school district in accordance with the option enrollment program authorized by state statutes. Option enrollment students shall be accepted without charge. If the student has previously had an option enrollment accepted in any district, the application shall be rejected unless a statutory exception to this rule applies for that student.

Application for option enrollment should be made between September 1 and March 15 for enrollment during the following and subsequent school years. Upon agreement of the school boards of the resident district and the option (receiving) district, deadlines for application and approval of the option may be waived. Following the March 15 deadline, applications requesting admittance must contain a release approval from the resident district prior to the option district's consideration for acceptance.

The application for option enrollment does not require a release from the resident district and the receiving district has forty-five days to issue acceptance or rejection if:

1. after February 1 the student relocated to a different resident district, or
2. the student's option district merged with another district effective after February 1, and
3. the student's attendance would occur during the next immediate and subsequent school years.

For applications submitted by the March 15 deadline, written notification of approval or rejection of the application will be made before April 1 to the student's parent/guardian and the resident district. If the district rejects an application for a student to option in or out, the district will provide notification by certified mail to the parent/guardian of the reasons for rejection and the process for appealing the decision to the State Board of Education.

The board shall adopt standards and conditions for acceptance or rejection of a request for release of a resident student submitting an option application after March 15. Such standards shall not include the failure to meet the March 15 deadline. For those applications, the option district shall notify the parent/guardian and the resident district whether the application is accepted or rejected within sixty days after submission. False or substantively misleading information submitted by a parent/guardian on an application to an option district may be cause for the option district to reject a previously accepted application prior to the student's attendance.

The board shall adopt a resolution setting forth its specific standards for acceptance and rejection of applications as an option school. Standards will conform to those set forth by state statute. These may include the capacity of a program, class, grade level, or school building or the availability of appropriate special education programs operated by the district. The standards shall not include previous academic achievement, athletic or other

extracurricular ability, disabilities, proficiency in the English language, or previous disciplinary proceedings except as allowed by law.

An option district shall give first priority for enrollment to siblings of option students within the requirements of state statutes. The board shall follow statutes regarding the application of a student who relocates in a different district but wants to continue attending his or her original resident district or current option district.

Nonresident students not going through option enrollment may also be admitted under a contract with the student's resident district at the discretion of the superintendent upon application and payment of tuition as stated in the contract. The tuition rate shall be the current per-pupil cost of the school district as computed by the superintendent.

Students whose residency in the district ceases during a school year may continue attending school for the remainder of the school year without payment of tuition.

The district may choose to provide transportation to the option student in the same manner as for resident students and may choose whether or not to charge the parents of those option students a fee to recover the district's costs for the transportation. All option students who qualify for free lunches are eligible for either free transportation or the reimbursement of transportation costs from the school district as provided by state statute. Students receiving special education services shall receive transportation services as provided in the student's Individualized Education Plan.

Legal Reference: Neb. Statute 79-215
 79-232 to 246
 NDE Rule 19.008

Cross Reference: 503 Student Attendance
 801 Transportation

(NEW NASB VERSION) WEAPONS

The board believes weapons and other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Weapons and other dangerous objects and look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

The term “dangerous object” shall include noxious or flammable material, fireworks, devices intended to administer an electric shock (tasers, electric batons, prods, or stun guns) chemical weapons (i.e. mace, pepper spray), martial arts weapons or other instruments including those which eject a projectile or substance of any kind, or any replica or facsimile of any of the above, whether functional or nonfunctional, whether designed for use as a weapon or for some other use.

Parents of students found to possess weapons or dangerous objects or look-a-likes on school property shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms as defined in 18 U.S.C. 921 to school or knowingly possessing firearms at school may be expelled for a period of not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons or dangerous objects under the control of law enforcement officials shall be exempt from this policy. Firearms kept in a locked firearm rack that is on a motor vehicle or that are contained within a private vehicle operated by a nonstudent adult that are not loaded are also exempt. Firearms also may be possessed by a person for the purpose of using them, with the approval of the school, in a historical reenactment, in a hunter education program, or as part of an honor guard. The principal may allow authorized persons to display weapons or other dangerous objects or look-a-likes for educational purposes and must be kept in a designated location during the school day. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to implement this policy.

Legal Reference: Neb. Statute 79-263
 Neb. Statute 28-1204.04
 Improving America's Schools Act of 1994, P.L. 103-382.
 18 U.S.C. § 921 (1994).
 McClain v. Lafayette County Bd. of Education, 673 F.2d
 106 (5th Cir. 1982).

Cross Reference: 505 Student Discipline
 508 Student Health and Well-Being

(NEW NASB VERSION) SEARCHES, SEIZURES AND ARRESTS

School district property is held in public trust by the board. School district authorities may, without a search warrant, search students or protected student areas based on a reasonable and definable suspicion that a school district policy, rule, regulation or law has been violated.

The search shall be in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students, employees and visitors to the school district facilities. The furnishing of a locker, desk or other facility or space owned by the school and provided as a courtesy to a student, even if the student provides the lock for it, shall not create a protected student area and shall not give rise to an expectation of privacy with respect to the locker, desk, or other facility.

School authorities may seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, nonprescription controlled substances, marijuana, cocaine, amphetamines, barbiturates, apparatus used for controlled substances, alcoholic beverages, tobacco, **vaping**, weapons, explosives, poisons, stolen property **and dangerous objects as defined in Policy 504.11**. Such items are not to be possessed by a **student without specific permission of the building principal** while they are on school district property or on property within the jurisdiction of the school district; while on school owned and/or operated transportation; while attending or engaged in school activities; and while away from school grounds if misconduct will directly affect the good order, efficient management and welfare of the school district.

Possession of such items will be grounds for disciplinary action including suspension or expulsion and may be reported to local law enforcement officials. The board believes that illegal, unauthorized or contraband materials may cause material and substantial disruption to the school environment or presents a threat to the health and safety of students, employees, or visitors on the school district premises or property within the jurisdiction of the school district.

The superintendent or building principal shall only release minor students into the custody of a law enforcement officer upon presentation of a court order or warrant for the student's arrest, or under conditions for temporary custody of a juvenile without a warrant as provided by state statutes.

The principal or designee will attempt to notify the parent/guardian or responsible relative prior to the student's release and the place to which the student is reportedly to be taken, except in cases of child abuse.

It shall be the responsibility of the superintendent, in conjunction with the administrative team, to implement this policy.

Legal Reference: Neb. Statute 43-248 and 79-294
 New Jersey v. T.L.O., 469 U.S. 325 (1985).
 Cason v. Cook, 810 F.2d 188 (8th Cir. 1987), cert. den.,
 482 U.S. 930 (1987).

Cross Reference: 504 Student Rights and Responsibilities
 505 Student Discipline
 508.10 Referral of Students to Other Agencies

(New NASB Version) CONCUSSION AWARENESS

Training to recognize the symptoms of concussions and brain injuries and their proper medical treatment shall be made available to coaches of the district's athletic teams.

The district will provide information on concussions and brain injuries to athletes and their parents or guardians prior to the beginning of practice or competition including at least:

1. The signs and symptoms of concussions;
2. The risks posed by sustaining a concussion; and
3. The actions a student should take in response to sustaining a concussion including the notification of coaches.

A student participating on a school athletic team shall be removed from a practice or game when reasonably suspected of having sustained a concussion or brain injury in that activity after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. Any parent or guardian who suspects a student has sustained a concussion is expected to immediately notify district coaches or administrators of the injury. Students who suspect they have sustained a concussion shall immediately make such notification.

The injured student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student;

1. has been evaluated by a licensed health care professional;
2. has received written and signed clearance to resume participation in athletic activities from the licensed health care professional;
3. has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian.

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity as required above, the parent or guardian of the student shall be notified by the school of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

The district shall establish a return to learn protocol for students that have sustained a concussion. The return to learn protocol shall recognize that students who have sustained a concussion and returned to school may need informal or formal accommodations, modifications of curriculum, and monitoring by medical or academic staff until the student is fully recovered. It is the responsibility of the superintendent to implement this policy.

Legal Reference: Neb. Statute 71-9104

Approved: August 11, 2014

Reviewed: _____

Revised: _____

(NEW NASB VERSION) BUS SAFETY PROGRAM

The superintendent shall direct the preparation of a Safe Pupil Transportation Plan that, at a minimum, shall address weapons, **dangerous objects**, pupil behavior, terroristic threats, severe weather, hazardous materials, medical emergencies, driver/passenger procedures in the event of mechanical breakdowns of the vehicle, and driver procedures in the event that the drop-off location is uncertain or appears unsafe to leave students. The plan shall also address general guidelines for the functional capacity of a pupil transportation driver and a process to confirm a driver's ability to conduct daily tasks and emergency evacuations.

The superintendent shall plan and implement a safety-training program for pupil transportation vehicle operators and vehicle passengers. The superintendent shall monitor the scheduling of inservice and educational opportunities for transportation personnel to improve their awareness and skills regarding pupil transportation vehicle safety. Pupil transportation vehicle operators shall attend local workshops and all inservice meetings.

Administrative rules and regulations shall be adopted to govern the safe operation of pupil transportation vehicle. Students violating these regulations may have their riding privileges revoked or suspended. Parents will be responsible for damage done to transportation vehicles or equipment by their children.

The school district shall conduct pupil transportation vehicle safe riding practices instruction and emergency safety drills at least twice a year for students who utilize school district transportation. The emergency evacuation drill procedures should be conducted according to guidelines established by the Nebraska Department of Education.

Each pupil transportation vehicle shall have, in addition to the regular emergency safety drill, a plan for helping those students who require special assistance to safety during an emergency. This shall include, but not be limited to, students with disabilities.

Pupil transportation vehicle drivers are required to attend each safety drill.

Pupil transportation operator procedures will include a prohibition against use of a handheld wireless communication device to read a written communication, manually type a written communication, or send a written communication while operating a pupil transportation vehicle which is in motion. Handheld wireless communication device means any device that provides for written communication between two or more parties and is capable of receiving, displaying, or transmitting written communication. Written communication includes, but is not limited to, a text message, an instant message, electronic mail, and Internet web sites.

All transportation vehicles shall be acquired and maintained to meet or exceed NDE Minimum Equipment Standards for pupil transportation vehicles. The superintendent shall develop a systematic preventive maintenance program including daily, weekly,

monthly, and annual schedules to insure vehicle safety and reliability. This will include a record keeping system for maintaining inspection reports along with procedures for filing reports and certifications to meet requirements of the Nebraska Department of Education.

Legal Reference: Neb. Statute 79-601 to 610
 NDE Rule 91

Cross Reference: 508.05 Emergency Plans and Drills
 905 Safety Program

Post-Concussion Symptom Checklist

Name: _____

Date: _____

Please indicate how much each symptom has bothered you over the past 2 days.

	Symptoms	None	Mild		Moderate		Severe	
PHYSICAL	Headache	0	1	2	3	4	5	6
	Nausea	0	1	2	3	4	5	6
	Vomiting	0	1	2	3	4	5	6
	Balance Problem	0	1	2	3	4	5	6
	Dizziness	0	1	2	3	4	5	6
	Blurry or double vision	0	1	2	3	4	5	6
	Sensitivity to Light	0	1	2	3	4	5	6
	Sensitivity to Noise	0	1	2	3	4	5	6
	Balance Problems	0	1	2	3	4	5	6
	Pain other than headache	0	1	2	3	4	5	6
THINKING/ COGNITIVE	Feeling "in a fog"	0	1	2	3	4	5	6
	Feeling Slowed Down	0	1	2	3	4	5	6
	Difficulty concentrating	0	1	2	3	4	5	6
	Difficulty Remembering	0	1	2	3	4	5	6
SLEEP ISSUES	Trouble Falling Asleep	0	1	2	3	4	5	6
	Fatigue or low energy	0	1	2	3	4	5	6
	Drowsiness	0	1	2	3	4	5	6
EMOTIONAL	Feeling more Emotional	0	1	2	3	4	5	6
	Irritability	0	1	2	3	4	5	6
	Sadness	0	1	2	3	4	5	6
	Nervousness	0	1	2	3	4	5	6

Do symptoms worsen with physical activity? Yes_____ No_____ Not Applicable_____

Do symptoms worsen with thinking/cognitive activity? Yes_____ No_____ Not Applicable_____

Activity Level: Over the past two days, compared to what I would typically do, my level of activity has been _____% of what it would normally be.

Adapted from Oregon Concussion Awareness and Management Program (OCAMP)

http://media.cbirt.org/uploads/files/sports_concussion_management_guide.pdf

RETURN TO ACADEMICS PROGRESSION

Progression is individual. All concussions are different. Students may start at any of these steps, depending on symptoms, and may remain at a step longer if needed. If symptoms worsen, the CMT should reassess. If symptoms quickly improve, a student may also skip a step or two. Be flexible!

Steps	Progression	Description
1	HOME – Cognitive and physical rest	<ul style="list-style-type: none"> ➤ Stay at home ➤ No driving ➤ Limited mental exertion – computer, texting, video games, homework
2	HOME – Light Mental Activity	<ul style="list-style-type: none"> ➤ Stay at home ➤ No driving ➤ Up to 30 minutes mental exertion ➤ No prolonged concentration

Progress to Step 3 when student handles up to 30 minutes of sustained mental exertion without worsening of symptoms.

3	SCHOOL – Part Time Maximum adjustments Shortened day/schedule Built-in breaks	<ul style="list-style-type: none"> ➤ Provide quiet place for scheduled mental rest ➤ Lunch in quiet environment ➤ No significant classroom or standardized testing ➤ Modify rather than postpone academics ➤ Provide extra time, help, and adjustment of assignments
---	---	---

Progress to Step 4 when student handles 30-40 minutes of sustained mental exertion without worsening of symptoms.

4	SCHOOL – Part Time Maximum adjustments Shortened day/schedule	<ul style="list-style-type: none"> ➤ No standardized testing ➤ Modified classroom testing ➤ Moderate decrease of extra time, help, and modification of assignments
---	--	---

Progress to Step 5 when student handles 60 minutes of mental exertion without worsening of symptoms.

5	SCHOOL – Part Time Minimal adjustments	<ul style="list-style-type: none"> ➤ No standardized testing; routine tests are OK ➤ Continued decrease of extra time, help, and adjustment of assignments ➤ May require more support in academically challenging subjects
---	--	---

Progress to Step 6 when student handles all class periods in succession without worsening of symptoms AND receives medical clearance for full return to academics and athletics.

6	SCHOOL – Full Time Full academics No adjustments	<ul style="list-style-type: none"> ➤ Attends all classes ➤ Full homework and testing
---	---	--


When symptoms continue beyond 3-4 weeks, prolonged in-school supports are required. Request a 504 meeting to plan and coordinate student supports.

© 2013 ORCAS www.orcasinc.com Adapted with permission from Oregon Concussion and Management Program (OCAMP) and Slocum Sports Concussion Program

Concussion Management Team (CMT) Sample Return to Learn Protocol

The CMT ensures that every student who suffers a concussion is monitored for a safe return to activity.



<p>1. Concussion occurs! </p> <ul style="list-style-type: none">• If at school sporting event or other school activity, family is notified of possible concussion
<p>2. Encourage parent to obtain medical confirmation of concussion from a licensed health care provider.</p>
<p>3. Parent signs Release of Information form allowing the school to be notified of concussion by the health care provider and for information sharing.</p>
<p>4. CMT Contact person notified of concussion by parent, coach, athletic trainer or health care provider.</p>
<p>5. CMT Contact person informs appropriate school personnel (teachers, school nurse, athletic trainer, coaches, etc.) of concussed student and specifies general accommodations from health care provider, if available.</p>
<p>6. CMT implements a gradual Return to Learn Protocol based on the individual needs of the student. (Refer to Return to Academics Progression form.)</p>
<p>7. CMT documents physical, cognitive, behavioral and emotional symptoms of concussed student and assesses the student's needs based on symptoms. (Refer to Post-Concussion Symptom Checklist).</p>
<p>8. CMT designs individual academic adjustment/accommodation plan with appropriate school staff and works with SAT process to coordinate academic adjustments/accommodations during recovery (about 2-3 weeks) and reviews with student and family.</p>
<p>9. CMT -Teachers monitor the effectiveness of adjustments, accommodations and symptoms of concussion and report progress/recovery data and results regularly to CMT contact person.</p> <ul style="list-style-type: none">• Data on progress/recovery shared with family and student.• Family tracks and regularly reports progress on physical, cognitive sleep and emotional symptoms to CMT.
<p>10. CMT makes adjustments and readjustments to individual plan until student no longer has special needs in the classroom resulting from the concussion.</p> <ul style="list-style-type: none">• Student progress and updates are communicated to appropriate school staff, family and student.
<p>11. CMT and family agree student is symptom free and function is "back to baseline" in the classroom.</p>
<p>12. Student returns to classroom full-time with no adjustments or accommodations!</p>
<p>13. Parents/guardians deliver medical clearance from the healthcare provider to the CMT and parent provides written permission for the Return to Play Progression to begin.</p>
<p>14. Student begins Return to Play Progression <u>after</u> a successful Return to Learn.</p>
<p>15. CMT ensures that the concussion date and adjustments for Return to Learn are <u>documented</u> in the student's file.</p>

- If symptoms last more than 2-3 weeks, follow up assessment and academic adjustments may need to be strengthened or remain in place longer.
- Student may need to visit physician for further evaluation.
- If problems persist, student supports may be provided through an MTSS/Rtl Plan, a Health Plan or a 504 Plan. A small percentage of students may require a referral for special education.
- CMT offers resources on concussion to educators and parents throughout the Return to Learn progression.
- **Contact BIRSST team members for information or resources on concussion for educators and parents!**



(NEW) BOARD POLICY AND TEMPORARY WAIVERS OF NDE RULES

The Board understands that due to local, state or national emergency situations, the Nebraska Department of Education may occasionally issue temporary waivers of NDE Rules and Regulations. In case of contradictions between waivers and existing board policy, all temporary waivers of NDE Rules and Regulations shall also apply to and have priority over respective district policies for the duration of their active status.

Approved: _____ Reviewed _____ Revised _____



1706 N 203rd St
Elkhorn, NE 68022
hrcroof.com

HEARTLAND ANNUAL SERVICE AGREEMENT
FOR EXISTING ROOFS

OWNER: Centura Public School District

<u>BLDG DESCRIPTION</u>	<u>ADDRESS</u>	<u>ROOF AREA</u>	<u>ROOF SYSTEM TYPE</u>
Centura Public Schools	201 State Hwy 11	125,000 sq ft	F.A. EPDM

Initial Contract term will be for 5 years beginning on July 1, 2020 and expiring on June 30, 2025. Contract will be billed quarterly. Any additional square feet added will be billed at the Service Agreement Rate of \$.04/sq. ft.

TOTAL SQUARE FEET OF ROOFING IN REGION: 125,000 sq. ft.

SERVICE AGREEMENT RATE: \$.04/SQ. FT. (+IRS published mileage rate for appropriate sites)

ANNUAL SERVICE AGREEMENT PRICE: \$5,142

ACCEPTANCE

HEARTLAND ROOFING CONSULTANTS

By: Zach Williams
Zach Williams

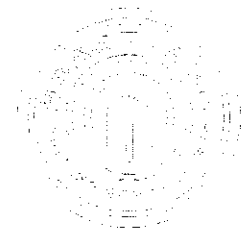
By: _____

Its: _____
Owner

Its: _____

Date: _____
07/01/2020

Date: _____



HEARTLAND ROOF MAINTENANCE PROGRAM

FEATURES & BENEFITS

<u>FEATURE</u>	<u>PROVIDER</u>	<u>BENEFIT</u>
1. EMERGENCY LEAK NUMBER	HEARTLAND RFG. CONS. PHONE ANSWERED 24/7	*IMMEDIATE RESPONSE TO YOUR EMERGENCY
2. REPAIR & MAINTENANCE SPECIFICATIONS	HEARTLAND TO CONTRACTOR	*REDUCES RE-WORK *ESTABLISHES STANDARDS & QUALITY EXPECTATIONS *ENSURES CORRECT MATERIALS ARE USED
3. SCHEDULED ANNUAL HOUSEKEEPING	HEARTLAND RFG. CONS.	*REDUCES ROOF PUNCTURES, PLUGGED DRAINS AND GUTTERS *MAXIMIZES ROOF CYCLE LIFE
4. SCHEDULED ANNUAL PREVENTIVE MAINTENANCE	HEARTLAND RFG. CONS.	*PROTECTS INTERNAL OPERATIONS FROM DISRUPTIONS DUE TO LEAKS *REDUCES POTENTIAL FOR LEAKS *REDUCES EMERGENCY REPAIR COSTS *PROTECTS ROOFING INVESTMENT

SCHEDULED HOUSEKEEPING

INSPECT AND PROPERLY DISPOSE OF ALL INCIDENTAL DEBRIS FROM THE ROOF MEMBRANE, DRAINS, GUTTERS AND SCUPPERS. DEBRIS TO BE DISPOSED OF ON SITE.

ANNUAL PREVENTIVE MAINTENANCE

INCLUDES THE FOLLOWING:

METAL EDGE FLASHINGS:

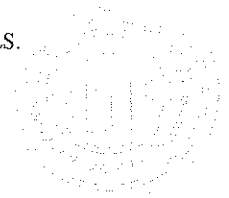
- TEARS, SPLITS AND BREAKS IN THE MEMBRANE FLASHINGS REPAIRED WITH APPROPRIATE MATERIALS.
- OPEN/SPLIT FLASHING STRIP-INS REPAIRED WITH APPROPRIATE MATERIALS.
- METAL EDGE CLEATS AND CLIPS WILL BE RE-SECURED.

PARAPET WALL AND COUNTER-FLASHING SYSTEMS:

- TEARS, SPLITS AND BREAKS IN THE MEMBRANE FLASHINGS WILL BE REPAIRED WITH APPROPRIATE MATERIALS.
- BREAKS, TEARS AND SPLITS IN FLASHING STRIP-INS WILL BE REPAIRED WITH APPROPRIATE MATERIALS.
- COAT ALL EXPOSED REINFORCING MEMBRANE WITH APPROVED MASTIC.
- EXPOSED FASTENERS WILL BE RE-SEALED.
- VOIDS IN TERMINATION BARS, COUNTER-FLASHINGS AND PARAPET CAP WILL BE CLEANED & RE-SEALED.
- RE-SECURE TERMINATION BARS AND COUNTER-FLASHINGS.
- CHECK AND RE-SECURE LOOSE METAL COPING CAPS TO CLEATS.

EQUIPMENT/PROJECTION FLASHING COMPONENTS:

- TEARS, SPLITS AND BREAKS IN THE MEMBRANE FLASHINGS WILL BE REPAIRED WITH APPROPRIATE MATERIALS.
- OPEN OR SPLIT FLASHING STRIP-INS WILL BE REPAIRED WITH APPROPRIATE MATERIALS.
- UN-SECURED ROOFTOP EQUIPMENT WILL BE SECURED.



- EXPOSED FASTENERS WILL BE TIGHTENED AND RE-SEALED.
- TERMINATION BAR AND COUNTER-FLASHINGS WILL BE SEALED.
- ALL PITCH PANS WILL BE RE-FILLED AND TOPPED OFF.
- METAL PROJECTIONS, HOODS AND CLAMPS WILL BE CHECKED AND RE-SEALED.

ROOF MEMBRANE:

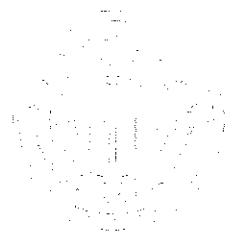
- TEARS, SPLITS AND BREAKS IN THE MEMBRANE FLASHINGS WILL BE REPAIRED WITH APPROPRIATE MATERIALS.
- OPEN OR SPLIT FLASHING STRIP-INS WILL BE REPAIRED WITH APPROPRIATE MATERIALS.
- ALL MEMBRANE REPAIRS WILL FOLLOW THE MANUFACTURER'S WRITTEN REPAIR AND MAINTENANCE GUIDELINES.
- DRESS-UP REFLECTIVE COATINGS ON FLASHINGS.
- COAT ALL EXPOSED REINFORCING MEMBRANE WITH APPROVED MASTIC.

DRAINS, GUTTERS AND SCUPPERS:

- CHECK AND RE-SECURE DRAIN BOLTS AND CLAMPING RINGS.
- ADVISE OWNER OF MISSING DRAIN STRAINERS.
- CHECK STRIP-IN AROUND DRAIN LEADS, COAT WITH APPROPRIATE MATERIAL.
- CHECK GUTTER STRAPS, JOINTS AND STRIP-INS.
- CHECK INSIDE AND EXTERIOR OF SCUPPERS FOR OPEN SOLDER OR CAULKING SEALS.

METAL ROOFS:

- CHECK ALL FIELD LAPS AND CAULK AS NECESSARY
- CHECK ALL FASTENER HEADS AND RE-TIGHTEN AS NECESSARY
- CHECK FOR PANEL CORROSION
- CHECK GUTTER STRAPS, JOINTS AND STRIP-INS
- CHECK INSIDE GUTTERS FOR JOINT FAILURE AND CORROSION



CENTURA
2020-2021
ACTIVITIES
HANDBOOK



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Notice of Nondiscrimination

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

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

This institution is an equal opportunity provider.

Section 1: Introduction and Purpose

The assembly of this handbook was designed to delineate policies and procedures that each coach is responsible to carry out, to create some uniformity in dealing with each activity and coach/sponsor, and to demonstrate cohesiveness amongst the activities staff with policies that everyone will acknowledge and operate under.

At the same time, we want to emphasize to student-athletes that each season is an opportunity to compete for the Centura Centurions. Each coach/sponsor will be expected to lead participants in the areas of growth, participation, and success.

Growth is going to take place when practices are planned and developed so that fundamentals and skill levels are improved daily.

Participants all have a role as a part of the team and are given the opportunity to participate to the best of their abilities in the context of that role.

Success is achieved when we combine growth and participation with participants that compete to win because they are prepared and values such as sportsmanship, character, work ethic and leadership are stressed as paramount to that success.

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

Centura Public School Activities Philosophy

Participation in extra-curricular activities is a privilege, not a right. Team members have fun when they meet their individual and team goal by learning how to play as a team. Winning championships should transpire as an outgrowth of ethical coaching and healthy competition.

Centura Public School coaches and students will project an image of gracious competitors who:

- embrace challenge
- enjoy the process
- win with humility
- handle defeat with dignity
- advocate for their sport
- are positive role models

We believe that the program of interscholastic activities is an integral component of a well-rounded education. Participation in activities is an extension of the school day, during which the learning process continues. While we will strive to make our teams as competitive as possible, our primary objective is to help our students acquire important skills that will help them to be successful in their adult lives. As educators, we recognize that few students will make their livelihoods as athletes or performers, but all students will need to know the values of hard work and joint effort toward a common goal. The efforts of our coaches will be focused on teaching our students how to win, and not just winning. Through positive reinforcement and intentional teaching, we will show our participants how to succeed with humility and persevere through setbacks in a productive manner.

Our program places a high value on the power of participation. Within our educational setting, every reasonable effort will be made to provide activities for as many students as possible. We encourage our students to become involved, to do their absolute best, and to support their coaches' and their teams' efforts to excel. We will strive to offer as many teams as can be adequately coached, managed, and supported.

Our competitive teams will be selected on the basis of need, interest and ability. At the varsity level, our coaches will select players and decide playing/participation time based on their evaluation of students who possess the knowledge, skills and abilities to make the team as competitive as possible. One of the main goals of our varsity program is to put our most committed, responsible, and talented participants of the team in competition to win the contest. At sub-varsity levels there will be more of a focus on player development, although playing time may still not be equal for all participants. We will place student-athletes on teams appropriate to their physical and emotional abilities. Attempts will be made to place students at a performance level to match their skill level.

High School activities:

Varsity – Most competitive and skilled players regardless of age.

Junior Varsity – Juniors, Sophomores, Freshmen. Seniors will generally only play at this level under special circumstances as determined by the coach in consultation with the Activities Director.

Reserve – This will consist of Freshmen, some Sophomores, and lower skilled Juniors that see little playing time in JV or Varsity. In the occasion that a Freshman starts on the varsity level, it is up to the coach whether this participant plays on the Reserve level.

If a parent or student has a question or concern, it is important to follow the chain of command beginning with the Activity Level Coach, Head Coach, Activity Director, Building Principal. Activities and events generally evoke emotions in coaches/sponsors and parents both positive and negative. This guideline is in place to ensure that any feedback that needs to be shared can be done so, in an environment that is conducive to good listening and discussion. Please refrain from approaching any employee after an activity or event. Take time to make notes, allow time for reflection and contact the school the following day to arrange a meeting with the coach/sponsor.

It is important to know that practices are closed to the public due to the participants becoming distracted during a limited instructional period, unless otherwise determined by the coach. When there is a conflict with instruction or teaching philosophies it is important to remember that this is an emotional time for both the parent and the coach and this period does not support an objective analysis of the situation

High school activities are a source of local pride and a major source of community entertainment, with local students being elevated to the level of local personalities. It is important as a Centura parent to be a positive role model through your own actions to make sure your child has the best experience possible by showing respect for opposing players, coaches, officials, and spectators. One productive way for parents to support their child's teams is to join activity teams through fundraising and volunteer efforts.

Section 2: Administration of the Interscholastic Athletic Program

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

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

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

Nebraska School Activities Association

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

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

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

LouPlatte Conference:

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

Activity Code of Conduct

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

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

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

1. *Violate any law other than a traffic violation.*
2. Partake in the use of any form of tobacco.
3. *Use, dispense, be under the influence of or possess alcohol.*
4. *Use, dispense, be under the influence of or possess any controlled substance.*
5. Violate any of the areas of prohibited student conduct.
6. Violate the academic requirements of participation ie. Down List.
7. Violate any other reasonable rules or regulations adopted by a coach or sponsor of a co-curricular activity provided that participants shall be notified of such rules or regulations by written handouts or posting on bulletin boards.
8. Be seen in photos or other media in an act depicting a violation of the Student Conduct descriptors.
9. Violate the Uniform Controlled Substances Act, to include, possessing, dispensing, delivering or administering anabolic steroids.

Violations of the Student Conduct Code that occur during the summer may be subject to consequences including, but not limited to, activity suspensions.

Students violating *state law, school policy or student activity provisions* will be suspended from participation in all school activities using the following guideline. All suspensions are subject to administration discretion.

First Offense

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

Second Offense

- i. The student shall be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for

40 calendar days. The day the district receives notice of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 40 calendar days, the remaining days will carry over to the next activity so the student completes the required number of days.

- iii. Consequence may be reduced to 20 calendar days, if student completes a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. Parents bear all costs of the assessment and the cost of a re-test within 5 school days of the positive test notification. The student shall provide written proof of obtaining the assessment to the Principal or designee. The student is strongly encouraged to comply with the assessment recommendations.
- iv. The student must submit to a district administered test and the test must indicate a reduced result before the student is allowed to return to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 6 months or end upon graduation.

Third Offense

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

Fourth Offense

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

Violations during or at school activities: Any student who *violates any state law, school policy or student activity provision* while at a school-sponsored event, either at the school or at any other site where Centura is a participant school in an activity, could receive additional discipline from the building Principal.

ACTIVITY/Extracurricular Drug Testing Program (BOARD POLICY 508.11)

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

Purpose of Random Drug Testing

1. *The school district has recognized that observed and suspected drug and alcohol use and abuse have increased among the student population, including students participating in extracurricular activities.*
2. *The school district seeks to provide safe, drug-free schools.*

3. *The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.*
4. *The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.*
5. *The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.*

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

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

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

<i>Basketball</i>	<i>Cheerleading</i>	<i>Band</i>
<i>Cross Country</i>	<i>Dance</i>	<i>FBLA</i>
<i>Yearbook/Journalism</i>	<i>FFA</i>	<i>Football</i>
<i>Golf</i>	<i>Student Manager</i>	<i>Student Council</i>
<i>Jazz Band</i>	<i>One Act Plays</i>	<i>Quiz Bowl</i>
<i>Chamber Choir</i>	<i>Speech</i>	<i>Softball</i>
<i>NHS</i>	<i>Track</i>	<i>Volleyball</i>
<i>Wrestling</i>	<i>Science Olympiad</i>	<i>Centura Vision</i>
<i>Student Help Desk</i>	<i>Principal Advisory Group</i>	<i>Choir</i>

Students Who Are Required to Submit to Drug Testing

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

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

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

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

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

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

Testing Procedures

- a. **Student Selection.** *All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.*
- b. **Parental Request.** *Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Upon completion of the required consent forms, the school will add the student to the master list for one-calendar year or until a Withdrawal of Student from Activity form is completed.*
- c. **Type of Test.** *The school district reserves the right to utilize urinalysis testing procedures. Urine samples which screen positive will be confirmed by GC/MS.*
- d. **Collection Site.** *The Drug Testing Coordinator will designate the collection site at which student will provide specimens.*
- e. **Collection Procedures.** *The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.*
- f. **Drugs.** *Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, nicotine, and any prescription drug that was obtained without proper authorization.*
- g. **Results.** *The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by a MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or her*

parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

- h. Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

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

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

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

First Offense

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

Second Offense

- i. The student shall be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 45 school days. The day the district receives notice of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the

- 45 days, the remaining days will carry over to the next activity so the student completes the required number of days.
- iii. *Consequence may be reduced to 30 school days, if student completes a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. Parents bear all costs of the assessment and the cost of a re-test within 5 school days of the positive test notification. The student shall provide written proof of obtaining the assessment to the Principal or designee. The student is strongly encouraged to comply with the assessment recommendations.*
 - iv. *The student must submit to a district administered test and the test must indicate a reduced result before the student is allowed to return to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 6 months or end upon graduation.*

Third Offense

The student will be ineligible to participate in any extracurricular activity for the remainder of the student's time at the school district.

Refusal to Test

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

Tampering

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

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

Maintenance of Records

All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

Appeal

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

Severability

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

Procedures in Conducting the Interscholastic Activities Program

Absence Reports:

At times a coach will need to take his or her team out of school. When this occurs the coach is responsible for setting dismissal time with the AD/Principal and filling out a complete absence report.

Activity Rules/Regulations:

The Activity Rules/Regulations outlines the general rules set down by the NSAA and Centura Public School in regard to the participation in the interscholastic program. This form must be read and signed by both the participant and their parent or guardian before the participant may participate in any activities. This must be done for EACH activity participated in.

Annual Report:

At the end of each season every coach will submit an annual typed report to the Activities Director. The report shall include the following information:

1. Letter winners for Varsity sports.
2. Season record with games won and lost with scores.
3. Team and individual statistics and records.
4. Awards for team and individuals. All-Star selections, etc.
5. Inventory of all equipment and inclusive of condition.
6. Budget requests.
7. Goal sheet for the next season.

This report should be complete and thorough. It is to be turned in to the Activities Director within 2 weeks of the completion of the season.

Budget Procedures:

Activities requisition sheets are supplied to all head coaches in the spring. These will be filled out and submitted to the Activities Director in the spring of each year (one week before the deadline date). If there are any in season purchases needed (i.e. safety equipment, tape room supplies) then the head coach will need to seek approval of order from the Activities Director. ALL requisitions must be approved by the Activities and Superintendent **PRIOR** to ordering.

Coaching Clinics

Coaches are expected to keep up-to-date on the developments within their sports through the regular attendance at coaching clinics. At the end of each school year the Activities Director will collect registration forms for the Nebraska Coaches Multi-Sport Clinic. The fees for the clinic and dues for the NCA will be paid by the school. All coaches/sponsors are encouraged to attend this clinic.

A coach may request professional leave to attend a clinic during the school year. Approval must be sought from the Activities Director/Principal/Superintendent. Each coach shall submit to the Activities Director written verification of each clinic attended. Sports specific clinics will be paid for out of each program's designated account.

Coaches meetings:

General coaches meetings shall be called at the discretion of the Activities Director. ALL coaches/sponsors are expected to be in attendance at these meetings.

Damaged or Broken School Property:

The coach shall report any broken, damaged, or lost equipment immediately to the Activities Director.

Distribution and Return of Equipment:

The coach is responsible for handing out and collecting all equipment. A complete record of all equipment which is issued to an athlete must be kept by the coach. **An athlete will not be allowed to compete in a sport until they have returned or pay for lost equipment issued to them in the previous sport.** In the case of track and golf, the coaches should secure any equipment or uniforms from the athletes before dismissing them from the state competition. Prior to handing out equipment, the coach will give a list of all participants to the Activities Director secretary. School issued equipment shall not be worn for any other purpose than competition. The exception would be all day track meets. Equipment may be worn during school time previous to leaving. Exceptions may be at the Activities Director's approval.

Uniforms and athletic equipment checked out for each activity season becomes the responsibility of the student participant. The student who was issued the equipment will pay for equipment that is lost or not accounted for at the end of each season. Reimbursement from the student will be the amount equivalent to the cost of replacement for the missing articles. Participants will not be allowed to participate in the next activity season until reimbursement to the school is made.

NO ONE IS TO WEAR SCHOOL ISSUED UNIFORMS AND EQUIPMENT FOR ANY PURPOSE OTHER THAN DIRECT COMPETITION IN THE SPECIFIC ACTIVITY, UNLESS OTHERWISE APPROVED BY THE AD.

Doctor's Release:

If an athlete has been unable to participate in athletics as a result of doctor's orders they must obtain a doctor's release before being allowed to practice or play in a game.

Dress:

Coaches shall be appropriately dressed for all games and practices. Coaches are to see that their team members are appropriately dressed before and after each contest. Centura athletes are expected to dress neatly going to and coming from games.

Eligibility Information:

Activity Eligibility (NSAA Regulations)

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime.

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

Emergencies:

In the event of an emergency administer first aid and if necessary seek medical assistance. If an ambulance is needed, call 911. Once the ambulance has been called, notify the parent or guardian that the participant is being transported to the hospital.

If medical assistance is needed, but an ambulance is not necessary, parents should be notified, and the Centura Trainer will make a determination of procedure to be followed.

Coaches should have phone numbers of parents/guardians available in the event of emergencies.

Facilities:

The Activities Director and head coaches will arrange the time and place for practice sessions. It is important that each coach begin and end their practice on time.

All coaches should assist in the pick up and general appearance of their area. Any problems with the facility should be directed to the Activities Director's office.

Hiring Officials:

The hiring of officials is the responsibility of the Activities Director. As part of the end of the season meeting with the Activities Director desired officials should be made known.

Insurance:

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

Length of Season:

The NSAA sets the dates for the start and completion of each sports season. These dates will be placed on the school calendar by the Activities Director.

Lettering:

The Head Coach will determine which members of their varsity squad shall receive a letter based on an established criteria approved by the Activities Director. All lettering requirements are at the discretion of the head coach.

In all sports a team member who for any reason is removed from the team or quits the team loses his/her eligibility for a letter.

Each student who letters for the first time in any activity will receive a chenille letter, activity pin and certificate. For every additional activity they letter in for the first time they will receive an activity pin, and certificate. Each time a student letters in an activity in which they have previously lettered they will receive a gold bar and certificate.

Specific sport lettering requirements are outlined in each program's Rules/Regulations.

Loyalty:

Support your fellow coaches. If you question something they are doing ask them about it in private. The success of the total program comes from everyone working together.

Negligence and Liability:

All coaches should know the legal aspects involved with negligence and liability. The general rule is to always act in a prudent and reasonable manner. Make sure that the athletes are always supervised. Be sure that the athletes are made aware of any dangers or dangerous phases of the particular sport. Use up-to-date coaching and training techniques. Keep records of all meetings and practice schedules. Each coach will be a member of the Nebraska Coaches Association, which includes \$1,000,000 liability coverage. NCA fees will be paid for by the school.

NSAA Rules Meetings:

The NSAA requires that every Head coach attend and register at a rules meeting prior to the start of each season. Centura strongly encourages Sub-Varsity and Junior High coaches to attend these meetings as well.

Out of State Travel:

Out-of-state trips and trips not involving participation in district or state sponsored activities are not allowed except by special approval of the Board of Education.

Parental Medical Waiver:

At times a student will have a medical condition which makes participation in athletics an additional risk. The coaches should read the physicals as they are submitted. If there is an unusual medical condition present, we will request that an additional waiver be signed by the parent or guardian before allowing the student to compete in activities.

Per Diem for State Activities

The per diem will be 20 dollars a day and then 10 dollars for a half a day *when the leave time is prior to noon. The per diem will be provided to the students and/or coaches listed on the competition roster.* The money will be given in the morning in the form of a check to be used as a group. *The head coach can, instead of a cash per diem for each active participant, opt to provide a group meal for the competing athletes while attending the state activity as long as the total dollar amount spent is less than the per diem total for the participants.*

Permission Form:

The parental consent form is a part of the physical form through which the parent or guardian gives their consent for the student to participate in the athletic program at Centura. The form must be signed in all appropriate places and on file with the office before the participant will be allowed to participate in any activity.

Physical Form:

Every athlete within the Centura athletic program must obtain a physical each year. The physical must be taken after the conclusion of the previous school year and it is good for the entire school year. No athlete will be allowed to participate until they have a current physical on file. Opportunity for physicals will be provided at Centura each spring.

Postponements and Cancellations:

The changing of schedules and the postponement or cancellation of events is the responsibility of the Administrative Team, including the Activities Director, Principal and Superintendent. In rescheduling an event the coaches will be consulted and their opinions or desires will be considered.

Practices:

All practice on the high school level, with the exception of split practices will run no longer than 3 hours. Extended practice times or alternate times must be approved by the Activities Director.

If school is dismissed due to inclement weather, there will be **no practices**. If there was no school for the entire day due to the weather, no practices will be held.

Vacation/Sunday Practices:

Any practices to be held on Sundays or when school is not in session must be cleared by the Activities Director. Sunday practices may be held when a conference tournament game and district or state events are held on Monday. **Practices held on Sunday will take place between the hours of 1:00 p.m. and 6:00 p.m.**

Family Night:

Wednesday night is reserved for family activities. There will be no regular season athletic events scheduled on Wednesday night. Practices held on Wednesdays are to be completed with athletes out of the building by 6:30 pm. Any participants that need to leave earlier will be allowed to do so with no disciplinary consequences.

Pre-Season Parent Meetings:

The following are good topics to cover in your pre-season meeting with parents and athletes:

1. Coaching Philosophy
2. Attendance policy.
3. NSAA eligibility.
4. Centura Activities Training Rules
5. Policy for lettering.
6. Sportsmanship and citizenship.
7. Reactions to “Official’s calls”.
8. Transportation policy to and from events.
9. Parent’s Night date and procedures.
10. Basic care of injuries. Explain our use of certified trainer and the free Saturday clinics.
11. Nutrition for the athletes.
12. Uniform and equipment responsibility.
13. Practice schedule.
14. Handouts

Scheduling of Games:

Athletic events are scheduled by the Conference, State and the administration. A coach may express a desire as to whom they would like to play and when, but no coach has the authority to schedule any scrimmage, game, tournament, etc. without the authorization of the administration.

School Attendance by Athletes:

School Activity – *Students who wish to participate in school sponsored activities must attend school for the entire day the day of the activity unless permission has been given by the principal for the student to be absent. All participants must report to school ON TIME by 8:20 AM on the day of an activity and the day FOLLOWING the activity. Students that arrive more than 10 minutes late (after 8:30am) will be considered absent for that period. Exceptions to this are:*

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

If a student is counted ‘Absent’ to the first period, they are ineligible to participate in any activity scheduled for that day. The Principal retains the right to grant participation should exceptional circumstances arise.

School Day Contests:

At the beginning of each sport season the coach shall submit to the Activities Director and Principal’s office a list of students participating in each sport. When the athletes are to be absent from school the list will allow the faculty to plan their classes with these absences in mind.

Scouting:

The head coach may assign sub-varsity coaches to scout. The scout may use a school vehicle if one is available. If a school vehicle is unavailable mileage will be paid at the annually determined rate.

Squad Selection/Cut/ Dismissal Policy:

Centura Public Schools recognizes a NO CUT policy. All students in good standing academically and with the program may attend practices and be part of the team. This does not guarantee the privilege of receiving a uniform or playing time.

The head coach shall work with the assistant coaches in the selection of the squad. The coaching staff shall assign game uniforms to participants. Simply being a senior does not guarantee a varsity uniform, or playing time.

If an athlete is dismissed from a team due to a discipline problem they may not participate in another sport the remainder of that season.

State Tournaments:

Head Coaches and JV Coach may request professional leave to attend the state tournament of their sport when their team does not qualify.

Storage of Equipment:

Following the completion of the season all equipment for that sport should be properly stored. All equipment shall be stored in the designated areas. Equipment should be stored in condition ready for use the following season. Any problems should be reported to the Activities Director immediately.

A detailed list/inventory of the equipment must be provided to the AD and Superintendent.

Summer Sport Clinics:

All Head Coaches are encouraged to have a short clinic that includes the elementary and Jr. High. These shall be in accordance with the NSAA guidelines. Check with the Activities Director as to the specific guidelines for running a clinic. All coaches within each sport are also encouraged to assist in the running of the clinics.

The dates for the clinic must be approved by the Activities Director/Principal. These dates shall then be listed on the Summer Schedule for athletes and coaches.

Suspension:

In the event that disciplinary action must be taken, the coach should inform the Activities Director as to what took place. The Activities Director and Principal will then proceed with the due process procedure. Any items which will involve discipline or suspension should be a part of the coach's rules which are explained to the participants and parents at the start of the season.

Training Rules/Activities Guidelines:

Prior to the start of the season the coach should meet with their athletes and go over training rules, schedule, practice schedule, length of practice, dress code, and any other pertinent information. Training rules must be in writing and it is very important to explain the consequences if the rules are violated. Coaches should collect and keep on file signed rules forms for each season.

Transportation:

Each coach will fill out bus requests for each event. **Dismissal times and leave times are to be submitted to the Activities Director prior to the start of the season and are subject to approval by the Activities Director.** Athletes are expected to ride to and from the athletic contest with the team. An athlete may receive permission to ride home with their parent, but this must be a special situation and is not encouraged. A signed release form must be submitted by the parent.

Coaches must have load sheets submitted to the office before leaving for any activity.

Uniform Purchase:

Uniform life is designed to last 5 full years of competition.

Track sweats, *softball* and football pants can be bought yearly on a need basis. Parents purchasing uniforms for memorabilia purposes shall not be encouraged as this causes a strain on uniform inventory; many of which cannot be reordered in future years.

Section 3: Responsibility in Administering the Athletic Program

Duties of the Activities Director

1. Plan, oversee, implement and provide guidance for all 7-12 activities programs.
2. Handle all correspondence and other liaison necessary to arrange, schedule, and contracts for all interscholastic contests grades 7-12. This shall include, but not be limited to:
 - Contracts in the scheduling of contests.
 - Contracts for officials.
 - Information sheets (schedules, roster, etc.) to opposing
 - teams.
 - Eligibility lists to NSAA office.
 - Entry forms to contests.
3. Schedule bi-yearly meetings with the coaching/activities staff and serve as the facilitator for these meetings.
4. Represent Centura Public School at conference, area, and state meetings involving interscholastic activities.
5. Be responsible for collecting inventories for each sport from coaches and keep these lists on file.
6. Oversee procedures for care, maintenance, and storage of all athletic equipment and supplies.
7. Organize ongoing procedures for closing down gym, field, etc., following a home athletic event.
8. Help secure medical aid and facilities for all school sponsored athletic events.
9. Ensure a file on athlete physical forms, consent forms, etc is present in main office.
10. Help supervise the management and control of students and adults in the audience and spectator situations at athletic events.
11. Attend the pre-season and post-season meetings for each sport when appropriate.
12. Secure timers, scorers, public address announcers, and any other personnel necessary to conduct the specific event to be held.
13. Coordinate with coaches and custodial personnel prior to each scheduled home event for field, court, or track readiness.
14. Supervise Head Coaches/Sponsors in the arrangement and promotion of publicity and press releases concerning all activity programs.
15. Attend scheduled meetings with the Superintendent and Principals to formulate plans for supervision at home and away activities events for the upcoming month.
16. Coordinate all 7-12 school athletics clinics/camps on school calendar.
17. Keep updated on all NSAA regulations and by-laws. Provide coaches with information of these regulations.
18. Facilitate the payment of officials for activities contests.
19. Serve as tournament director for any conference or district activities events scheduled at Centura Public School.
20. Coordinate/Approve winter activities program practice/building use schedule.
21. Complete coaching evaluation forms at the conclusion of their respective seasons and complete a follow-up conference with that coach if needed. Informal meetings with coaches may occur during the season as needed.
22. Ensure Head coaches are reviewing ineligibility lists making sure ineligible students are not participating in extra curricular activities.

23. Coordinate the setup of playing fields/courts for home activity contests. To include playing/singing of the National Anthem; flag for Boy Scouts at home football events; announcing starting line-ups; etc.
24. Maintain an accurate Activities Budget
25. Maintain an accurate Extra Duty Assignments listing by providing input regarding the assignments.
26. Maintain weight room waivers for students and patrons.
27. Monitor concussion testing and maintain concussion records.
28. Create and maintain on-line facility use calendar.
29. Monitor and trouble shoot, when necessary, student transportation for activities.

Duties of the Head Coach/Sponsor

The Head Coach, while staying within our guidelines and philosophy, will be responsible to:

1. Formulate, develop, and direct the program grades 7-12 in a positive direction.
2. Assign duties to assistant coaches and student managers as provided for in their respective job descriptions. They will keep the Activities Director informed of these assignments.
3. Develop practice schedules.
4. Submit new purchase orders in the spring. All purchase orders must be approved by the Activities Director and/or Superintendent prior to ordering. **Requisitions must be submitted and approved BEFORE ordering any supplies for your program.**
5. Make certain that no student is allowed to participate or practice before they have submitted an approved physical and a parent/participant signed activities form.
6. Check on the eligibility of the athletes weekly to make sure those participants do not compete in scheduled events. Participants are expected to attend practices as normal.
 - a. File an accurate roster with the Activities Director and keep it current throughout the season.
 - b. Be sure that all athletes are properly supervised at all times. This would include the practice areas, weight room, training room, locker room, and transportation vehicles.
7. Attend the NSAA rules meeting, keeping aware of the rules and regulations that apply to the sport.
8. Positively promote the program through the media. This will include submission of results by event.
9. Prepare and submit any reports requested by the Activities Director. This would include, but not be limited to, the end of the year report, requisitions, assistant coach evaluations, etc.
10. Recommend to the Activities Director possible teams to be scheduled and officials to be hired.
11. It is encouraged that coaches conduct at least one clinics/camps each for elementary, Junior High, and Senior High level students within the Centura school district.
12. Attend at least one activity specific clinic per year.
13. Be responsible for maintaining an up-to-date record of the inventory within the program and be responsible for all equipment in your charge.
14. Help secure the buildings by locking up and turning off lights following practices.
15. Attend the Activities Banquet. In the event the coach is unable to attend, prior permission must be requested from the Activities Director.
16. Help promote and show interest in the total program by attending as many Junior High, freshmen, and Junior Varsity games as possible.

17. Set practice times for the teams in grades 7-12 in accordance with school policy. Adhere strictly to those times. Deviation from those times must be approved by the Activities Director.
18. Keep the Activities Director informed as to problems or unusual circumstances that arise with parents, players, and fellow staff members.
19. Be loyal to and supportive of all coaches/programs working within the athletic program. Help positively promote and recognize all Centurion programs.
20. Meet with the Strength and Conditioning Coordinator to establish an appropriate lifting routine for each season. Participants are encouraged/advised to participate in a weights class during the school day. Strength and conditioning opportunities before school are available throughout the school year.
21. Each Head Coach is expected to assist in the facilitation of the Summer Strength and Conditioning Program. Head coaches will be compensated for each session they sponsor. Assistant coaches are encouraged to assist when needed as well.

Duties of the High School Assistant Coach

1. Support the head coach in conducting the program.
2. Be loyal to the head coach and to the team. An assistant coach will have to sacrifice some of their own thoughts regarding team strategy, etc. to fit into the overall program being developed by the head coach.
3. Are encouraged to attend the NSAA rules meeting.
4. Conduct daily practice sessions, incorporating the techniques and drills as directed by the head coach.
5. Assist the head coach in the development of practice schedules.
6. Attend all meetings and clinics set up by the head coach or Activities Director.
7. Be in attendance at all games and practices. Any exceptions must be approved by the Head Coach, while informing the Activities Director.
8. Attend the Athletic Banquet. In the event the coach is unable to attend, prior permission must be requested from the Head Coach and Activities Director.
9. Help in the supervision of the locker rooms, weight room, training room, practice area, and transportation vehicles.
10. Assume duties assigned by the head coach. These would include, but not be limited to:
 - a. Conducting portions of practice
 - b. Checking equipment in and out
 - c. Inventory of equipment
 - d. Statistics/Game results to media
 - e. Scouting and/or Charting film
 - f. Determining eligibility
 - g. Working with student managers
 - h. Training room
 - i. Other delegated duties
11. Assist in conducting the summer camps and clinics.
12. The duties and responsibilities of the assistant coaches at Varsity, JV, and 9th grade games will be assigned by the head coach.
13. It is encouraged to attend at least one sport specific clinic each year.
14. Follow all procedures for conducting the interscholastic athletic program.

Duties of the Junior High Coach

1. Support the head coach in conducting the program.
2. Be loyal to the head coach and to the team. A coach at this level will have to sacrifice some of their own thought regarding team strategy, etc. to fit into the overall program being developed by the head coach.
3. Conduct daily practice sessions, incorporating the techniques and drills as directed by the head coach in the pre-season meeting.
4. Develop practice schedules. The varsity head coach may request copies of schedules or summaries of what has been covered.
5. Attend all meetings and clinics set up by the head coach or AD. At the request of the head coach assist with clinics held at Centura.
6. It is encouraged to attend at least one sport specific clinic each year.
7. Make certain no student is allowed to practice until an approved physical and signed athletic code has been submitted.
8. Assist in the care of all Jr. High equipment.
9. Be loyal to and supportive of all coaches and programs working within the athletic program.
10. Inventory all equipment and give a copy to the Activities Director.

Duties of All Coaches

The coaches are official representatives of the school in interscholastic athletic activities. The head coaches and their assistants have the entire responsibility of the guidance for their respective squads. It is the personal obligation of each coach to have a thorough knowledge of the policies and procedures of the Activities Department of the Centura School as well as all Conference, State, and Federal rules which pertain to their particular activity.

From a safety and legal position, all participants involved in an athletic program must be under constant supervision. All coaches, regardless of the sport and / or level, are expected to supervise their athletes in a manner that creates a safe and positive environment. The following areas demand a diligent effort on the part of each coach to provide such an environment.

Locker Room Areas:

It is the responsibility of every coach to actively supervise, or to set up a system of supervision for all squad members when the locker room is in use. Abuse and destruction of property, stealing, and horseplay shall not be tolerated. The coaches are responsible until the last athlete is out of the locker room and on the activity bus with bus driver present. The coaches are also responsible to see that items are picked up off the floor, responsible to see that all doors and windows are closed and locked, and all lights are turned off.

Gymnasium, Fields, Weight Room, and Track:

Athletes must be supervised during all phases of every practice session. It is the responsibility of the Head Coach to either be present, or to make sure that an assistant coach is present at all times. All athletes should be made aware of this, and the rules of conduct should be made clear. Remember, the Head Coach is responsible for the practice session from beginning to end.

Transportation:

Coaches are responsible for the safe and proper behavior of their squads on all trips. No horseplay of any type is to be tolerated. See that all trash is picked up before leaving the vehicle and

visiting locker rooms. If a van is used for an activity is under one half of a tank following the activity, it is that coach/sponsor's responsibility to fill the van up, using established procedures. If you have questions, ask the AD.

Communication and Media:

It is the responsibility of the Head Coach to report game scores, stats, and other required information. The Head Coach can delegate this priority.

Evaluation of the Coaching Staff:

Purpose:

1. Create a climate for individual improvement.
2. Identify strengths and weaknesses of each coach.
3. Provide information to support the coach.
4. Provide for the continuing interchange of ideas between the coach and the Activities Director.
5. Provide the School Board and the community with the assurance that quality coaching is the responsibility and goal shared by the entire coaching staff and that the individual members of the coaching staff are willing to be accountable for their performance.
6. Provide a means for emphasizing a particular aspect of desirable or undesirable coaching performance

Procedure:

1. Each fall the Activities Director will review the evaluation procedure with all Head coaches of each activity.
2. The Activities Director will distribute copies of the evaluation instrument to the members of the coaching staff upon request.
3. Coaches will be formally observed at least twice during the season.
4. Informal evaluation will be a constant, on-going process.
5. The evaluation procedure will be a cooperative effort on the part of the Activities Director and the Superintendent. At times the Principal may be requested to contribute.
6. There will be a post-evaluation conference, if needed. The coach will have the opportunity to submit a written rebuttal to any items in the evaluation. Rebuttals must be submitted within 1 week of the evaluation conference.
7. Head coaches are asked to evaluate assistants, reporting results to the Activities Director. Head varsity coaches may be asked to assist in the evaluation of JH coaches as well.

Instrument:

The Coach's Evaluation Form will be used as a means for evaluating each member of the coaching staff. **All evaluations will take place at the end of each sport season.**

The objective of each evaluation is to:

1. Improve the opportunity for student athletes to receive the best quality of instruction, safety, and treatment possible.
2. Afford an opportunity to identify, recognize, and praise quality coaching and instruction.
3. Provide an opportunity to identify potential leadership within our system.
4. Provide information necessary to make an objective assessment of the coach's performance within the guidelines of the coaching job description.
5. Identify those factors which interfere with the coach's contributions to the overall athletic program.

6. Assure that quality coaching is a responsibility shared by the entire coaching staff and the Activities Director.
7. Provide evidence of learning, teaching and proper conduct.

Coaches Evaluation Form

Coaches Name: _____

Date: _____

Assignment: _____

Clinics Attended: _____

Key: 1. Satisfactory

2. Developing

3. Unsatisfactory

4. Not Observed

PERSONAL CHARACTERISTICS:

1. Grooming and professional dress	1	2	3	4
2. Emotional control and poise	1	2	3	4
3. Enthusiasm/Positive Leadership	1	2	3	4
4. Professional Language	1	2	3	4
5. Positive Role Model	1	2	3	4

PROFESSIONAL QUALITIES:

1. Cooperation with admin. (clerical duties)	1	2	3	4
2. Rapport with coaching staff, teachers and admin.	1	2	3	4
3. Respect and support of other school programs	1	2	3	4
4. Professional growth (clinics/rules meetings)	1	2	3	4
5. Public relations cooperates with media and public	1	2	3	4
6. Conduct during athletic contests	1	2	3	4
7. Loyalty/Guidance to assistants	1	2	3	4
8. Effective communication throughout program	1	2	3	4
9. Involvement in all levels of program	1	2	3	4
10. Promotion and emphasis on strength and conditioning	1	2	3	4

COACHING PERFORMANCE:

1. Organization/ Practice, utilization of staff	1	2	3	4
2. Knowledge of activity	1	2	3	4
3. Exhibits responsibility in routine/procedural duties	1	2	3	4
4. Demonstrate commitment to improving coaching techniques	1	2	3	4
4. Supervision of team members/facilities	1	2	3	4
5. Knowledge of rules	1	2	3	4
6. Display of individual and team discipline and control	1	2	3	4
7. Summer Skills/Camps	1	2	3	4
8. Goal setting	1	2	3	4
9. Care/Storage of equipment	1	2	3	4
10. Effective delegation of responsibilities	1	2	3	4
11. Annual evaluation of coaching staff	1	2	3	4

Comments:

Section 4: Miscellaneous Activities Information

Conduct at Activities

When you are attending an activity, whether at Centura or an opposing community, you are representing Centura Public School. All students who are spectators or participants will conduct their actions in a manner that is positive and sportsmanlike. All cheering will be directed at our players and team. Negative outbursts will not be tolerated. Standing at any sporting event will be tolerated **only if it DOES NOT IMPEDE** the view of other spectators. A student and/or spectator may be suspended from attendance at extra-curricular activities for defiance of authority, fighting, use of profanity, or other acts of poor sportsmanship. Students who are serving an out of school suspension WILL NOT be allowed to attend Centura extra-curricular activities.

Summer Weight Program/Use of Weight Room by Non-Students

All weight programs that are under the instruction of a Centura Public Schools employees are for Centura students only. This includes the Summer Weights program. Centura Public Schools allow non-students/adults to lift at Centura during times when students are NOT participating in a weights program. Non-students, who are adults, are allowed to lift in the weight room only while the school is open and must sign a liability waiver form that is provided in the office during business hours.

Surveillance Cameras

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

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

CENTURA PUBLIC SCHOOL FACULTY HANDBOOK



2020-2021

Centura Vision Statement

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

Centura Mission Statement

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

Centura School Improvement Goals

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

District Reading Goal (Primary Goal)

- All students will become proficient in reading

District Math Goal (Primary Goal)

- All students will be proficient in math

District Writing Goal (Primary Goal)

- All students will be proficient writers

Accreditation Goals

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

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

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

Phone: 308.485.4258 or 308.226.8224
Email: ryan.ruhl@centuraps.org

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ABSENCES

Elementary Staff:

If you have to be absent because of illness or other emergencies, call the secretary (Leah Anne Lauritsen (C)750.2612) and let the principal (Abbey Cron (C)303.908.9861) know by 6:00 a.m. via either call or text.

Secondary staff:

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

Cory Bohling – C) 308-379-0285

If your principal cannot be reached, call the High School secretary Holly Christensen.

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

An odie absence request must be completed for every absence.

ACCIDENTS

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

Emergency Procedure:

In case of an emergency the teacher shall--

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

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

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

ALARM SYSTEM

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

BULLETINS

Elementary Staff:

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

Secondary Staff:

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

BUSES

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

BUS RULES

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

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

CENTURA ALERTS

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

CHILD PROTECTIVE SERVICES

If you have any suspicions or concerns relative to possible neglect/abuse of a child, report these to the principal or counselor immediately. Do not ask too many questions that would potentially create an issue with the witness. The administrator or counselor will make the official call to Health and Human Services.

CLASS LIST/ROSTERS

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

CLASSROOM SCHEDULES

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

COMMUNICATION PLAN FOR STUDENTS AND PARENTS

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

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

CONFIDENTIALITY

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

DAILY SCHEDULE

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

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

Elementary Staff:

Teachers must complete and turn in a discretionary leave form found in your staff google doc folder before a sub or a leave request will be confirmed. Please only use as necessary.

Secondary Staff:

Teachers must complete and turn in a discretionary leave form found in your staff google doc folder before a sub or a leave request will be confirmed. Please only use as necessary.

There will be a 3:10 p.m. dismissal time every Wednesday. Teachers are required to be at school until 4:00 p.m.

DISCIPLINE

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

Refer to Systemic Student Support System found in your staff handbook.

DISCRETIONARY LEAVE

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

Elementary Staff:

A form can be found in the staff binder and needs to be filled out prior to granting the leave.

Secondary Staff:

A form can be found in the staff binder and needs to be filled out prior to granting the leave.

DISRESPECT

A special note on disrespect. The administration of Centura Public Schools believes very strongly that students should show respect for teachers in both word and deed at all times. We will insist that they do so. The use of profanity will be dealt with severely. (See student discipline standards.) Bear in mind, however, that to command respect, a teacher must show the qualities that earn respect. The major quality in earning student respect is to show that

you respect the students, *all of them*. Don't threaten. Don't lose your composure. Do not talk about students, staff, or personal displeasures openly in classrooms, hallways, or teacher's lounge. And do involve the principal whenever you feel it is necessary.

DOCUMENTATION

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

DRESS CODE

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

EDUCATIONAL TELECOMMUNICATIONS

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

EMPLOYEE GRIEVANCE PROCEDURE

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

FACULTY DRESS

All faculty members will dress in a professional manner. Denim jeans will not be allowed for any reason or occasion for normal school sessions or activities during the regular school day. There may be times when faculty members dress in a casual manner but those times will be at the discretion of the building principal.

Teachers may wear jeans for field trips and field days.

FACULTY LOUNGE

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

Elementary Staff:

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

There will be a faculty member that will be assigned one week during the year to make sure it is clean at the end of the day. This will be posted in the lounge.

FACULTY MEETINGS

Elementary Staff:

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

Secondary Staff:

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

FIELD TRIPS

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

FIRE DRILL

There will be at least one fire drill each month.

Procedures:

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

FIRE EXITS/TORNADO SHELTERS

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

GRADING AND ASSESSMENT

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

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

Common Assessments

Common formative assessments will be utilized during the school year.

STUDENT PREP EXPECTATIONS: (Secondary Staff Only)

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

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

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

HOMEWORK

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

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

GRADING SYSTEM

Elementary Staff:

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

Grades 4-6

A----93-100

B----85-92

C----77-84

D----70-76

F----below 70

Grades K-3

A----Advanced

P----Proficient

D----Developing

B----Beginning

Secondary Staff:

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

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

LEARNING OBJECTIVES/TARGETS

It is mandatory for teachers to have all their learning objectives/targets posted for students to see for each subject area. (Ex. Use summarization skills to create a one-sentence explanation of chapter 1 in your science text; or Use addition skills to add three two-digit numbers.)

These can also be the exact standard being taught or the skill being introduced. **The learning objective has to be recorded in each teacher's lesson plans.**

LESSON PLANS

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

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

Teachers will submit lesson plans each week.

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

Information to be included in the lesson plan:

- the objective(s),

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

LOG ENTRIES

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

MAP ASSESSMENTS

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

MAPS assessment will be taken two times a year. In the Fall, K-11 students will take all designated assessments. In the Spring, K-9 students will take all designated assessments. There will be a predetermined schedule for all testing.

Students in the MTSS process will possibly take the Winter MAPS to check for growth in a specific area. Teachers have the ability to test in Winter if they choose.

MILEAGE

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

PARENT COMMUNICATION

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

Ask parents to contact you at school and to prearrange appointments whenever possible. Document communications and provide the Principal a copy, when appropriate.

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

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

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

Elementary Staff:

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

PARTIES-Elementary Staff Only

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

PHONE SYSTEM

Every classroom is equipped with a phone. Each phone, person, has an extension number. Peg will be able to tell you the extension number that belongs to you. Long distance calls cannot be made in your classroom. There is a phone in the teacher study that you may use.

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

PURCHASING

No purchases are to be made without approval from the office prior to the purchase and the initiation of a purchase order. Local purchases are encouraged, as long as costs and service are competitive. Any major expense should be researched carefully to be sure of the best prices and service to the school. **No purchases will be accepted or signed the week prior (Monday) to the regular scheduled school board meeting.**

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

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

REPORT CARDS

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

Elementary Staff:

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

SCHOOL CLOSING

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

SCHOOL EQUIPMENT AND FACILITIES

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

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

STUDENT DISMISSAL

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

SUBSTITUTE TEACHERS

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

Suggestions for a well prepared room:

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

Each teacher must have a subfolder to include the following:

- **Lesson/Activities, by period**

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

STUDENT SUPPORT SYSTEM

See documents in the discipline section of your staff binder.

SUPERVISION

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

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

SUPPLIES

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

SURVEILLANCE CAMERAS

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

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

TARDINESS

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

Elementary Staff:

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

TICKET TAKING RESPONSIBILITY

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

VISITORS

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

APPENDIX A- Elementary Staff Classroom Discipline

Be sure to follow the student support system, found in your staff notebook, to give you the appropriate steps for student discipline.

The purpose of discipline in the Centura Elementary School is to aid each student in becoming a productive, cooperative and responsible member of your classroom and school. Any action which interferes with this purpose will not be tolerated. The following regulations will be in effect at all school functions. **Log entries must be completed for EVERY incident.**

The following conduct by any student will result in appropriate disciplinary action. (There may be other behaviors that will result in disciplinary actions that are not listed.)

1. Fighting
2. Yelling and running (in the school buildings), shoving, rude and boisterous behavior.
3. Throwing snowballs, rocks, or other harmful objects.
4. Not staying within the boundaries of the playground or boundaries set in the school building.
5. The playing of contact sports, tackle football, etc.
6. Any behaviors that take away from the education of other students within the building.
7. Not showing reasonable and prompt behavior during emergency procedures such as fires drills, or severe weather drills.
8. Failure to follow the instructions of teachers, supervisors, and bus drivers.
9. Swearing or verbal abuse of another person.
10. Not following the new discipline procedures created during the summer.
11. Not completing classroom work.

DISCIPLINE POLICY - STUDENT CONTROL

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

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

Bathroom:

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

Hallway:

1. No talking in hallway
2. Keep hands to yourself
3. No running
4. Always walk in a single or double file line

5. PE/Music teacher must walk students to the hallway water fountains and watch students until they get to their classroom.
1. Students should participate in the development of basic classroom rules. Most people are willing to conform to certain standards when they have helped establish the parameters and know and understand what they are.

5 Steps of the Behavior Process

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

6 Behavior Management Steps

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

Assisted Discipline: We will be using an assisted discipline model to help with discipline issues that are not office referral worthy, but are disruptive to the class. Each teacher will be assigned an assisted discipline-teaching partner. These partners will be used to help deter common problems that take away from the learning in the classroom. Students that continue inappropriate behavior need to be sent to the office.

Teacher's Role in Discipline

The teacher's first objective is to solve the problem within the confines of the classroom. Research the reasons for the behavior and what is causing it to happen. If the behavior is such that it disrupts the learning in the classroom then that student shall be sent to their assisted discipline classroom or to the office with a **log entry completed**. **Do NOT put students in the hallway unsupervised.** Teachers need to communicate how they have handled this behavior in the classroom with the administrator. This communication is important as to prevent the behavior from happening again.

Assisted Discipline: Each classroom teacher will be paired with another teacher. This partner teacher will be used for timeouts when students have broken classroom rules, but do not need to be sent to the office.

Student's Role in Discipline

The student's first objective is to follow the teacher's directive and control the behavior. If the student is sent to the office they are to come immediately without further incident. Once in the office the student shall listen to the administrative directive and together a solution will be created

to prevent further incidents. Upon returning to the classroom, with the administrator, the student will make an appropriate apology to the person or persons affected by the behavior.

ex. I am sorry for shoving you in line. Next time I will keep my hands to myself. Do you accept my apology?

Students sent to Assisted Discipline room: Students are responsible for showing up to the classroom and completing a problem/solution chart (this form can be found in your binders). This chart will be taken back to their classroom and shared with the teacher. A short conference with the student and teacher will take place before the student is allowed to participate in class.

Administrator's Role of Discipline

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

Parent/Guardian Role of Discipline

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

APPENDIX B- Paraeducator Expectations

Faculty meetings

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

Classroom/Caseload Expectations

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

Paraprofessional Classroom Responsibilities

During videos:

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

During lecture:

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

During Tests/Quizzes:

- Read test questions, if necessary

- Follow through with other modifications, as appropriate
- Do not provide hints.

During reading:

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

During Projects/Group Work:

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

Prior to tests/quizzes:

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

During work time:

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

General:

Communicate with the classroom teachers any concerns you may come across with students not understanding information presented.

You are to work with kids on caseload as the first priority; other students are secondary priority in terms of assistance or redirecting to get back on task.

CENTURA ELEMENTARY SCHOOL



2020-2021

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FORWARD

Intent of Handbook

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

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

Abbey Cron, Elementary Principal

Members of the Board of Education

Mr. Justin Caspersen
Mr. Jeff Christensen
Mrs. Teresa Grabowski (President)
Mr. Aron Hostetler
Mr. Eric Hostetler
Mr. Will Kemptar

Centura Elementary Faculty and Staff

<u>NAME</u>	<u>PHONE EXTENSION</u>	<u>POSITION</u>
Abbey Cron	105	Principal
Leah Anne Lauritsen	104	Secretary
Clark Pedersen	138	School Nurse
Charlene Kyhn	219	Preschool
Katie Bohling	154	Preschool-Morning
Dori Dorsey	219	Family Coordinator
Danielle Sloan	213	Kindergarten
Rozy Dibbern	214	Kindergarten
Kim Vieth	218	First Grade
Allison Bartley	217	First Grade
Lisa Hermann	215	Second Grade
Rachel Sullivan	216	Second Grade
Sara Bierhaus	213	Third Grade
Denise Lucht	204	Third Grade
Jennifer Trumler	208	Fourth Grade
Thomas Yoachim	209	Fourth Grade
Barb Knopik	207	Fifth Grade
Deb Lemburg	206	Fifth Grade
Heather Evans	203	Elementary Counselor
Staci Hargens	201	Title I Reading
Ted Evans	146	Resource
Ashley Woitaszewski	150	Resource
Bailey Staab	210	Speech Pathologist
Taylor Hand	212	Birth - 5 Resource
Raquel Roth	201	Resource
Kim Killinger	211	Music
Alison Feeney	149	P.E.
Geoff Cyboron	119	Art
Kelley Jordan	116	Band
Kris Simon	142	Librarian
Stacie Tagel	145	Library Paraprofessional
Diana Korinek	219	Preschool Paraprofessional
Stephanie Luhn	219	Preschool Paraprofessional
Shannon Dvorak		Paraprofessional
Val Gascho		Paraprofessional
Teresa Hahn		Paraprofessional

District Staff

<u>NAME</u>	<u>POSITION</u>
Ryan Ruhl	Superintendent
Cory Bohling	HS Principal
Leah Paulsen	Business Sec.
Holly Christensen	HS Sec.
Rod Gericke	Head Custodian
Craig Loeffelholz	Head Custodian
Becky Phillips	Transportation
Kenley Reimers	Technology
Teresa Yarrow	Kitchen

ARTICLE 1 MISSION AND GOALS

SECTION 1: Mission Statement

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

SECTION 2: Vision Statement:

A school community about kids, excellence and innovation.

SECTION 3: Centura Elementary School Improvement Goals

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

District Reading Goal (Primary Goal)

- **All students will become proficient in reading**

District Math Goal (Primary Goal)

- **All students will be proficient in math**

District Writing Goal (Primary Goal)

- **All students will be proficient writers**

Accreditation Goal

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

ARTICLE 2 SCHOLASTIC ACHIEVEMENT

SECTION 1: Homework

Homework may be assigned to elementary students and is contingent upon factors such as curriculum requirements, student absences, the need for additional practice, or the lack of student effort or attention during school hours when time is given to work. **Homework is required to be returned by the date set according to the teacher.** Lack of turning in homework may require Wednesday Assistance. Each teacher has a policy that will be shared with students and parents at the beginning of the school year.

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

SECTION 2: Academic Progress

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

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

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

SECTION 3: High Ability Learners

Centura Elementary will provide a High Ability Learners program to students who qualify. In order for students to qualify, they must meet a certain point total in several categories: NeSA-R,M,S,W, MAP assessment, classroom grades, teacher assessment, and parent inventory. Students that qualify will be put into the HAL program that meets one time a week for 30-45 minutes of the day. Students in grades 3-8 can qualify for the program, exceptions may be made for students

with special circumstances determined by the HAL coordinator and building principal. While in the program, students will be challenged to enhance their learning in multiple ways such as; providing them with opportunities for independent study, acceleration of curriculum, compacted curriculum, enrichment, special classes or competitions, mentoring or shadowing, as well as more activities that require the use of higher level thinking skills.

SECTION 4: Response to Intervention (RTI)/Multi-Tiered System of Support

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

- **Note: RTI will be referred to MTSS starting during the 2019-2020 school year.**

SECTION 5: Cheating/Plagiarism

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

SECTION 6: Promotion/Retention (611)

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

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

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

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

SECTION 7: After School Assistance

Students in grades 3-6 will be required to stay for After School Assistance on Wednesdays from 3:10 – 4:00 if the following conditions occur:

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

A note will be sent home along with a phone call letting parents/guardians know that their student is required to stay after school. If a student misses After School Assistance they will be required to serve an in-school suspension. If a student misses a 2nd Wednesday Assistance they will be required to serve a 1 day out of school suspension.

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

SECTION 8: Grading System

Grading in the Centura Public Schools is as follows:

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

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

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

SECTION 9: Honor Roll

Centura Elementary recognizes students for outstanding academic achievement.

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

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

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

ARTICLE 3 ATTENDANCE

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

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

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

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

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

Students will be considered tardy if the following occur:

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

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

1. Excused Absence – Students' absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. *These absences include, but are not limited to illness, college visits, family trips, doctor and dentist visits, documented medical conditions making attendance impossible or impracticable, family emergencies, recognized religious observances, appointments that cannot be scheduled outside of the school day, and school sponsored or approved activities, court appearances, and funerals.*

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

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

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

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

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

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

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

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

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

Exceptions to this are:

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

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

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

Make-Up Work

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

Tardiness

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

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

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

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

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

ARTICLE 4 STUDENT RIGHTS/CONDUCT/RULES/REGULATIONS

SECTION 1: Permanent Records

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

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

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

SECTION 2: Student Directory Information

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

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

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

the annual yearbook; honor roll or other recognition lists; graduation programs; and, sports activity sheets showing weight and/or height of team members.

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

If parents do not want Centura to disclose directory information from a child's education records without prior written consent, notify the District in writing by September 1, 2020. Centura Public School has designated the following information as directory information: student's name, address, telephone listing, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, awards received and the most recent educational agency or institution attended.

SECTION 3: Publication of Student Pictures and Products

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

SECTION 4: Illness & Communicable Diseases

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

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

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

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

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

Absences due to illness will count toward the absence limitations.

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

SECTION 5: School Injury & Illness

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

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

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

SECTION 6: Harassment by Students

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Students' Rights:

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

Bullying Definition:

Pattern of abuse: physical, verbal, or electronic. Multiple acts by the same student(s) in a pattern that affects another student's ability to participate in an educational setting.

School Response to bullying:

If a student is caught or is known to have bullied another student at Centura, they will be subject to the appropriate consequences for the severity of the act.

Responses to bullying may include:

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

Types of behaviors not allowed:

Name calling, hitting, purposely leaving another student out, using social networks to defame or hurt another student or staff member, and anything else the administration deems to be inappropriate.

SECTION 8: Personal Property

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

SECTION 9: Freedom of Expression

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

SECTION 10: Complaint/Grievance Procedures

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

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

SECTION 11: Due Process

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

SECTION 12: Questioning of Students by Outside Agencies

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

SECTION 13: Attendance and Behavior at School Activities

Students will conduct themselves at school activities as they would during the regular school day. All students will have an adult supervisor at all activities after 3:40 p.m. No child will remain after school unless an adult (preferably a parent) is present with that child. All students will leave the campus after school (unless adult supervision is present) and come back for their respective evening activities.

Due to the possibilities of accidents and other problems concerning students and the general public, the following general guidelines will be exercised whenever attending school activities.

- Students will use good citizenship behavior and maintain a high level of character when attending school activities.
- Students will remain in the area that the activities are being played.
- Students will only play on the playground equipment during school hours.

Basketball and Volleyball Games

Students should refrain from leaving the gym during play. Leave between quarters or half-time breaks unless unforeseen emergencies occur and waiting for a break cannot be avoided. Constant running in the halls or bleachers at ballgames, musicals, and all other activities is prohibited.

SECTION 14: Student Support System

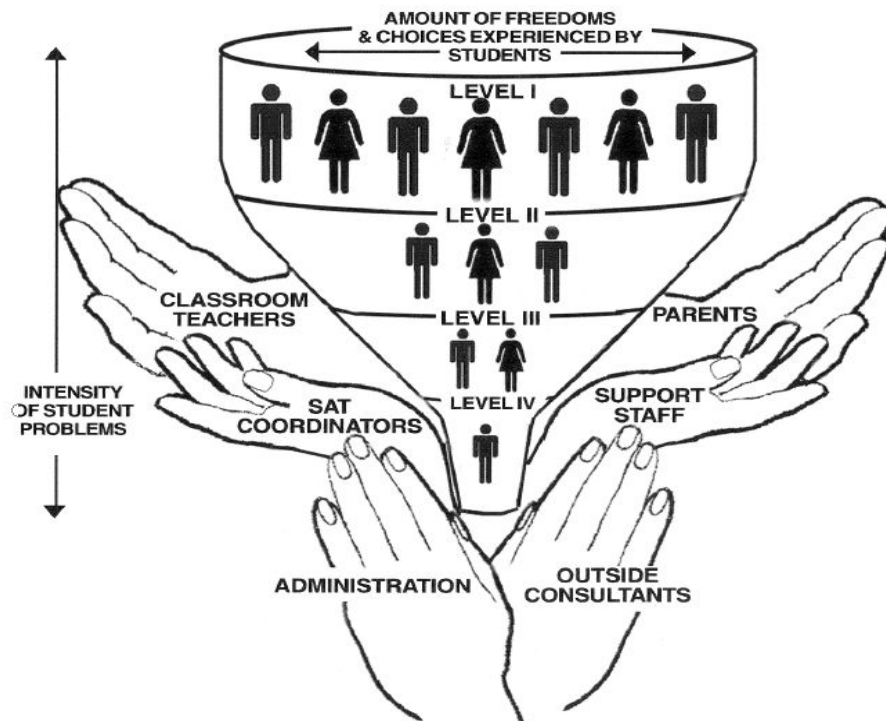
Centura Public School Student Support System General Description

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

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

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

STUDENT SUPPORT FUNNEL



For additional information about the **Centura Systemic Student Support System** contact either Abbey Cron (Elementary Principal) or Cory Bohling (Secondary Principal) at: 308-485-4465

Level I Prevention

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

1. State the expected goal behaviors. Teachers explain what each goal means to them and describes why the goal is important for each student. There are three student performance goals:
 - Be Responsible
 - Complete assigned tasks on-time
 - Be Respectful
 - Be Resourceful

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

Level II Accommodation

If student academic or behavior performance problems exceed a teacher's tolerance at level I or a parent identifies an academic concern within a classroom, they will initiate Level II problem solving.

1. When a student fails to perform a goal behavior at level II for a particular teacher, he/she will be required to complete a problem-solving conference. After the problem-solving conference is completed, a copy of the conference documentation will be emailed or mailed to a parent so they can discuss the problem situation with their child at home.
2. When a student fails to perform a goal behavior a second time at level II for a particular teacher, he/she will be required to complete a problem-solving conference. After the problem-solving conference is completed, a copy of the conference documentation will be emailed or mailed to a parent so they can discuss the problem situation with their child at home.
3. When a student fails to perform a goal behavior a third time at level II for a particular teacher, he/she will be required to complete a problem-solving

conference. After the problem-solving conference is completed, a copy of the conference documentation will be emailed or mailed to a parent so they can discuss the problem situation with their child at home.

The student may also be required to call a parent to explain how his/her behavior created a need for a mandated meeting within five school days. The student is expected to attend the parent-teacher problem solving meeting. After receiving a third problem solving conference for a particular teacher, he/she moves to level III for all teachers.

The purpose for a parent-teacher problem solving meeting is to develop an action plan aimed at resolving the student's difficulty. During this 20 to 40 minute meeting, parents, teachers, student and Principal, if requested, will identify the problem, select a student goal, generate solution ideas, develop a home-school action plan, select a way to measure plan success, assure that each participant understands their part in the plan, and select a time to review the plan. The meeting can be illustrated as follows:



Level III Correction

If student academic or behavior performance problems continue after a Level II Performance Improvement Planning meeting, the classroom teacher will begin level III problem solving.

1. When a student fails to perform a goal behavior at level III for a particular teacher, he/she will be required to complete a problem-solving conference.

After the problem-solving conference is completed, a copy of the conference documentation will be emailed or mailed to a parent so they can discuss the problem situation with their child at home.

2. When a student fails to perform a goal behavior a second time at level III for a particular teacher, he/she will be required to complete a problem-solving conference. After the problem-solving conference is completed, a copy of the conference documentation will be emailed or mailed to a parent so they can discuss the problem situation with their child at home.
3. When a student fails to perform a goal behavior a third time at level III for a particular teacher, he/she will be required to complete a problem-solving conference. After the problem-solving conference is completed, a copy of the conference documentation will be emailed or mailed to a parent so they can discuss the problem situation with their child at home.

The student may also be required to call a parent to explain how his/her behavior created a need for a mandated meeting within five school days. The student is expected to attend the parent-teacher problem solving meeting. After receiving a third problem solving conference for a particular teacher, he/she moves to level IV for all teachers.

The purpose for a parent-teacher problem solving meeting is to develop an action plan aimed at resolving the student's difficulty. During this 30 to 60 minute meeting, the SAT Coordinator, parent(s), student, teacher(s), support staff and Principal, if requested, will identify the problem, select a student goal, generate solution ideas, develop a home-school action plan, select a way to measure plan success, assure that each participant understands their part in the plan, and select a time to review the plan.

Level IV Remediation

If a student continues to experience academic or behavior difficulties after the corrective steps have been taken, a student may be referred to Level IV for intense problem solving. The purpose of level IV problem solving is to identify the appropriate educational setting and/or curriculum for the student with the problem situation. Contact an administrator to gather additional information about Level IV problem solving.

SECTION 15: Suspension From School

The principal may suspend a student from school for up to five school days for failure to follow the rules and regulations of the school. For more serious or repeated offenses, the principal may recommend to the superintendent that a long-term suspension (over five but less than 20 school days) or expulsion (for up to one year) be applied. The superintendent will then proceed according to State Law (Sec. 79-4.170 to Sec. 89-4.205) as adopted by the Board of Education.

The suspended student may reenter school only after completing a conference, involving the administration, parents, and student, unless prior arrangements have been made with the parents. If the conference results indicate that the problem has been resolved, the student may re-enter school.

PROBATION, SUSPENSION, AND EXPULSION

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

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

II. Emergency Exclusion. The Principal may exclude a student from school in the following circumstances; Superintendent of schools, or the Superintendent of schools may from time to time authorize other such persons as such

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

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

Such exclusion shall be subject to the procedural provisions of Section III of this policy, provided that, if the Superintendent or his designee determines that such exclusion shall extend beyond five school days, the procedures set forth in

Section VIII of this policy shall be followed, and a final determination shall be made by the hearing officer within ten school days after the initial date of the exclusion.

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

C. It shall be the policy of the district that students will not be allowed to make up work or credit missed due to any long-term or short-term suspension.

III. Short Term Suspension

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

A. Conduct constituting grounds for expulsion as set out in Paragraph VII of this policy (see "Prohibited Student Conduct").

B. Any other violation of rules and standards of behavior adopted by the Board of Education.

SECTION 16: Physical Restraint and Seclusion (BOARD POLICY 505.07)

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

A. Social and emotional skills form a foundation for young people's success not just in school, but also as healthy and caring adults, productive workers and engaged citizens. Positive student behavior in school is directly connected to increased motivation, efficient learning, high achievement, diminished disciplinary action and increased graduation rates.

B. Students and school personnel should expect to work in a safe environment. Implementation of a school-wide systematic approach to positive student behavior will improve overall school safety, will minimize the need for the use of restraint and seclusion, and will ensure they are only used as a last resort in an emergency situation.

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

III. Authorized Use

A. Centura Public Schools supports school-wide programs and services that motivate, teach and support positive behavior to create a school climate that is highly conducive to learning.

1. Each school will establish practices that have the goal of making the school climate and environment welcoming and supportive of learning, and that promote the recognition and reinforcement of appropriate student behavior.

2. It is expected that school staff will implement positive behavior supports and interventions, functional behavioral assessments and related behavior plans, and constructive methods to de-escalate potentially dangerous situations.

3. When the district anticipates that a student is not likely to behave in such a way that climate and environment are welcoming and supportive of learning, and that promote the recognition and reinforcement of appropriate student behaviors the following steps will be taken.

i. The plan will be developed in cooperation with the parent or guardian.

ii. This will occur whether or not the student is eligible for special education.

B. Centura Public Schools authorizes staff members to use physical restraint and seclusion in limited situations. They may only be used under the circumstances specified in this policy.

SECTION 17: Student Attire and Grooming Policy (BOARD POLICY 504.06R1)

Student Attire and Grooming

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

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

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

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

*Dress for current weather conditions. Outside recess will take place whenever possible. ***Due to changing weather conditions, shorts will only be worn during the first and fourth quarters of school.***

SECTION 18: Student Conduct Student Discipline Act (79-267)

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes an interference with school purposes, to include hazing;

2. Willfully causing or attempting to cause damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, a school volunteer, or to any student. (Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.);
4. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from such person;
5. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered to be a weapon;
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, a substance represented to be a controlled substance, as defined in Nebraska and Federal law, or being under the influence of a controlled substance or alcohol;
7. Public indecency;
8. Engaging in bullying;
9. Sexually assaulting or attempting to sexually assault any person; including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which constitutes a danger to other students or interferes with school purposes;
11. Repeated violation of rules of conduct established by the Board of Education, Superintendent, or Principals of the Centura Public Schools.
12. Possessing, selling, dispensing or use of any tobacco product such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products;
13. Causing a false fire alarm;
14. "Trespassing" (Being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when ordered to do so by school officials);
15. Unlawful assembly (assembly of students which disrupts the educational process);
16. Insubordination, repeated disrespect of authority;
17. Self-administration of medication. All medications must be dispensed through the school nurse. School district personnel may not dispense medication to students without prior written authorization from the physician and the parent/guardian. Prior authorization includes the original prescription container whose label includes the child's name, physician's name and directions for dispensing the medication.

18. False communication, verbal or written, of presence of a bomb or other explosive device or any other communication that disrupts the educational process;
19. Reckless endangerment, which causes an interference with the education process;
20. Inappropriate use of technology, to include plagiarism or cheating, which causes an interference with the educational process;

Teacher's Role in Discipline

The teacher's first objective is to solve the problem within the confines of the classroom. Research the reasons for the behavior and what is causing it to happen. If the behavior is such that it disrupts the learning in the classroom, then that student shall be sent to the office with an official office referral completed. Teachers need to communicate how they have handled this behavior in the classroom with the administrator. This communication is important to prevent the behavior from happening again.

Student's Role in Discipline

The student's first objective is to follow the teacher's directive and control the behavior. If the student is sent to the office, they are to come immediately without further incident. Once in the office, the student shall listen to the administrator's directive and together a solution will be created to prevent further incidents. Upon returning to the classroom, with the administrator, the student will make an appropriate apology to the person or persons affected by the behavior.

ex. I am sorry for shoving you in line. Next time I will keep my hands to myself. Do you accept my apology?

Administrator's Role of Discipline

The administrator will take the information given to them and conduct a meeting with the child. Together the administrator, child, and the information from the teacher will create an understanding of what is expected of the student in the appropriate setting. Disciplinary action will be taken depending on the severity of the behavior. The administrator will then report to the teacher what was discussed with the child and how the situation was handled. Input from the teacher will also be used to help prevent other occurrences. Contact with the student's parent(s)/guardian(s), by way of phone call, will be made when the child receives a second office referral at any point during the year and every additional office referral following.

Parent/Guardian Role of Discipline

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

SECTION 19: Drug-Free/Tobacco Free *Campus* (BOARD POLICY 1006.02)

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

SECTION 20: Gun-Free/Weapon Free School (BOARD POLICY 504.11)

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

A student who is determined to have brought a firearm or weapon, such as a knife, to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term "to school" or "at school" means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

***No firearms or dangerous weapons will ever be allowed to be brought to school by a student. Firearms are only allowed to be possessed by police officers, county sheriff, or other appropriate emergency personnel.**

SECTION 21: Communication Plan for Students and Parents

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

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

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

SECTION 22: Surveillance Cameras

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

Only authorized personnel will be involved in, or have access to, surveillance monitoring.

Surveillance cameras will be installed and configured to prevent tampering with or unauthorized duplicating of recorded information.

SECTION 23: Computer Fees (BOARD POLICY 504.19)

Premium: Students will be charged an annual \$80 non-refundable computer loan agreement/use fee for the computer.

Computer malfunction or breakdown due to manufacturer's defect is covered at no cost to the student/parent(s). This agreement covers the computer loaned to the student against all damage or breakage. Theft or loss may be covered if the appropriate paperwork is received by law enforcement. Accessories are not covered. Coverage is 24 hours per day. Total value/repair cost will be determined

at the time of damage. For purposes of this program the maximum agreed-upon value of the computer shall be established at \$1200.00. In the event of damage, this agreement will pay 70% (up to \$840.00) of the amount of damage.

Student/Parent(s) will be responsible for 30% (up to \$360.00) of the amount of damage. Intentional damages are full responsibility of the student/parent, to be determined by the building Principal.

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

SECTION 24: Student Fees

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

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

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

1. Athletic Event Pass: \$25 student, \$30 Adult, \$100 Family
2. Band:
 - a. Elementary/Junior High - \$20, if renting a school instrument
 - b. High School - \$20 (Mandatory dry cleaning fee); \$20, if renting a school instrument
 - c. Other miscellaneous fees, as applicable

SECTION 25: Reasonable Physical Force

Corporal punishment is the intentional physical punishment of a student and is prohibited. However, no employee is prohibited from:

1. Using reasonable and necessary force, not designed or intended to cause pain, in order to a) Quell a disturbance or prevent an act that threatens physical harm to any person; b) Obtain possession of a weapon or other dangerous object within a pupil's control; c) Defend one's self or defense of others; d) Protect school property; e) Remove a disruptive student from class or school premises or school-sponsored activity; f) Protect a student from the self-infliction of harm; g) Protect the safety of others.
2. Using incidental, minor, or reasonable physical contact to maintain order and control. Upon request, the student's parents shall be given an explanation of the reasons for physical force.

SECTION 26: Student Conduct Student Discipline Act of 1994 (Section 79-4, 170 through 79-4, 205 Revised Statutes of Nebraska)

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

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

1. *Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes an interference with school purposes, to include hazing;*
2. *Willfully causing or attempting to cause damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;*
3. *Causing or attempting to cause personal injury to a school employee, a school volunteer, or to any student. (Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.);*
4. *Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from such person;*

5. *Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered to be a weapon;*
6. *Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, a substance represented to be a controlled substance, as defined in Nebraska and Federal law, or being under the influence of a controlled substance or alcohol;*
7. *Public indecency;*
8. *Engaging in bullying;*
9. *Sexually assaulting or attempting to sexually assault any person; including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event;*
10. *Engaging in any other activity forbidden by the laws of the State of Nebraska which constitutes a danger to other students or interferes with school purposes;*
11. *Repeated violation of rules of conduct established by the Board of Education, Superintendent, or Principals of the Centura Public Schools.*
12. *Possessing, selling, dispensing or use of any tobacco product such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products;*
13. *Causing a false fire alarm;*
14. *“Trespassing” (Being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when ordered to do so by school officials);*
15. *Unlawful assembly (assembly of students which disrupts the educational process);*
16. *Insubordination, repeated disrespect of authority;*
17. *Self-administration of medication. All medications must be dispensed through the school office. School district personnel may not dispense medication to students without prior written authorization from the physician and the parent/guardian. Prior authorization includes the original prescription container whose label includes the child’s name, physician’s name and directions for dispensing the medication.*
18. *False communication, verbal or written, of presence of a bomb or other explosive device or any other communication that disrupts the educational process;*
19. *Reckless endangerment, to include driving, which causes an interference with the education process;*
20. *Inappropriate use of technology, to include plagiarism or cheating, which causes an interference with the educational process;*
21. *Any violation of the Uniform Controlled Substances Act, to include, possessing, dispensing, delivering or administering anabolic steroids.*

ARTICLE 5 SCHOOL DAY

SECTION 1: Elementary Daily Schedule

School begins each day at 8:20 a.m.

School dismisses at 3:40 p.m.

SECTION 2: Adjusted Schedules

A shortened schedule will be utilized should weather conditions warrant. This schedule will be announced through local media (social media, radio, T.V., newspaper, Centura alert) and school notes. 1:45 p.m. dismissals will occur throughout the year and can be found on the school calendar. There will be a 2:30 dismissal every Wednesday unless noted otherwise.

SECTION 3: School Hours

Office opens	7:30 a.m.
Breakfast	7:45 a.m.
Staff on duty	8:00 a.m.
School begins for all classes	8:20 a.m.
School ends for all classes	3:40 p.m.
Staff off duty	4:00 p.m.
Office closes	4:30 p.m.

Lunch Period Schedule

Grade	Lunch	Noon Recess
K, 1	10:55 to 11:20	11:20 to 11:50
2, 3	11:20 to 11:45	11:45 to 12:15
4, 5	11:45 to 12:10	12:10 to 12:40

SECTION 4: School Closings

School closing due to inclement weather will be announced on local radio and television stations before 8:00 a.m.

- School Website: <http://centuraps.org>
- Centura Alert System
- Channel 10/11/KOLN/KGIN
- Channel 13/NTV
- Channel 5/KHAS-TV

It may become necessary to dismiss classes during the school day because of bad weather. In such an event, it is important that parents/guardians provide

ahead of time to the school, the procedures the child should follow (i.e., go home with a specific friend, go to a relative's home, babysitter's, etc.)

Parents may decide to keep their children home during inclement weather. Students absent due to severe weather when school is in session will be marked absent. The absence will be treated like any other absence. Parents may pick up their children during inclement weather at any time during the school day.

SECTION 5: Staying After School

State law 79-257 states that school personnel may keep students after school for disciplinary reasons or to further school purposes. When it is necessary to keep students after school, we try not to keep students past 4:30 p.m. without attempting to call parents first.

There will be a mandatory After School Assistance for students in 4th – 5th grades. Students in these grades that have missing assignments, are failing a class, or behaviors need remediation will be required to attend (See Article 2 Sec.7)

Detention may be used as a consequence for some students. The detention will take place the day the behavior occurs. Students may have to stay thirty minutes to an hour depending on the severity of the behavior.

SECTION 6: Meals

A hot lunch program is available at school. Children staying at school for lunch are expected to: 1) enter and leave the lunchroom in an orderly manner; 2) wash hands; 3) be considerate to others; 4) talk in a normal voice and use appropriate language; 5) use good manners while eating; 6) sit where assigned; and 7) abide by the district's Code of Conduct. Lunchroom privileges can be denied if students do not follow these guidelines. Lunch will be conducted in the high school cafeteria. **Students are required to not talk the last 5 minutes of the lunch period to allow them to complete their meal before heading out to recess.**

Beginning at 7:45 a.m., a breakfast program is offered at Centura Public School for those students wishing to participate.

Breakfast/Lunch Prices

Prices will be determined annually and communicated to students and parent(s) /guardians by building principals. Money is collected throughout the school year for lunches. It is strongly encouraged that lunches be paid by the week or month

whenever possible. Parents are notified, by Centura Alert, when a student's lunch account is \$5 or less. Applications for free/reduced price meals are available at the school's office. Names of students eligible for free/reduced price meals will be kept confidential.

	<u>Lunch Fees</u>	<u>Breakfast Fees</u>
K-6:	\$2.65	\$1.55
Second Milk:	\$.40	\$.40
Adults:	\$3.70	\$1.80

Parents are encouraged to sign up for free and reduced lunches by guidelines sent home at the beginning of the school year or call the school.

We strongly recommend that parents DO NOT send cash to school. It is impossible to track discrepancies and loose change can easily be lost or stolen.

If cash is sent, place all coins and currency in a sealed envelope with your child's name and homeroom on the outside. Please indicate the envelope is for lunch and/or milk. The lunch program is managed through a computer system that tracks "family" accounts. All money sent to school for lunch and milk will be credited to your family account and used according to how many lunches and milks were taken on each day.

Notice of Nondiscrimination

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

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

SECTION 7: Season Tickets

Prices for those activities for which Centura charges admission are generally \$4.00 for students and \$4.00 for adults. Preschoolers are admitted free. An All-Sports Season Pass, good for admission to all home sporting events during the year but not good for Conference or District events, may be purchased at a cost of \$25 student, \$30 adult, or \$100 family. The All-Sports Ticket may be purchased at the office, or from ticket sellers at the gate during football, volleyball, and basketball seasons.

SECTION 8: Pledge of Allegiance

Each public school district shall require each such district's schools to establish a period of time during the school day, when a majority of pupils is scheduled to be present, during which pupils will be led in the recitation of the Pledge of Allegiance in the presence of the flags of the United States of America, in grades kindergarten through twelve. Pupil participation in the recitation of the Pledge of Allegiance shall be voluntary. Pupils not participating in the recitation of the Pledge shall be permitted to silently stand or remain seated but shall be required to respect the rights of those pupils electing to participate.

SECTION 9: Cell Phone Usage During School Hours

Student cell phone/watch phone usage will not be allowed for students in grades K-5 during the school day. Students may bring their phones, but must keep them in their bookbags during school hours.

- 3 strike policy

1. First offense: the teacher asks you to put the phone away *OR turns it into the office*
2. Second offense: the teacher keeps your phone for the rest of the day *OR turns it into the office*
3. Third offense: the phone is turned into the office and parents will have to pick it up.

NO pictures will be taken during the school day in the school building.

ARTICLE 6 STATE AND FEDERAL PROGRAMS

SECTION 1: Notice of Nondiscrimination

All students attending Centura Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education (home economics and consumer education, trades and industrial education, business and office education, etc.) regardless of race, color, national origin, religion, age, handicap, or sex. Anyone needing this information in alternate formats please contact the Superintendent's office. It is the policy of the Centura Public Schools not to discriminate on the basis of race, national origin, creed, age, marital status, sex, or disability in its educational programs, activities, or employment practices as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, Americans with Disabilities Act, and the Nebraska Equal Education Opportunity Act. Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, the American's with Disabilities Act, Section 504 or Title VI may be directed to Abbey Cron, Principal, Centura Elementary, Cairo, NE 68824, (308) 485-4258, or in the case of Title IX and the Rehabilitation Act, to the Director of the Region VII Office for Civil Rights, ED, 1150 Grand Avenue, 7th Floor, Kansas City, Missouri 64106, (816) 374-2474.

SECTION 2: Designation of Coordinators

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

SECTION 3: Notice of Staff Qualifications

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

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

- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major/or masters degree of the teacher.

You may also ask for information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to the principal. The information will be provided to you in a timely manner. Finally, Centura Elementary School will give timely notice to you if our child has been assigned, or has been taught for four or more consecutive weeks, by a teacher who does not meet the requirements of the Act.

SECTION 4: Copyright and Fair Use

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

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

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

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

SECTION 5: Entrance-Admissions

Nebraska school law states that, “Any child not less than six and not more than sixteen years of age is to attend school each day that such schools are in session except when excused by school authorities.”

SECTION 6: Immunizations

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

Upon first time enrollment in the Centura Public Schools, children must receive a physical and eye examination and any needed immunizations or booster shots. A dental examination is encouraged as well. Parents may contact the school or their family physician for specific information.

Exemptions or temporary waivers from the immunization requirement in this policy will be allowed only for medical, military, or religious reasons recognized under the law.

SECTION 7: Asbestos

The Institute for Environmental Assessment was requested by Centura Public Schools to review and prepare an asbestos management plan identifying the presence of asbestos within district school buildings. The Institute's federally certified inspectors, planners, public health and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products. Asbestos is a mineral fiber associated with increased levels of disease when inhaled. The risk rating procedures which the Institute used in commenting on the asbestos were developed in conjunction with national experts in the area of industrial medicine, toxicology, industrial hygiene, and engineering. After reviewing the characteristics of Centura buildings, we prepared a management plan for each building, a copy of which is maintained at the central district office and also in the administrative office for each major building describing the asbestos plan and the intended response.

Asbestos is dangerous only when it is broken loose from building material into fine, dust-like fibers and inhaled. The only asbestos exists in floor tile, which poses minimal health risks and is required to be removed only when the building is demolished. The district implemented its management plan and will continue to conduct a periodic surveillance of all asbestos-containing building material. The periodic surveillance is conducted to provide a continuous assessment to assure

safety-conscious management of asbestos-containing materials. The detailed plan and updated information for each building, or for the entire district, is open for public review.

ARTICLE 7 STUDENT SUPPORT SERVICES

SECTION 1: Homeless Children and Youth

Homeless children and youth are provided a free and appropriate education. Contact Centura Public Schools' administrative office if you are in need of services.

SECTION 2: Student Services (Section 504 Rehabilitation Act of 1973)

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

SECTION 3: School Health Services

The following health services are provided to all students:

- The school nurse provides first aid.
- All immunizations are referred to the parent. Parents will receive information from the school indicating which immunizations and booster shots are needed.
- Height, weight, vision, and hearing screenings are given annually to all students. Parents are notified if possible problems are identified.
- Students in grade 6 are observed annually for scoliosis (curvature of the spine) and possible defects are referred to parents.
- All state required immunizations must be taken care of before the student can attend school.

SECTION 4: Medication

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

SECTION 5: Abuse/Neglect

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

SECTION 6: The School Counseling Program

A school counselor helps children with academic, social, and personal needs. A major emphasis is placed on developing an awareness, understanding, and acceptance of self and others. Children are seen in the classroom, in small groups, or individually. A child sees the counselor through a referral process. The most common type of referral is self referral (a student refers himself). Teachers and parents may also refer a child to the counselor. Parents of any child seeing the counselor are notified of this referral. If you do not wish your child to see the counselor, you must take the initiative to notify the school.

The counselor is an active member of Centura Elementary's educational team, which includes the administration, teachers, and parents. The counselor works with difficulties experienced by individual students. She also assists students with study skills, making positive decisions, interpersonal relationships, and communication skills. The mission of the counseling program at Centura Elementary School is to assist children in their learning process.

SECTION 7: Equal Education Opportunity

All students attending Centura Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education (home economics and consumer education, trades and industrial education, business and office education, etc.)

regardless of race, color, national origin, religion, age, handicap, or sex. Anyone needing this information in alternate formats please contact the Superintendent's office. It is the policy of the Centura Public Schools not to discriminate on the basis of race, national origin, creed, age, marital status, sex, or disability in its educational programs, activities, or employment practices as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, Americans with Disabilities Act, and the Nebraska Equal Education Opportunity Act. Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, the American's with Disabilities Act, Section 504 or Title VI may be directed to Abbey Cron, Principal, Centura Elementary, Cairo, NE 68824, (308) 485-4258, or in the case of Title IX and the Rehabilitation Act, to the Director of the Region VII Office for Civil Rights, ED, 1150 Grand Avenue, 7th Floor, Kansas City, Missouri 64106, (816) 374-2474 Any persons having inquiries concerning this district's compliance with Title VI, Title IX, Section 504, Homeless Students, Safe and Drug Free Schools, and accommodating special dietary needs should contact the Centura Public Schools Administrative Offices for reference.

SECTION 9: Differentiated Education

We believe that each child has certain ability levels in all curriculum areas and our job as educators is to focus on those ability levels and continue to enhance them through differentiated instruction. No student learns the exact same as another student. The school district systematically looks at student ability levels and groups students with like abilities to intensify their learning programs. An example of this would be our 6th grade math program. Students that show strength in math and achieve a certain score on the NES A assessment and the MAP assessment are given the opportunity to move into pre-algebra in the 6th grade. Another example of differentiated instruction is the guided reading groups performed at each grade level. Students are grouped together according to their ability, such as reading. Students that can read text with other students at their level are more likely to comprehend the text and most importantly enjoy the text.

When students are grouped together by similar ability levels, teachers are able to focus their instruction to meet the specific needs of those students. Students are then directly instructed in the areas that show the need for more improvement. The students that are grouped together can continue their learning at a pace that is appropriate for them with their needs in mind.

The overall goal of Centura Elementary is to educate each child at the level they are currently performing and take them to their grade level benchmark and above.

SECTION 10: Multicultural Policy (BOARD POLICY 604.04)

Centura Public School will provide equal educational opportunities for the racial, cultural and ethnic development of all students within the School District as of a significant value to the American way of life.

This school district recognizes that students of minority groups in many instances have special problems and needs. Such special needs may be due to the fact that English is not the primary language of these students or because of cultural differences.

It is the intent of the district to identify students with such special needs to the best of the district's ability, provide them with an instructional program directed toward equalizing their educational opportunity.

This district furthermore, recognizes that cultural differences and the bilingual ability of some of its students are assets that should be recognized and encouraged without jeopardizing their performance in English.

- Teachers will document one multicultural unit and provide any additional documentation or handouts needed. This documentation and lesson will need to be submitted to the building principal.

SECTION 11: Asthma and Allergic Reaction Protocol (Board Policy 508.12)

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

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

SECTION 12: Dating Violence Policy (BOARD POLICY 504.21)

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

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement.

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

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

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

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

ARTICLE 8 BUILDING AND GROUNDS

SECTION 1: Disaster Drills (BOARD POLICY 508.05)

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



STANDARDTM RESPONSE PROTOCOL EXTENDED

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions: Lockout, Lockdown, Evacuate, Shelter and Hold. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Get Inside. Lock Outside Doors"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveugays.org>

LOCKOUT

GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.



STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

LOCKDOWN

Lockdown is called when there is a threat or hazard inside the school building.



STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.



STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.



SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

HOLD IN YOUR CLASSROOM

Hold is called when the hallways need to be kept clear, even during class changes.



STUDENTS:

- Remain in your classroom
- Do business as usual.

TEACHERS:

- Recover students and staff from hallways
- Close and lock classroom door
- Take roll, account for students



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SECTION 2: Emergency Evacuation Parent-Reunification (BOARD POLICY 508.06)

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

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

SECTION 3: Care of School Property and Vandalism

Students shall treat School District property with care and respect. Students found to have destroyed, or otherwise harmed, School District property may be required to reimburse the School District. Students may be assessed fines, charges, or fees for damage beyond normal wear to the materials needed in a course, for overdue school materials, or for misuse of school property. Students

may be subject to discipline under Board policy and the School District rules, regulations, and student code of conduct. They may also be referred to local law enforcement authorities. State law 43-801 states that parents are ultimately liable for the willful and intentional destruction of property by their children.

SECTION 4: Search and Seizure

The principal or his/her designee may search a student's personal property (book bag, purse, clothing, etc.) and school property (desk, locker, etc.) at any time without notice, without student consent, and without a search warrant if there is a reasonable basis to believe that the student is in possession of material in violation of school policy and/or state and federal laws, and may seize illegal, unauthorized, contraband materials, or items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items").

SECTION 5: Buses

Bus service on a regular schedule is provided for Centura students to and from school. Buses are also provided for all school activities. ***Riding the school bus is a PRIVILEGE not a right*** and privileges can and will be taken away at any time if student behavior warrants such action.

Proper Bus Etiquette:

BUS RULES

1. Under the direction of the driver, each student is held responsible for that seat.
2. Pupils must be on time; the bus cannot wait for those who are tardy.
3. Unnecessary conversation with the driver is prohibited.
4. Outside of the ordinary conversation, classroom conduct is to be observed by all students. Any pupil who is guilty of unbecoming conduct, of using inappropriate language, of abusing or casting reflections upon the driver or other students or teachers may forfeit the right to ride the bus. No gum, candy, or other food or drink is allowed unless the driver gives permission to do so.
5. Students must not throw waste paper or other rubbish on the floor of the bus, nor put anything in the aisles.
6. No students shall at any time extend arms or head, or any part of the body out of the bus windows.
7. Students must not get on or off or move about within the bus while it is in motion.
8. When leaving the bus, students should cross the road in front of the bus. Look both ways and make sure it is safe.

9. The driver is in full charge of the bus and the students. Students are to comply promptly, cheerfully, and fully with each driver's request.
10. If monitors or patrols are on duty, students must obey and respect their orders as well.
11. Any damage to the bus is to be reported at once to the driver.
12. Students will be especially quiet when the bus is stopped at a railroad crossing so the driver can hear oncoming trains.
13. No student will leave the bus other than at an assigned stop or at the school except with permission of the driver.

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

SECTION 6: Playground Rules

Students will be expected to:

1. Play in designated areas only, on the playground side of the trees, benches, and fence;
2. Play in a safe manner (no fighting, kicking, hitting, wrestling, pushing, grabbing, pulling, tripping, or throwing objects such as dirt, clods, rocks, sticks, snowballs, pine cones, and grass);
3. No chasing is allowed; only tag games taught by the P.E. teacher will be allowed;
4. Play touch football only if playing football;
5. Play ball or catch in open areas toward west or south areas of the play fields;
6. Take turns on the equipment;
7. Stay in a swing until it stops moving; no standing on swings;
8. Go feet first down slides in a sitting position;
9. Stay out of mud, water, and snow;
10. Leave the trees alone, don't climb in them;
11. Line up immediately when the whistle is blown for their class to return to the building;
12. Leave dangerous objects alone; No picking up of rocks, sticks, snow, or other harmful items.
13. Stay on the playground unless there is an emergency or an adult supervisor has given permission to leave;
14. Candy, gum, and food are not allowed on the playground;
15. Help keep the playground free from litter;
16. Leave personal play equipment at home unless special permission is received from the principal; return school equipment to the ball cage.
17. Remember that every adult is in charge and follow their directions .

18. Go immediately to the principal's office when asked to do so by the teacher on duty;
19. Settle differences peacefully--Stop/Think/Plan/Talk;
20. Abide by the Code of Conduct
21. Students must wear their coats if they take them out to recess, no taking coats off.
22. Students will not play on the equipment if it is wet or icy.
23. Keep all hands and feet to yourself.
24. Students must demonstrate good sportsmanship at all times.

Winter Recess Rules

1. Teachers will encourage the children to bring appropriate winter clothing and boots.
2. Students will keep their coats on if they take them out.
3. Students will not be allowed to go back in the building to get coats, mittens, hats, toys, or equipment. Students should bring everything they need to the lunchroom.
4. Teachers will discourage going back in the building to use the bathroom. If it appears to be an emergency the child will be allowed to go in and use the restroom.
5. If the equipment is wet or icy, children will stay off of it. If necessary, recess will be conducted on the blacktop.
6. If the temperature allows students to go outside, but there is snow on the ground, recess needs to be conducted on the black top. There will be no picking up of snow or rocks.
7. Sliding on the ice is not permitted.
8. No playing in the field if it is muddy.

SECTION 7: Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for

school-related activities.

5. Students may use the Internet for appropriate educational purposes.
6. Students shall use Team Blue applications in the appropriate manner on school computers.

B. Unacceptable Use

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

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

II. Enforcement

A. Methods of Enforcement

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

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
 - a. Loss of computer privileges;
 - b. Short-term suspension;
 - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
 - d. Other discipline as school administration and the school board

deem appropriate.

2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

III. **Protection of Students**

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

B. **Education About Appropriate Online Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. cyberbullying awareness and response.
3. The School District's superintendent or designee shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.

Legal Reference: 20 U.S.C. sec. 1232g (1988) (Family Educational Rights and Privacy Act)
47 U.S.C. 201 et seq. (Communications Decency Act of 1995)
Children's Internet Protection Act and Neighborhood CIPA of 2000

SECTION 8: Computers/Computer Use Policy

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

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

files that are not intended for a school project or activity should not be stored on the school computer.

- School administrators reserve the right to remove student access and accounts on the network.

Laptop/Computer Suspensions

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

Offense	1 st Offense Days Suspended	2 nd Offense Days Suspended	3 rd Offense Days Suspended	4 th Offense
Unattended Laptop	3 days	6 days	10 days	Revocation
Playing inappropriate games				
Inappropriate Music				
Inappropriate Class Use				
Abuse of Laptop				
Printing inappropriately				
Inappropriate Desktop Pictures*				
Inappropriate pictures in history*				

• If pictures show illegal action, a violation of school rules, etc. you will also be subject to other disciplinary actions. Information posted on Instagram, Facebook, TikToc or other student-generated sites can lead to discipline and non-school ramifications.

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

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

SECTION 9: Student Insurance

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

injuries to students engaged in school related activities. An accident report will be filled out and filed.

ARTICLE 9 PARENT(S)/GUARDIAN(S)

SECTION 1: Telephone Calls

Parents are encouraged to call the school with questions, concerns and suggestions. While it is not always possible to visit a teacher or administrator at that time, your phone call will be returned as soon as possible or you may schedule an after school appointment. Parents can contact the school using the following directory:

Centura Elementary School: 485-4258, 485-4465 or 226-2494

If parents/guardians have an emergency message for their student, please call the **school before 2:00 p.m.** to allow adequate time for the message to be delivered before the end of the school day.

The school telephones are for school business only. Students may use the phone only in case of an emergency (this does not include calling parents for forgotten items) or to notify parents if they must remain at school beyond the regular school day. Other plans or arrangements should be made at home by the student and parents/guardians prior to the school day.

SECTION 2: School Visits

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

Visitor responsibilities:

- Give notice of 24 hours to the building principal.
- Check in at the office.

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

SECTION 3: Parent Involvement (BOARD POLICY 1005)

Parents/Guardians are encouraged to become involved with school and to participate in school events and activities. Parents have access to all textbook, tests, curriculum materials, and any other instructional materials used by the school. Parents have the right to be informed and choose non-participation in any surveys of a sensitive nature in accordance with the Every Student Succeeds Act. The Centura Elementary Parent/Teacher Organization supports the school in many ways. Parents and teachers are encouraged to participate in all activities this organization presents every year. These activities support the quality of learning taking place at Centura Elementary School and also encourages healthy parent, child and teacher relationships.

SECTION 4: Written Communication

Monthly school newsletters, additional notes/flyers, and Seesaw posts are sent home on a regular basis to keep parents informed of classroom activities, calendar changes, and other school news.

SECTION 5: Custody and Parental Rights

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

SECTION 6: Parties

Three student parties are held throughout the school year in the fall, winter, and spring. Parents and guardians are encouraged to celebrate their child’s birthday or special event at home, not at school. Please do not send “treats” to school

unless first consulting with the classroom teacher or building administrator. Invitations to personal parties such as birthdays will need to be sent through the mail only. However, Invitations that include all boys/all girls or the whole class may be given to classmates at school.

CIVIL RIGHTS

1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

**(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue,
SW
Washington, D.C. 20250-9410**

(2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: “This institution is an equal opportunity provider.”

2. The USDA “And Justice for All” poster must be displayed at each feeding site in a location that is visible to students during meal service.

3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.

4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program

RIGHT TO FILE A COMPLAINT: Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

ACCEPTANCE: All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

VERBAL COMPLAINTS: In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

- 1) Name, address and telephone number or other means of contacting the complainant.**

- 2) The specific location and name of the entity delivering the program service or benefit.**

- 3) The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor**

- 4) The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).**

- 5) The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).**

- 6) The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.**

5. Train staff on civil rights annually. Specific subject areas to include:

COLLECTING AND USING DATA: Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in an area of restricted access and retained for three years.

EFFECTIVE PUBLIC NOTIFICATION SYSTEMS: Display the “And Justice for All” poster, include the nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed and convey equal opportunity in all photos and other graphics on websites, publications, etc.

COMPLAINT PROCEDURES: Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures. If there is a complaint, the SFA must contact the Nebraska Department of Education – Nutrition Services.

COMPLIANCE REVIEW TECHNIQUES: Ensure civil rights requirements are being followed during review process.

RESOLUTION OF NON-COMPLIANCE: Inappropriate actions must cease. A corrective action plan is required and appropriate procedures must be implemented.

REQUIREMENTS FOR REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES: Entrances and exits must exist to accommodate the disabled. Braille signage and alternative arrangements for service must be available, when needed.

REQUIREMENTS FOR LANGUAGE ASSISTANT: Bilingual personnel and materials must be provided depending on need, resources available and cost.

CONFLICT RESOLUTION: Use alternative dispute resolution techniques when necessary. Treat others with respect.

CUSTOMER SERVICE: “Treat others the way they want to be treated (or at least be aware of what that is).”

6. Attach documentation of annual training, including date and attendance roster.

**Centura Public School
School-Parent-Student Compact
2020-2021**

The Centura Public School and the parents of students participating in activities, services, and programs funded by Title I agree that this Compact outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children meet or exceed the District's standards.

School Responsibilities:

We, as the faculty and staff of the District, will:

- Provide excellent curriculum and instruction through highly-qualified teachers.
- Consider the promises made in the Compact at parent-teacher conferences.
- Provide parents with progress reports as requested and pursuant to district policy.
- Communicate and work with families to support students' learning.

Building Principal Signature

Parent Responsibilities:

I, as a parent, will support my child's learning in the following ways:

- Value and support my child's attendance at school.
- Ensure that homework is completed.
- Promote positive use of my child's extracurricular time.
- Participate in parent groups that support the district's students.
- Endeavor to stay informed about my student's progress and request updates as needed.

Parent Signature

Student Responsibilities:

I, as a student, will share the responsibility to improve my academic achievement in the following ways:

- **Cooperate with my teachers in school and be responsible for my behavior.**
- **Complete all of my homework assignments on time.**
- **Participate to the best of my ability in all of my classes.**
- **Participate in extracurricular activities which will help me become a better student and stay active in my school and community.**
- **Let my teachers and family know when I need help.**

Student Signature

CENTURA JR/SR HIGH SCHOOL



2020-2021

STUDENT HANDBOOK

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FORWARD

Intent of Handbook

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

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

Cory Bohling
Centura High School Principal
cbohling@centuraps.org

Centura Faculty and Staff Listing

JohnHadenfeldt	Agriculture Ed
Jerry Nott	Alternative Education
Kate Bohling	Adult Living
Geoff Cyboron	Art
Stacie Loeffelholz	Business/Technology
Kari Huryta	English
Hunter Ludwig	English/Reading
KimSteffen	English/Reading
Doug Voigt	Industrial Tech.
Kelley Jordan	Instrumental Music
Kris Simon	Library/Media Support Staff
Mitch Marvin	Math
Dorothy Moss	Math
Megan Moss	Math
ScottKorinek	Grade 6
Ashlyn Roth	Grade 6
Bart Cron	Physical Education/Weights
Laethion Brown	Physical Education/Weights
Robin Keilig	Science
David Morris	Science
Troy Bland	Social Studies
Elizabeth Gross	Social Studies
Diana Sonnenfeld	Para
Clark Pedersen	SchoolNurse
Stephanie McInturf	Spanish
Ted Evans	SPED
Tracy Lukasiewicz	SPED
Richard Wilson	SPED
Kim Killinger	Vocal Music

Activity and Education Correlation

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

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

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

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

ARTICLE 1 - MISSION AND GOALS

Vision Statement

A school community about kids, excellence and innovation.

Mission Statement

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

Continuous Improvement Goals

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

District Reading Goal

All students at Centura Public School will become proficient in reading.

District Math Goal

All students at Centura Public School will be proficient in math.

District Writing Goal

All students at Centura Public School will become proficient writers.

ARTICLE 2 - ACADEMIC ACHIEVEMENT

Academic Progress(BOARD POLICY611.01)

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

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

After School Assistance

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

Cheating/Plagiarism

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

Community Service (BOARD POLICY 611.50)

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

Early Release (BOARD POLICY503.05)

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

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

If a student participates in sports, they are not allowed to take the Early Release Option until the following semester, or the semester where the sport does not occur. Centura is a closed campus, therefore students may not leave school and return for practice of a sport.

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

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

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

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

Employment Release (BOARD POLICY 503.05 R1)

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

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

Grading System (BOARD POLICY 611.05)

Grading in the Centura Public Schools is as follows:

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

Certain classes may utilize a 60-Point Scale (60-69 = D, 70-79 = C....). Normally, this scale is employed for the “upper level” or more challenging courses, to encourage students to enroll in such. Letter grades (A, B, C, D, F) are recorded for **most** classes on report cards. Exceptions may include Junior High classes such as Band, Vocal Music, quarter classes and PE, which receive “S” (satisfactory or passing) or “U” (unsatisfactory or failing).

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

Graduation-Mid-term (BOARD POLICY 611.08)

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

Graduation Requirements (BOARD POLICY 611.07)

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

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

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

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

Effective for the 2017 graduates and thereafter

<u>40 hours of English</u>	<u>30 hours of Science</u>	<u>30 hours of Social Studies</u>
10 - English 9	10 - Physical Science	10 - World History
10 - English 10	10 - Biology	10 - U. S. History
10 - English 11/Am. Lit.	10 - Earth Explorations or Chemistry or Anat. & Phys. or Physics	10 - American Government
10 - English 12/College English		
	Other Required Courses	
<u>30 hours of Math</u>	20 - Foreign Language or Voc. Ed	05 - Phys. Ed or Weights
10 - Algebra I or Algebra Foundations	10 - Health	05 - Fine Arts
10 - Geometry or Geometry Foundations	05- Speech	40- Electives
10 - Algebra II or Algebra II Foundations	10- Info Technology/Adv Keyboarding	
	05 - Economics or Personal Finance or Accounting or Ag Business	

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

Graduation-Valedictorian

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

1. Quality Points for GPA (9-12)

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

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

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

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

4. Quality points for performance on standardized testing: (MAP and NSCAS separate; Junior year)

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

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

****Effective Class of 2019

High Ability Learners (BOARD POLICY 605.03)

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

Honor Roll

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

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

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

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

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

4.0 GPA; With Highest Distinction: Medal, cord and tassel

3.75 GPA; With Distinction: tassel and cord

3.5 GPA; With Honors: tassel

Multi Tiered System of Supports

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

Parent Teacher Conferences

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

Promotion/Retention

To be promoted from grade seven to eight, or from grade eight to nine, students must demonstrate, by their grades, that they have mastered sufficient skills to insure the probability of success in the next grade. The criteria for promotion will be passing grades in the basic subjects of English, Social Studies, Math, and Science.

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

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

Schedule Changes

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

ARTICLE 3 - STUDENT ATTENDANCE

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

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

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

1. Excused Absence – Student absences approved by the Principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. These absences include, but are not limited to illness, college visits, family trips, doctor and dentist visits, documented medical conditions making attendance impossible or impracticable, family emergencies, recognized religious observances, appointments that cannot be scheduled outside of the school day, and school sponsored or approved activities, court appearances, and funerals.
2. Unexcused Absence – All absences not approved by the Principal.
3. Excessive Absences – If any student has accumulated a total of five absences per quarter or the hourly equivalency, the school shall render all services in its power to compel the student's attendance.
 - a. These services shall include but are not limited to:
 - i. Investigation of the problem by the Principal to identify conditions contributing to the excessive absenteeism through verbal or written communication with the person or persons who have legal or actual charge or control of any child; and/or
 - ii. Collaborative team meeting(s) between the Principal, the student and the student's parents to solve the excessive absenteeism problem. The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:
 - a) Illness related to physical or behavioral health of the child;
 - b) Educational counseling;
 - c) Educational evaluation;
 - d) Referral to community agencies for economic services;
 - e) Family or individual counseling; and
 - f) Assisting the family in working with other community services.

- iii. Educational counseling to explore curriculum changes, such as alternative education programs, to solve the excessive absenteeism problem.
 - iv. Educational evaluation to assist in determining the specific conditions contributing to the excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.
- b. In addition to the services rendered after 5 absences, a student who exceeds 10 absences in one semester may lose the opportunity to earn credits for that semester. For example, the following standard may be used:

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

- c. If the student is absent more than 20 days per year, the Principal shall file a report with the County Attorney of which the student resides.
- d. Students are subject to disciplinary action for excessive absenteeism, including staying after school to make up work.
- e. It shall be within the discretion of the principal to determine, in light of the circumstances, whether the student may make up work missed because of excessive absenteeism.
 - 1. Excused absence—Current make-up provisions will apply to all excused absences: Student work is to be made up in advance or at the teacher’s discretion except for illness, and two days grace for each day missed for illness.
 - 2. Out-of-school Suspension—Work missed because of a student’s suspension for disciplinary infractions may be allowed to be made up. for minimum credit.
 - 3. In-school Suspension—All work assigned during an in-school suspension will be turned in by the deadline established by the teacher. Minimum credit will be allowed at the discretion of the Principal.

4. School Activity – Students who wish to participate in school-sponsored activities must attend school for the entire day the day of the activity unless permission has been given by the principal for the student to be absent. All participants must report to school ON TIME by 8:20 AM on the day of an activity and the day FOLLOWING the activity. Students that arrive more than 10 minutes late (after 8:30am) will be considered absent for that period. Exceptions to this are:

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

If a student is counted ‘Absent’ to the first period without a parent phone call, they are ineligible to participate in any activity scheduled for that day.

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

5. College Visit - Additionally, juniors and seniors are allotted one day per year for college visitation which will be counted as a school absence, provided the student has registered with the counselor in advance of the trip, produces proof of the visitation upon return and provides a school activity form to the High School office.

Tardiness

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

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

The following discipline infractions will be followed:

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

ARTICLE 4 – STUDENT RIGHTS AND RESPONSIBILITIES

Activity Eligibility (NSAA Regulations)

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

Activity Code of Conduct

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

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

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

1. Violate any law other than a traffic violation.
2. Partake in the use of any form of tobacco.
3. Use, dispense, be under the influence of or possess alcohol.
4. Use, dispense, be under the influence of or possess any controlled substance.
5. Violate any of the areas of prohibited student conduct.
6. Violate the academic requirements of participation ie. Down List.
7. Violate any other reasonable rules or regulations adopted by a coach or sponsor of a co-curricular activity provided that participants shall be notified of such rules or regulations by written handouts or posting on bulletin boards.
8. Be seen in photos or other media in an act depicting a violation of the Student Conduct descriptors.
9. Violate the Uniform Controlled Substances Act, to include, possessing, dispensing, delivering or administering anabolic steroids.

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

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

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

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

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

Extracurricular Drug Testing Program (BOARD POLICY 508.11)

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

Purpose of Random Drug Testing

- i. The school district has recognized that observed and suspected drug and alcohol use and abuse have increased among the student population, including students participating in extracurricular activities.

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

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

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

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

Basketball	Cheerleading	Band
Cross Country	Dance	FBLA
Yearbook/Journalism	FFA	Football
Golf	Student Manager	Student Council
Jazz Band	One Act Plays	Quiz Bowl
Chamber Choir	Speech	Softball
NHS	Track	Volleyball
Wrestling	Science Olympiad	Centura Vision
Student Help Desk	Principal Advisory Group	Choir

Students Who Are Required to Submit to Drug Testing

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

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

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

Withdrawal. Students who have a consent form on file remain eligible for drug tests from the date the consent form is received by the school district and throughout the remainder of the calendar year, or until the student files a Withdrawal of Student from Activity form

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

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

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

Testing Procedures

- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.
- b. **Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Upon completion of the required consent forms, the school will add the student to the master list for one-calendar year or until a Withdrawal of Student from Activity form is completed.
- c. **Type of Test.** The school district reserves the right to utilize urinalysis testing procedures. Urine samples which screen positive will be confirmed by GC/MS.
- d. **Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens.
- e. **Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student’s privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- f. **Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids,

barbiturates, benzodiazepines, nicotine, and any prescription drug that was obtained without proper authorization.

- g. Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by a MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or her parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.
- h. Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

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

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

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

First Offense

- i. The student shall be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 20 **calendar** days. The day the district receives notice of the positive test result shall be the first day for counting purposes. If the end of the activity

precedes the end of the 20 calendar days, the remaining days will carry over to the next activity so the student completes the required number of days.

- iii. Consequences may be reduced to 10 calendar days, if a student enters a pre-approved drug counseling program. Parents bear all costs of the program and the cost of a re-test within 5 school days of the positive test notification.
- iv. The student must submit to a district administered test and the test must indicate a reduced result before the student is allowed to return to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 2 months or end upon graduation.

Second Offense

- i. The student shall be required to attend practice.
- ii. The student will be ineligible to publicly perform in any extracurricular activity for 40 calendar days. The day the district receives notice of the positive test result shall be the first day for counting purposes. If the end of the activity precedes the end of the 40 calendar days, the remaining days will carry over to the next activity so the student completes the required number of days.
- iii. Consequence may be reduced to 20 calendar days, if student completes a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. Parents bear all costs of the assessment and the cost of a re-test within 5 school days of the positive test notification. The student shall provide written proof of obtaining the assessment to the Principal or designee. The student is strongly encouraged to comply with the assessment recommendations.
- iv. The student must submit to a district administered test and the test must indicate a reduced result before the student is allowed to return to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 6 months or end upon graduation.

Third Offense

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

Fourth Offense

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

Refusal to Test

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

Tampering

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

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

Maintenance of Records

All results of drug testing shall be confidential. Procedures for maintaining confidentiality will be developed by the school district and the testing organization. The Drug Testing Coordinator shall maintain records of positive tests in a secure location. This information will not be available to anyone other than appropriate school personnel and parents. This information will be destroyed upon the student's graduation or one year after the student's class graduates. Under no circumstances will this information become a part of the student's permanent file, nor will it be sent to another school when the student moves to another district or transfers to another school. The school district will not share drug testing results with any law enforcement agencies.

Appeal

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

Severability

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

Activity Participation Fee

All students that participate in any NSAA sponsored activity will be required to pay a one time \$25 fee. This fee will also provide the student with an all-sports season pass good for admission to all home sporting events during the year but not good for Conference or District events.

Activity Season Tickets

Prices for those activities for which Centura charges admission are generally \$4.00 for students and \$5.00 for adults. Preschoolers are admitted free. An All-Sports Season Pass, good for admission to all home sporting events during the year but not good for Conference or District events, may be purchased at a cost of \$25 student, \$30 adult, or \$100 family. The All-Sports Ticket may be purchased at the office, or from ticket sellers at the gate during football, volleyball, and basketball seasons.

Activity Trips/Field Trips

Activity trips involving Centura students will follow school guidelines.

1. Ordinarily, activity trips will leave from the school no earlier than necessary to be on time for the activity and will leave the site as soon as the activity, or Centura's part in it, is over, returning to the school. Where groups will leave earlier or stay later, prior announcement of the time schedule will be made.
2. For any trip, Centura reserves the right to search any student luggage, coolers, equipment, rooms, or any other place or possession for alcohol, tobacco, or drugs, as a condition of the students' participation in the trip.
3. Prior to beginning any trip, or during any trip, students may be asked to submit to a Breathalyzer or similar test to determine prior consumption of alcohol. A positive result on the test will result in removal from the trip roster and enforcement of applicable penalties.
4. The areas of prohibited conduct, as defined in the student handbook and the statutes of the State of Nebraska, shall be in effect during all school activities.
5. Violation of the rules of prohibited conduct or of this trip policy may result in the student being sent home at the parent's expense.
6. Students are expected to participate in all planned activities while on the trip unless expressly excused by the sponsor.
7. The use of alcohol, tobacco, or drugs while representing Centura on a school activity trip will result in consequences to be determined by "activity eligibility."
8. Out-of-state trips and trips not involving participation in district or state sponsored activities are not allowed except by special approval of the **Board of Education**.
9. Overnight stays for activity trips are discouraged and will not be allowed unless absolutely necessary for Centura to participate.
10. When overnight trips are necessary, arrangements will be made by the administration for accommodations.
11. All students participating in the activity which occasions an overnight trip will stay in the accommodations provided by the school until the activity, or that student's part in it, is over, at which time, the student may be released, but only to the parents of that student or **in cases of emergency**, another responsible adult expressly identified in writing by the parent.
12. On overnight trips, a predetermined time will be set when all students will return to their rooms and stay there.
13. Students shall not be in the rooms of members of the opposite sex, nor have members of the opposite sex in their rooms.
14. Students shall not be in rooms not under the direct supervision of a Centura sponsor nor shall they have persons in their rooms who are not responsible to a Centura sponsor.
15. Students engaging in vandalism, theft, undue noise, or any activity or behavior in violation of the rules of the establishment where they are staying, may be dropped from the activity and returned home at the parent's expense.

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

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

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

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

Breathalyzer Use (Board Policy 504.13)

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

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

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

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

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

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

Communication Plan for Students and Parents (BOARD POLICY 504.01)

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

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

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

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

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

Freedom of Expression (BOARD POLICY 504.08)

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

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

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

Harassment/Bullying Policy (BOARD POLICY 504.18 and 504.20)

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

Illness & Communicable Diseases (BOARD POLICY 508.03)

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

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

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

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

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

Pregnant or Parenting Students (Board Policy 503.07)

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

Passes from Class

Passes are allowed on a discretionary basis within each classroom. Excessive or unreasonable requests can be denied. Students are encouraged to use various applications on their laptop.

Permanent Records (BOARD POLICY 507.01)

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

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

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

Physical Restraint and Seclusion (BOARD POLICY 505.07)

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

- A. Social and emotional skills form a foundation for young people's success not just in school, but also as healthy and caring adults, productive workers and engaged citizens. Positive student behavior in school is directly connected to increased motivation, efficient learning, high achievement, diminished disciplinary action and increased graduation rates.

B. Students and school personnel should expect to work in a safe environment. Implementation of a school-wide systematic approach to positive student behavior will improve overall school safety, will minimize the need for the use of restraint and seclusion, and will ensure they are only used as a last resort in an emergency situation.

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

III. Authorized Use

A. Centura Public Schools supports school-wide programs and services that motivate, teach and support positive behavior to create a school climate that is highly conducive to learning.

1. Each school will establish practices that have the goal of making the school climate and environment welcoming and supportive of learning, and that promote the recognition and reinforcement of appropriate student behavior.
2. It is expected that school staff will implement positive behavior supports and interventions, functional behavioral assessments and related behavior plans, and constructive methods to de-escalate potentially dangerous situations.
3. When the district anticipates that a student is likely to behave in a way that climate and environment welcoming and supportive of learning, and that promote the recognition and reinforcement of appropriate student behaviors.

- i. The plan will be developed in cooperation with the parent or guardian.
- ii. This will occur whether or not the student is eligible for special education.

B. Centura Public Schools authorizes staff members to use physical restraint and seclusion in limited situations. They may only be used under the circumstances specified in this policy.

Publication of Student Pictures and Products

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

Public Display of Affection

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

Questioning of Students by Outside Agencies (BOARD POLICY 504.17)

Police officers (or other authorities) do not have the automatic right to question students in school. Police officers do have access to directory information. If such questioning is desired, the principal or designee will attempt to contact parents for their permission and ask them to be present. In the event parents are not present during such questioning, the building principal or designee will sit in on the conference to protect the student's rights. Some situations (such as child abuse/neglect) are covered by special state

statute and do not require parental permission for questioning. School officials will comply with court orders concerning the dealings of proper authorities with students. School officials will notify the proper legal authorities when a student engages in illegal activities.

Reasonable Physical Force (BOARD POLICY 505.06)

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

School Dances

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

- Homecoming (open to all Centura 9th-12th graders and outside dates that are under the age of 21, approved by the administration and in good standing in their resident school. Good standing will be determined either via a phone call from the Centura Principal to the resident school Principal of the outside date or an outside date form.)
- Prom (open to Centura 11th and 12 graders, Centura 10th grade dates and outside dates that are at least 10th graders and under the age of 21, approved by the administration and in good standing in their resident school. Good standing will be determined either via a phone call from the Centura Principal to the resident school Principal of the outside date or an outside date form.)
- Spring Dance (open to all Centura 9th-12th grade and outside dates that are under the age of 21, approved by the administration and in good standing in their resident school. Good standing will be determined either via a phone call from the Centura Principal to the resident school Principal of the outside date or an outside date form.)

Dress Code for dances will be casual, but dressy, and follow the school dress code (exclusion Prom and Homecoming).

School Supplies

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

Student Attire and Grooming (BOARD POLICY 504.06R1)

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

1. Clothing articles, which are excessively soiled, baggy, torn or ragged.
Holes in jeans will be allowed as long as...

- the holes are ‘reasonable’ in size;
 - the holes pose no safety risk to classroom expectations;
 - the holes are at or below the fingertips/short length; and
 - any frayed holes above the fingertips/short length must not reveal skin or undergarments.
2. Articles displaying *lewd, profane*, or vulgar writing or symbols.
 3. Apparel that promotes products or behavior that are illegal for all students or which is in bad taste.
 4. Articles that could cause damage to other individuals or property.
 5. Clothing that is revealing.
 - a. Yoga pants or leggings may be worn during the school day as long as a shirt/sweater/sweatshirt is worn over the pants/leggings. The length of the top must cover the buttocks and all the way around hip area.
 - b. Sports bras are considered undergarments and, as such, are **not** allowed to be visible during the school day, sports practices and/or competition events.
 6. The acceptable length for shorts, skirts and dresses is at or below the fingertips.
 7. Shirts and Blouses/Sweaters
 - a. Shirts or blouses should have a 2” band or strap at the shoulder.
 - b. Necklines must not reveal cleavage.
 - c. Shirts, blouses, sweaters, or other upper garments must extend at least to the waistband of the pants, or skirt.
 - d. Armholes on sleeveless shirts cannot reveal the wearer’s torso.
 8. Bare feet.
 9. Visible (other than the ear) body or skin piercing, including the tongue and lip.
Flat surface studs will be allowed.
 10. The wearing of hats in the building and during the school day.
 - a. Hats may be worn, in the manner in which they were intended during indoor school activities when appropriate, notwithstanding above rules 2 and 3.
 - b. Rule 10 shall not be interpreted to prevent any organization sponsor from establishing a rule restricting the wearing of hats by students within that organization who may be directly involved with the school activity.
 11. The wearing of athletic equipment except during the event for which it was specifically purchased unless authorized by the Principal.

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

Student Conduct Student Discipline Act (79-267)

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes an interference with school purposes, to include hazing;
2. Willfully causing or attempting to cause damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, a school volunteer, or to any student. (Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.);
4. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from such person;
5. Knowingly possessing, handling or transmitting any object or material that is ordinarily or generally considered to be a weapon;
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, a substance represented to be a controlled substance, as defined in Nebraska and Federal law, or being under the influence of a controlled substance or alcohol;
7. Public indecency;
8. Engaging in bullying;
9. Sexually assaulting or attempting to sexually assault any person; including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which constitutes a danger to other students or interferes with school purposes;
11. Repeated violation of rules of conduct established by the Board of Education, Superintendent, or Principals of the Centura Public Schools.
12. Possessing, selling, dispensing or use of any tobacco product such as cigars, cigarettes, chewing tobacco, nicotine products, vapor products (including e-cigarettes), and any products intended by appearance or effect to replicate tobacco products;
13. Causing a false fire alarm;
14. "Trespassing" (Being present in an unauthorized place in the school, unauthorized presence on school property, or refusing to leave the school premises when ordered to do so by school officials);
15. Unlawful assembly (assembly of students which disrupts the educational process);
16. Insubordination, repeated disrespect of authority;
17. Self-administration of medication. All medications must be dispensed through the school nurse. School district personnel may not dispense medication to students without prior written authorization from the physician and the parent/guardian. Prior authorization includes the original prescription container whose label includes the child's name, physician's name and directions for dispensing the medication.
18. False communication, verbal or written, of presence of a bomb or other explosive device or any other communication that disrupts the educational process;
19. Reckless endangerment, to include driving, which causes an interference with the education process;
20. Inappropriate use of technology, to include plagiarism or cheating, which causes an interference with the educational process;
21. Any violation of the Uniform Controlled Substances Act, to include, possessing, dispensing, delivering or administering anabolic steroids.

Complaint/Grievance Procedures

Students have certain rights. Procedures are in place for students and parents/guardians to follow if they are not in agreement with school actions. It is important that students and parents/guardians visit first

with the school person directly involved in the decision or incident. If the problem cannot be resolved at that level, it may be taken to a higher level of authority. Generally, the following procedures should be taken if students or parents/guardians are not in agreement with school actions:

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

Due Process (BOARD POLICY 504.01)

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

Detention of Students

The building Principal has the right to detain students within reasonable limits. Students may be detained after school (or before school, at the discretion of the Principal or teacher involved) for reasons related to academic performance as well as for disciplinary purposes. The school recognizes that students have obligations outside of school including family or jobs, as well as school related activities; consequently, students will be granted (but may waive) one day's notice in order to allow the student to inform employer and/or parents and/or to arrange transportation.

Suspension/Expulsion (BOARD POLICY 505.03/505.04)

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

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

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

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

2. Emergency Exclusion

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

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

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

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

3. Short Term Suspension

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

- a. Conduct constituting grounds for suspension or expulsion (see "Student Conduct").
 - b. Any other violation of rules and standards of behavior adopted by the Board of Education.
4. It shall be the policy of the district that students may not be allowed to make up work or credit missed due to any long-term or short-term suspension. This decision will be made by the administration, the teachers of the student and will follow the guidelines provided in the course syllabus for each class.

Student Directory Information (Family Educational Rights and Privacy Act (FERPA))

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

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

activities and sports, weight and height of members of athletic teams, degrees, honors, awards received and the most recent educational agency or institution attended.

Student Valuables/Lost and Found

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

Surveillance Cameras (BOARD POLICY 504.05)

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

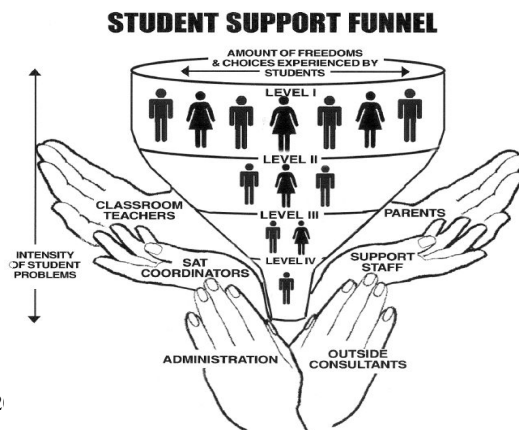
Only authorized personnel will be involved in, or have access to, surveillance monitoring. Surveillance cameras will be installed and configured to prevent tampering with or unauthorized duplication of recorded information.

Systemic Student Support System General Description

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

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

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



Level I Prevention

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

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

Visitors

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

ARTICLE 5 - SCHOOL DAY and POLICY

Bulletins/Announcements/Calendars

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

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

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

Cell Phone Usage During School Hours

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

- Students can have their phone from bell to bell during the passing period.
- Students can use their phone during the entire lunch period.
- 4 strike policy
 1. First offense: the teacher asks you to put the phone away OR turns it into the office
 2. Second offense: the teacher keeps your phone for the rest of the class period OR turns it into the office
 3. Third offense: the teacher keeps your phone for the rest of the day OR turns it into the office
 4. Fourth offense: the phone is turned into the office.

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

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

Closed Campus/Parking Lot

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

Daily Schedule/Entering & Leaving the Building

The school day at Centura begins at 8:20 am with students in their classrooms, and ends at 3:40 pm. Students entering the building prior to 8:20 should remain in the pods or cafeteria unless engaged in a

supervised activity. Teachers are available Monday through Friday (except on days when staff meetings are held), from 8:00 am until the first bell and from 3:40 to 4:00 for assistance with assignments or conferences with students. Students should make arrangements for before-school assistance from teachers in advance whenever possible. Students are not to be in their cars or in the parking lot during the school day. The elementary building is strictly off-limits to secondary students except for students in a class meeting in that building with a teacher, students who serve as aides, or athletes practicing in the gym area after school. After school, students should be out of the building unless they are supervised by a teacher or are at a supervised practice. All areas of the school are off-limits to unsupervised students after school except for practice areas. The classroom areas of both buildings will be locked at 4:00 P.M. If a student needs to leave the building before 3:40 pm, notice must be given to the front office by a parent.

Pledge of Allegiance

Each public school district shall require each such district's schools to establish a period of time during the school day, when a majority of pupils is scheduled to be present, during which pupils will be led in the recitation of the Pledge of Allegiance in the presence of the flags of the United States of America, in grades kindergarten through twelve. Pupil participation in the recitation of the Pledge of Allegiance shall be voluntary. Pupils not participating in the recitation of the Pledge shall be permitted to silently stand or remain seated but shall be required to respect the rights of those pupils electing to participate.

School Food Services

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

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

Notice of Nondiscrimination

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

- (1) Mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or

(3) Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Lunch Fees

Students grades 7-12: \$2.85

Second Milk: \$.40

Adults: \$3.85

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

Breakfast Fees

\$ 1.55

\$.40

\$ 2.00

Severe Weather and School Cancellations

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

School Website: www.centuraps.org

Centura Alert System

Channel 10/11/KOLN/KGIN

Channel 13/NTV

Channel 5/KHAS-TV

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

Supervision Responsibility

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

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

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

ARTICLE 6 - STATE AND FEDERAL PROGRAMS

Asbestos

The Institute for Environmental Assessment was requested by Centura Public Schools to review and prepare an asbestos management plan identifying the presence of asbestos within district school buildings. The Institute's federally certified inspectors, planners, public health and engineering consultants worked in conjunction with school administrative personnel to identify asbestos-containing building products.

The only asbestos exists in floor tile. The district implemented its management plan and will continue to conduct a periodic surveillance of all asbestos-containing building material. The detailed plan and updated information for each building, or for the entire district, is open for public review.

Computer Fees (BOARD POLICY 504.19)

Students will be charged a \$25 non-refundable computer usage fee.

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

- Student use of the school issued computer is available to all students 24 hours per day.
- Participation in the Computer Usage program is totally voluntary.
- A separate Computer Usage form will be needed for each student/computer.
- Computer malfunction or breakdown due to manufacturer’s defect will be repaired at no cost to the student/family.
- Minor repair damages that result from normal usage will be paid for through this fee.
- Theft or loss may be covered if the appropriate paperwork is received from law enforcement.
- For purposes of this program the maximum agreed-upon value of the computer shall be established at \$1400.00. In the event of damage, this agreement will pay 70% (up to \$980.00) of the amount of damage. Student/Parent will be responsible for 30% (up to \$420.00) of the amount of damage.
- Student/parents/guardians will be assessed a repair fee for irresponsible care of the computer and/or accessories such as a cracked screen, missing keys, liquid damage, etc. The amount of the repair fee will be dependent upon the severity of the damage.

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

Copyright and Fair Use

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

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

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

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

Designation of Coordinators

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

Immunizations/Physical Examination

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

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

Notice of Nondiscrimination

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

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

This institution is an equal opportunity provider.

Notice of Staff Qualifications

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

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

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

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

You may also ask for information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

The request for information should be made to the Principal. The information will be provided to you in a timely manner. Finally, Centura Jr.-Sr. High School will give timely notice to you if our child has been

assigned, or has been taught for four or more consecutive weeks by, a teacher who does not meet the requirements of the Act.

Student Fees

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

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

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

1. Cheerleading: uniform, shoes, warm-up
2. Dance Team: uniform, shoes, warm-up
3. Flag Corp: uniform, shoes
4. FFA: Cost of a jacket
5. FBLA: \$25 (Dues and t-shirt)
6. Athletic Event Pass: \$25 student, \$30 Adult, \$100 Family
7. Band:
 - a. Elementary/Junior High - \$20, if renting a school instrument
 - b. High School - \$20 (Mandatory dry cleaning fee); \$20, if renting a school instrument
 - c. Other miscellaneous fees, as applicable
8. Athletic Programs: Students must provide their own shoes and undergarments
 - a. Football, basketball, volleyball, wrestling, track, cross country
 - b. Golf: students must supply their own clubs
9. Choir: shoes, cleaning of uniform, jewelry
10. Art Classes: \$ 5.00
11. Summer School: students must pay the summer school tuition determined by contractual arrangement with another school district.
12. Class Dues:
 - a. Sophomores \$40.00
 - b. Juniors: \$75.00
 - c. Seniors \$25.00
13. Dual Credit Classes: students must pay the tuition fees set by the post-secondary institution
14. Computer Usage Fee: \$25.00 non-refundable usage fee Students may be charged for intentionally removing keys and vinyl lettering. Approximate cost per key or letter is \$1.00 each.
15. *One Act* - \$25

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

ARTICLE 7 – STUDENT SUPPORT SERVICES

Asthma and Allergic Reaction Protocol (Board Policy 508.12)

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

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

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

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

Dating Violence Policy (BOARD POLICY 504.21)

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

For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement.

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

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

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

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

Equal Education Opportunity

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

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

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

Homeless Students Policy (BOARD POLICY 503)

Medication

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

Multicultural Policy (BOARD POLICY 0604.04)

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

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

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

School Counseling Program

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

School Health Services

The following health services are provided to all students:

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

Student Services (Section 504 Rehabilitation Act of 1973)

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

ARTICLE 8 – Building and Grounds

Care of School Property

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

Disaster Drills (BOARD POLICY 508.05)

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

Disaster Drill Standard Response Protocol



STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions. Lockout, Lockdown, Evacuate, Shelter and Hold. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Get Inside. Lock Outside Doors"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>

LOCKOUT

GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.



STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



LOCKDOWN

LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE

TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER

FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students



HOLD

IN YOUR CLASSROOM

Hold is called when the hallways need to be kept clear, even during class changes.

STUDENTS:

- Remain in your classroom
- Do business as usual.

TEACHERS:

- Recover students and staff from hallways
- Close and lock classroom door
- Take roll, account for students



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Emergency Evacuation Parent-Reunification (BOARD POLICY 508.06)

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

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

Electronic Devices/Computers

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

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

*Inappropriate content may lead to further disciplinary actions.

*Computer suspension rules also apply to electronic devices.

Insurance/Accidents

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

Lockers/Searches (BOARD POLICY 504.09/504.16)

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

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

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

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

School Buses (BOARD POLICY 801.01)

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

Proper Bus Etiquette:

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

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

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

Student Internet and Computer Access (BOARD POLICY 606.06)

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

Student Expectations in the Use of the Internet

A. Acceptable Use

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

B. Unacceptable Use

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

administrator.

10. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
11. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
12. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
13. Students shall not forge electronic mail messages or web pages.

C. Methods of Enforcement

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

D. Consequences for Violation of this Policy

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

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

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

F. Education About Appropriate On-Line Behavior

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
 - a. appropriate interactions with other individuals on social networking websites and in chat rooms.
 - b. cyberbullying awareness and response.
3. The School District's superintendent or designee shall inform staff of this educational obligation and shall keep records of the instruction, which occurs in compliance with this policy.

Computers/Computer Use Policy (BOARD POLICY 606.06)

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

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

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

Laptop/Computer Suspensions

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

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

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

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

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

ARTICLE 9 – PARENTS/GUARDIANS

Communication Plan for Students and Parents

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

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

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

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

Custody and Parental Rights

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

Parental Involvement Policy (BOARD POLICY 1005)

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

School Visits

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

Visitor responsibilities:

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

Use of Telephones

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

June 2020 Board Meeting

Current Event:

- HS Handbook
 - See attached changes

Working on:

- Covid planning
- Professional Development – First 3 teacher days
 - PLC's:
 - 1st Semester: Blended Learning with Lisa Hermann, Kim Steffen, and Peg Coover
 - 2nd Semester: Ruby Payne Book Study
- Mentor/Mentee: August 6th
-

Celebrations:

- SLT Covid Planning



School Card Program Agreement

This Letter of Agreement (“Agreement”) is made and entered into on _____, 20_____, between Archer Cooperative Credit Union (“ACCU”) and Centura Public Schools (“District”).

Recitals

A. ACCU, among other things, issues and services debit cards and other account access devices (“Debit Cards”) upon which persons (“Cardholders”) named on said Debit Cards may use to purchase goods and services;

B. District and ACCU desire to begin a card program (“Program”) where District receives incentives from ACCU when monetary transactions are performed with co-branded Debit Cards that display ACCU’s name, logo, and/or other likeness and the District’s name, mascot, logo and/or likeness.

In consideration of the foregoing, the receipt and sufficiency of which are hereby acknowledged, ACCU and District agree as follows:

1. ACCU will offer and issue to approved applicants (approved solely at ACCU’s discretion), co-branded Debit Cards pursuant to ACCU’S terms and conditions for Cardholders.

2. During the term of this Agreement, unless consented to in writing by ACCU, District will not permit any other bank, financial institution or competitor to ACCU issue any cards or account access devices with the District’s logo, mascot, colors or likeness.

3. District will provide express written permission for ACCU to use the District’s name, logo and mascot to produce the co-branded cards. Such permission extends to the advertising of said co-branded cards, including, but not limited to, newspapers and print, direct mail, banners, brochures, social media outlets, online marketing efforts, television and radio.

4. ACCU will be granted reasonable access to athletic activities, school facilities and other events or premises for the promotion, marking or education regarding the Program, provided reasonable notice is provided to District.

5. ACCU will be responsible for marketing efforts, card production, servicing and account management. Except for District’s ownership of its logo, color and likeness, ACCU shall be the owner and holder of all account information, applications, documentation and accounts.

6. ACCU has selected MasterCard as the initial network. ACCU has the sole discretion to change the network, application or any other program specifications or parameters with regard to the management with the cards in order to comply with federal, state and local laws and regulations at any time, with or without prior notice.

7. There is no cost associated with the Program for District.

8. ACCU will hold District harmless from any damages or claims by reason of personal use of the Debit Card by District patrons.

9. The initial term of this Agreement is five (5) years. The Agreement shall automatically renew for successive five (5)-year terms unless at least 90 days' notice is provided to the other party prior to the expiration of the current term. Any amendments or modifications must be made in a mutual writing of the parties.

10. A special one-time bonus of \$1,000.00 will be paid to the School within 30 days of an executed agreement.

11. ACCU will make an incentive payment of \$0.041 per transaction made by the Cardholders when the co-branded Debit Card is used for as long as the District adheres with the terms in paragraph 2. above. Should the District at anytime wish to permit another bank, financial institution or competitor to issue any cards with the District's logo, mascot colors or likeness, the incentive payment will then be \$0.020 per transaction made by the Cardholders when the co-branded Debit Card is used.

12. Incentive payment will be submitted to District within thirty (30) calendar days of the end of each calendar quarter

CENTURA PUBLIC SCHOOLS

ARCHER COOPERATIVE CREDIT UNION

Ryan Ruhl, Superintendent

Rex L. Minert, President and CEO

Date: _____

Date: _____