

RAYMOND CENTRAL PUBLIC SCHOOLS - DISTRICT #55-0161
BOARD OF EDUCATION REGULAR MEETING, WEDNESDAY, JUNE 12, 2024 - 6:00 PM
RAYMOND CENTRAL JR-SR HIGH SCHOOL - MUSTANG ROOM
1800 WEST AGNEW ROAD
RAYMOND, NE 68428-9783

AGENDA

1. Call to Order and Pledge of Allegiance
2. Motion to Excuse Board Member's Absence
3. Open Meeting Law
4. District Mission Statement
The Raymond Central community is committed to providing a positive, challenging learning environment which prepares each individual to be a responsible citizen in an ever-changing society.
5. Correspondence/Recognition
 - 5.1. Presentation to the board on the 18-21 transition program by a student participant and their parent/guardian

Katelyn Priefert
18-21 Transition Program
2023-2024

After high school I started the 18 to 21 year old transition program. Two days each week, I participated in hands-on learning experiences at different places of employment with a job coach.

Quarter 1: Driftwood Pet Resort



My favorite part about working at Driftwood was: playing with the dogs

I learned: how to care for animals

My least favorite part of this job: cleaning the kennels

Quarter 2: Starr's Raymonos Pizzeria



My favorite part about working at Raymonos was: helping customers

I learned: how to make pizza dough and take orders to customers

My least favorite part of this job: having to move on to the next job

Quarter 3: Fallbrook YMCA



My favorite part about working at the YMCA was: meeting new people

I learned: how to properly use and clean exercise equipment

My least favorite part of working at the YMCA was: cleaning the equipment

Quarter 4: South Haven Living Center



My favorite part about working at South Haven was: helping all the residents

I learned: how to safely move people in wheelchairs

My least favorite part of working at South Haven was: saying goodbye

Three days each week I participated in learning activities at Hands Of Heartland (HOH).



Things I did at HOH:

- Met new friends that were my age
- Went places in Lincoln and learned to navigate my community
- Got a library card and learned how to use the public library
- Got a YMCA membership and learned different ways to exercise
- Discovered new recipes and helped cook lunch one day each week
- Made art projects with help from a local artist
- Learned how to use my debit card to make purchases
- Received fresh fruits and vegetables from a food truck

My favorite part about HOH was:

- Spending time with new friends and going places in the community, like the zoo and bowling alley

Moving forward

My plans this summer:

- Volunteer 6 hours every Monday at South Haven
- Spend time with high school friends that are home for the summer
- Help with vacation Bible school at my church in Malcolm
- Attend a week long training for Project SEARCH

Next school year I will:

- Complete the 18-21 year old transition program
- attend Project SEARCH
- I will meet new people and learn new skills that will help me someday get a job.

Thank you for giving me these learning opportunities as I transition from high school to employment. Thank you to members of the community and employers who were willing to take a chance on me and partner with Raymond Central. Thank you board members for supporting the school district in providing these great opportunities. Thank you Mrs. Doan and RC administrators who allowed me to have my own work space separate from high school students as I prepare to interact and work in the community. And a very BIG special thank you to my job coach & driver, Maggie Suchy! She's the BEST!



5.2. Presentation to the board by Monica Blank on Orton Gillingham (OG) which is our methodology for structured literacy

6. Consent Agenda

6.1. Regular Minutes of May 15, 2024

Raymond Central Public Schools (District 0161) Board of Education Regular Meeting

Wednesday, May 15, 2024 at 6:00 PM

Raymond Central Jr-Sr High School - Mustang Room

1800 West Agnew Road

Raymond, NE 68428-9783

Present: Mary Benes, Cathy Burklund, Larry Heyen, Bill Lange, **Absent:** Brad Breitreutz, Derek Matulka. Also in attendance were: Lynn Johnson, Superintendent; Mark Smith, Jr-Sr High Principal; Tony Kobza, Activities Director/Asst Principal; Steve Rose, Elementary Principal; Deb Kruse, Asst Elementary Principal; and Amanda Coufal, SpEd Director.

Call to Order and Pledge of Allegiance

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

Motion to Excuse Board Member's Absence

Motion by Heyen, second by Benes to excuse the absence of Brad Breitreutz and Derek Matulka. RCV 4-0. Motion carried.

Open Meeting Law

The audience was reminded that Open Meeting Laws would be followed.

District Mission Statement

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

Consent Agenda

Motion by Lange, second by Benes to approve the consent agenda as presented including the regular meeting minutes of April 10, 2024; April financial statement; monthly bills; and Maggie Reed as substitute teacher. RCV 4-0. Motion carried.

Regular Minutes of April 10, 2024

Financial Statement/Report

Monthly Bills

Certificated staff hires/reassignment/resignations

Substitute Teachers

Correspondence/Recognition

Congratulations to the 61 seniors who graduated on Sunday and to the parents/guardians of these students who enabled them to reach that accomplishment.

Sophia Novoselov was asked to sing the National Anthem on Tuesday for the Boys State Soccer Championship.

Public Forum

Reports

Administrative Reports

Submitted by Mark Smith, Jr-Sr High School Principal

STATE TESTING RESULTS:

We recently completed spring state testing. Students in grades 6-8 took the Nebraska Student-Centered Assessment System (NSCAS) tests. Our juniors took the ACT.

We won't know all of our finalized results until later, but below are some of the initial results:

- 6th grade scored above the state average on the English Language Arts NSCAS test.
 - Raymond Central average = 2549 State average = 2520
 - 79% of students "On Track" or "Advanced" up from 61% in the fall ?
- 94% of our 6th grade students have initial Math scores in the Average or above ranges. This is up from 79% from the fall testing. ?
- 7th grade scored above the state average on the English Language Arts NSCAS test.
 - Raymond Central average = 2533 State average = 2528
 - 53% of students "On Track" or "Advanced" up from 50% in the fall ?
- 72% of 7th graders have initial Math scores in the Average or above ranges. The fall testing had 71% at Average or above. ?
- 8th grade scored just below the state average on the English Language Arts test.
 - Raymond Central average = 2544 State average = 2546
 - 63% of students "On Track" or "Advanced" up from 46% in the fall ?
- 53% of 8th graders have initial Math scores in the Average or above range. The fall testing had 60% at Average or above. ?
- 8th grade scored just below the state average on the Science test.
 - Raymond Central average = 3109 State average = 3116
 - 53% of students "On Track" or "Advanced. No fall comparison available.
- 11th grade "College Reportable" ACT results ?
 - RC 2024 average = 19.03 RC 2023 average = 18.67
- 10th grade PreACT results
 - RC 2024 average = 18.22
 - This class is poised to meet or exceed our current ACT average.

In summary, our initial results show growth in almost all categories. The growth for the 6th grade in Math and English, and the growth for 8th grade in English are significantly improved!

ITEMS OF NOTE:

Class of 2024 Graduation was held on May 11. We celebrated the successful graduation of 61 students from Raymond Central Public Schools!

The Seniors last day was May 8. Seniors visited the elementary buildings, we honored our seniors in our Senior Signing ceremony, and held the annual Senior vs. Staff basketball game. I am happy to report that the Staff was once again victorious with a close score of 47-46.

Dr. Chip Lange was recognized on May 8 for his years of service to this district-primarily teaching junior high math. We wish Dr. Lange all the best in his well-deserved retirement!

Submitted by Tony Kobza, Asst Jr-Sr High School Principal/Athletic Director

Basketball hoops and motors will be replaced in May in the Main Gym.

Stage and wall mats are scheduled to be replaced on May 26. Stage top mats have been taken down to be replaced already.

Shot clocks were delivered. They will be installed in June after the backboards are updated.

Water couplings will be installed on the new practice area and grass seeding will occur later this spring. We are getting additional quotes.

Outdoor concessions have been improved. More equipment will be needed to complete the upgrades.

KCAV finished installation of the new Football and Track sound system. It was utilized during our home track meets and sounded great and usability enhanced the track meet.

Initial conversations are being had to generate ideas and options to create a baseball/softball facility at the JH/HS campus. This is INITIAL planning to look at ways to generate funds from outside of the district budget as well as determine next steps that can be taken if any. Hazard Engineering has donated planning time and concept imagery for big picture planning purposes.

Meetings have continued within committees and our community open house is May 17 at 7:00pm in the Main Gym. Flyers, Brochures, imagery, donation boards have been created and printed. The timeline for this project as well as phasing remains flexible as there is a chance this could begin sooner than anticipated based on conversations with potential partners to begin dirt work. The 1st phase will remain a single turf baseball/softball field with pressbox and parking lot.

A second driveway would enhance the flow not just for the new facilities but also for the school as it stands. We will be communicating with the county to get input for requirements and standards for adding the additional entrance to the field. We hope to be prepared with this information so if dirt work would begin, the correct planning and execution can be done.

Submitted by Steve Rose, Elementary Principal and Deb Kruse, Assistant Elementary Principal **Professional Development**

The elementary teachers worked on curriculum pacing and planning guides for Wit & Wisdom and Orton Gillingham for the upcoming year. The work centered around pacing out the year for their grade level and then having conversations with grades above and below about what has been covered and what skills or gaps may need to be shored up as we enter the second year of implementation. Part of this discussion centered around the creation of our Master Schedule to ensure that all grade levels are allotting the required amount of time for each subject area to meet the needs of each program.

Assessment

NSCAS and FastBridge testing has wrapped up at the Elementary Schools. We have been able to look at some preliminary data and the testing window for the state wrapped up the week of May 6. The data is incomplete at this time for NSCAS as math standard setting will happen at the NDE this summer. Our Elementary scores for ELA are still consistently above the state average, but we definitely see areas that we can target for improvement. There are great data points that we can use to target specific skills for the upcoming year. A more detailed look at the assessments will happen once the window closes and we as administrators can dig deeper into each data point that we can access as they become available.

A big part of improving our performance data will be the work that we are doing in relation to our instructional model and strategies starting this summer with our teacher professional development team.

Cool Happenings

The PTO Spring Carnival was a great success. There was a great turnout from the teachers and community. The support and events that our PTO gives us is invaluable. There were also a lot of great volunteers from high school students that gave up their time to support the carnival and earn credit for their respective clubs and organizations.

Kindergarten Visitation for the 2024-2025 Kindergarten class was held on May 3. Mrs. Carlson and Ms. Fredrickson hosted next year's group and it was so much fun getting to meet the next great class to come to our schools.

The Elementary 3-5 Music and 5th Grade Band Concert was held on May 7. On top of some great performances led by Mr. Ochsner and Ms. Graue, we also had some amazing work on display from our Art and STEM classes that was set up and displayed by Mrs. Rockemann and Ms. Morgan. We have some amazingly gifted students and cannot wait to see where those artistic talents take them in the future.

Upcoming Events

May 20th Field Day @ Valparaiso

Submitted by Amanda Coufal, Director of Special Education **Unified Track Meet:**

The Special Olympics Unified Track Meet was held on May 9 at Ashland-Greenwood. We had 16 total athletes and participants! There were two opening ceremony speakers who gave inspirational

messages. The first message was from a gentleman that has been wheelchair bound since birth due to spina bifida. He played wheelchair basketball starting at age 8 and through college. He is now a Mental Health Therapist at Boys Town. His message to everyone in attendance was: Half the Battle is Showing Up and Don't Let Others Tell You What You Can't Do. Everyone definitely showed up at the Unified Track Meet to make a difference and we are extremely proud of our RC team. The second message was given by three Nebraska volleyball players. Their message was to Run Your Own Race and Don't Compare Yourself to Others. Everyone has a different path and a different goal therefore, always run your own race to get to where you want to be.

It was a perfect day for a track meet and an event that our athletes look forward to each year! The events were: 100m run, 50m walk, 4x100 relay, 4x50m walk, long jump, frisbee throw, shot put, and javelin throw. A special thank you to Stacey Doan for organizing practices and making sure everything was ready for the big day. A special thank you to our amazing paraeducators for all their hard work: Ashley Matulka, Jessica Knopp, Jody Albrecht and LeAnn Wiese. A huge thank you to our unified track athletes: Travis, Isaac, Lizzy, Marissa, Brielle, Grace, Brianna, Jasmine, Shanna, Elizabeth, Michael, Deacon, Lyliend, Adam, Katelyn, and Kaitlyn.

May is National Speech Language Hearing Month:

The month of May is a time for celebration in the world of education, with graduation on the horizon and a full week to recognize the noble work done by teachers. May is also designated as National Speech Language Hearing Month by the American Speech-Language Hearing Association (ASHA). When meeting with my students this month, I told them that this is the time to celebrate all the hard work that they've accomplished over the past year. Speech therapy, while viewed by some as "just talking", is not nearly as easy as it may seem when you look past the surface level. Students with articulation and phonological disorders are working to create new motor plans in their brains as they learn how to say new phonemes like /l/ and /r/. Students with expressive and receptive language disorders are learning how to organize their written and spoken ideas, while also applying memory strategies to recall what they have learned. Students who stutter are utilizing fluency strategies so they can communicate their thoughts smoothly and confidently. Students who communicate with augmentative and alternative communication methods like speech generating devices and sign language are learning how to share personal messages with a communication mode that best suits their needs.

It has been quite the year in speech therapy, with 67 students from kindergarten to the 18-21 program receiving services in some capacity while making progress towards their goals. While that number may seem large, it is important to remember that nearly 1 in 12 students between the ages of 3-17 in the United States has some sort of speech/language/voice/swallowing disorder that can be treated by a speech-language pathologist. Of those children in our country, half go unverified. The work I do as a speech-language pathologist would not be possible without the resource and general education teachers I work with on a daily basis, the audiologists, teachers of the Deaf, and physical and occupational therapy specialists that I collaborate with frequently, and the administration who has supported me in many ways over my past two years at Raymond Central. After all, communication doesn't stop when a student leaves the speech therapy room. My goal as therapy provider is that my students take the skills they learn back to their general education classroom, home, and community. With your continued support, this goal continues to be achieved by all 67 students (and counting!)

Happy National Speech Language Hearing Month!

-Clair Turman, MS, CCC-SLP

Superintendent's Report

Absence Management and Time Clock Software - The district has purchased software to move us from paper records to digital records and management. The absence software includes subfinder components. After previewing three different vendors and making calls to current customers, we have chosen to move forward with Red Rover/TMS software.

Standard Communication Software - Next year we will be implementing a standardized

communication software platform across our district. Teachers, coaches, sponsors and all employees will communicate with parents/guardians via this software product. Parents/guardians have long expressed a desire for more consistency in the apps and products that we are using. We will be using another Aptegy product, ROOMS, for this endeavor. We currently use Aptegy for our website management and Aptegy Thrillshare as our push and emergency notification system.

Athletics will pay for a portion of the annual subscription for this software. The annual subscription is \$7,737. All coaches, sponsors, teachers will be required to use this software as their communication tool.

Final School Day - The final student and staff day will be on Wednesday, May 22. Students will have a noon dismissal and the certificated staff will use the afternoon to complete checkout and get rooms ready for summer maintenance.

Classified Staff hires/reassignment/resignations

Elayna Uhing has been hired as Paraeducator. Angie Marshalek submitted her resignation as HS cook.

NASB Monthly Update

Safety Report

The state had a competitive grant available to all public and private schools for security/safety items. We did submit an application for door access and camera security and we were awarded \$22,000. We will use this to pay some of the Kidwell invoice for elementary school door access and cameras.

Facilities Report

"More Than a Field" Project. The Board discussed amending our rental agreement if this project moves along quicker than originally expected so not to lose out on work that has been donated or donated at a reduced cost. This will be discussed further at the June meeting.

Summer Maintenance. In addition to the normal summer maintenance, the following projects are slated for this summer: Carpeting (Sr Hall/Valparaiso floor 1); Retrofit lights to LED (Jr/Sr building); Gym floor refinish; Wall mats, backboard, shot clock installed; HVAC at Valparaiso; Finish IT storage shed; Exterior lighting at Ceresco; Landscape cleanup at Ceresco.

Solar Power. Superintendent Johnson has been communicating with a consulting firm regarding the cost and benefits of solar power. There are currently grants that could realize the coverage of about 80% of installation.

Important Upcoming Dates:

May 17 - "More Than a Field" Open House @ 7:00 p.m.

May 22 - Last student/teacher day

June 5-6 - NASB Leadership Workshop @ Lincoln

June 12-13 - School Leaders and Law Conference @ Kearney

Board Committee Reports

Update Board Committee's

Curriculum & American Civics Committee (Burklund-chair, Lange, Matulka)

Facilities & Transportation Committee (Matulka-chair, Burklund, Lange)

Finance Committee (Breitkreutz-chair, Burklund, xx)

Negotiations Committee (Lange-chair, Benes, Lange, xx)

Policy Committee (Breitkreutz-chair, Benes, xx)

Old Business

New Business

Discuss, Consider and Take Necessary Action to Approve Required Annual Policy Updates

Motion by Lange, second by Benes to approve annual annual policy updates as presented: 1050-Access to Records; 3130-Purchasing Policies; 3140-Contracting for Services; 3571-Meal Charge Policy; 4141-Teacher Training; 5006-Option Enrollment Policy; 5008-Attendance; 5101-Student Discipline Policy; 5201-Promotion & Retention; 5205-Graduation; 6111-Classroom Environment; 8240-Membership in School Board Associations; 8342-Designated Method of Giving Notice of Meetings; 8346-Public Participation at Board Meetings; and eliminate Policy 6310-Textbook Loans. RCV 4-0. Motion carried.

Discuss, Consider and Take Necessary Action to Adopt Policy 5013-Preschool Enrollment

Motion by Benes, second by Heyen to adopt Policy 5013-Preschool Enrollment. This policy will determine eligibility guidelines for children to enroll in the District's preschool program. RCV 4-0. Motion carried.

Discuss, Consider and Take Necessary Action to Consider Adopting Policy 3241-Emergency Response Mapping

Policy 3241-Emergency Response Mapping - LB 1329 allows (but does not require) school boards to adopt a policy on emergency response mapping. The Board will need to decide whether to move forward with this policy but has requested further information. Item was tabled at this time.

Discuss, Consider and Take Necessary Action to approve the substitute teacher pay rates for the 2024-2025 school year as presented

Motion by Benes, second by Lange to approve substitute teacher pay rates for 2024-2025 at \$170.00/day and long term at \$200.00/day. RCV 4-0. Motion carried.

Discuss, Consider and Take Necessary Action to approve the quote from American Playground to hard surface playgrounds and replace some slides at Ceresco

The Board has decided to hold off on moving forward with the playground project at this time. We have been discussing putting a hard surface in place on the main playgrounds at both Val and Ceresco. We've had two different vendors entertain quotes. During this process we found out that the Ceresco playground was created with the equipment being installed lower than desired which would create a need to remove and replace slides in an effort to create a level hard surface. One vendor questions whether or not it can be ground level and still maintain adequate fall zones from the other playground equipment. The cost to pour hard surfaces would be close to a quarter million for both playgrounds. We don't want to rush into something without knowing that it is a good and 'right' permanent solution. In addition to the concerns regarding grade at Ceresco we are also concerned that the playground itself might be better located south of the school for safety reasons, cementing in playground equipment that is 24 years old needs to be considered, and if we decide to move to different grade configurations at the two elementaries, then the playgrounds will need to look different. For all of these reasons, we decided to delay this action until we have a better sense of this being a good permanent solution.

Next Regular Board Meeting

The next regular Board of Education Meeting will be held Wednesday, June 12, 2024.

Adjournment

Motion by Benes, second by Lange to adjourn the meeting at 6:47 PM. RCV 4-0. Motion carried.

6.2. Financial Statement/Report



Raymond Central Public Schools
General Fund Comparison to Previous Year
May 2024

	5/1/2024 - 5/31/2024	5/1/2023 - 5/31/2023
Balance - Beginning of Month	\$3,792,132.49	\$3,660,761.67
Receipts	\$2,224,299.06	\$1,665,646.60
Interest Earned	\$8,897.60	\$6,437.14
Disbursements	<u>-\$894,252.68</u>	<u>-\$1,018,327.51</u>
Balance - End of Month	\$5,131,076.47	\$4,314,517.90



Raymond Central Public Schools

General Fund Receipts May 2024

LANCASTER COUNTY TREASURER		
TAXES		\$328,265.22
CARLINE TAXES		\$1,398.90
PUBLIC POWER 5% GROSS TAX		\$8,125.96
PERSONAL PROP TAXES		\$10,417.71
MOTOR VEHICLE TAXES		\$29,698.65
FINES & FEES		\$2,890.07
HOMESTEAD EXEMPTION		\$21,696.65
PROPERTY TAX CREDIT		\$114,475.57
AG LAND PROPERTY TAX CREDIT		\$59,593.71
SAUNDERS COUNTY TREASURER		
TAXES		\$1,068,946.32
CARLINE TAXES		\$812.73
PUBLIC POWER 5% GROSS TAX		\$26,983.99
MOTOR VEHICLE TAXES		\$22,064.19
FINES & FEES		\$2,198.73
HOMESTEAD EXEMPTION		\$19,788.04
SEWARD COUNTY TREASURER		
TAXES		\$25,233.29
MOTOR VEHICLE TAXES		\$2,646.84
FINES & FEES		\$124.80
HOMESTEAD EXEMPTION		\$303.71
PROPERTY TAX CREDIT		\$3,636.33
BUTLER COUNTY TREASURER		
TAXES		\$1,580.54
FINES & FEES		\$11.85
PROPERTY TAX CREDIT		\$330.12
STATE OF NEBRASKA		
STATE AID		\$120,810.00
SPED		\$315,518.00
PRE K TUITION		
PRE K TUITION		\$327.62
NON-REVENUE RECEIPTS		
RCEF DONATION 'RAISE THE PADDLE' Art Room Student Tables/Chairs V,C		\$11,003.20
NE FFA FOUNDATION - Reimb Grant for Vet Class		\$2,835.00
RCPS HOT LUNCH FUND		
MAY PAYROLL EXPENSES		\$22,581.32
JONES BANK		
GENERAL FUND INTEREST MAY		<u>\$8,897.60</u>
TOTAL		\$2,233,196.66

MAY 2024	Percent of Year Completed		75.00%			
2023-2024 RECEIPTS		M-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2023-2024	RECEIVED	RECEIVED	RECEIVED	% Received	% Received
ACCOUNT	ANTICIPATED	2023-2024	2023-2024	2022-2023	2023-2024	2022-2023
Property Taxes	\$8,116,238.00	\$1,424,025.37	\$5,803,537.65	\$5,783,807.83	71.51%	71.10%
Motor Vehicle Tax	\$499,000.00	\$54,409.68	\$446,502.91	\$423,295.76	89.48%	94.07%
Public Power Tax (5% Gross)	\$39,000.00	\$35,109.95	\$39,108.78	\$38,997.16	100.28%	111.42%
Carline Taxes	\$2,530.00	\$2,211.63	\$2,751.51	\$2,529.40	108.76%	84.31%
Other Tuition	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Interest	\$8,000.00	\$8,897.60	57,717.98	27,884.67	721.47%	871.40%
Local License Fees	\$3,900.00	\$0.00	\$650.00	\$1,207.50	16.67%	60.38%
Other Local Receipts(Pre-K)	\$12,000.00	\$327.62	13,922.86	9,445.08	116.02%	78.71%
Fines & License Fees	\$26,000.00	\$5,225.45	\$37,549.48	\$26,614.59	144.42%	88.72%
ESU Receipts	\$7,300.00	\$0.00	\$2,644.78	6,552.96	36.23%	93.61%
State Aid	\$1,213,974.00	\$120,810.00	1,098,791.00	867,132.00	90.51%	90.00%
Special Education	\$972,397.00	\$315,518.00	960,109.00	461,473.00	98.74%	94.18%
Special Educ. Transportation	\$21,000.00	\$0.00	\$0.00	\$28,489.00	0.00%	135.66%
Homestead Exemption	\$0.00	\$41,788.40	\$128,195.68	\$115,271.96	0.00%	0.00%
High Ability Learners	\$5,500.00	\$0.00	\$0.00	\$5,909.00	0.00%	98.48%
Pro-Rate Motor Vehicles	\$19,000.00	\$0.00	\$13,886.43	\$10,161.35	73.09%	56.45%
State Apportionment	\$103,000.00	\$0.00	\$150,715.01	\$145,873.17	146.33%	208.39%
Relief to Property Tax Payers	\$0.00	\$118,442.02	\$495,361.90	\$413,024.80	0.00%	0.00%
Other State Receipts	\$23,000.00	\$0.00	\$7,500.00	\$0.00	32.61%	0.00%
Personal Property Tax Credit	\$0.00	\$10,417.71	\$197,296.47	\$154,110.75	100.00%	100.00%
Title I /II Funds	\$49,000.00	\$0.00	\$77,052.00	\$69,481.00	157.25%	257.34%
Other Federal Receipts	\$0.00	\$0.00	\$35,364.14	\$0.00	0.00%	0.00%
SPED IDEA Grant PreK	\$124,000.00	\$0.00	\$140,366.00	\$163,149.00	113.20%	132.64%
Private Grants-College Access	\$3,500.00	\$0.00	\$5,898.39	\$5,601.61	168.53%	100.00%
Carl Perkins	\$25.00	\$0.00	\$7,685.96	\$0.00	30743.84%	0.00%
Other Non-Revenue Receipts	\$1,000.00	\$13,838.20	\$31,830.38	\$226.17	3183.04%	100.00%
Ag Land Property Credit	\$0.00	\$59,593.71	\$64,538.09	\$115,839.52	100.00%	100.00%
ESSER (COVID-19) Funds	\$0.00	\$0.00	\$0.00	\$0.00	100.00%	0.00%
Sale of Property	\$3,000.00	\$0.00	\$6,181.00	\$0.00	206.03%	0.00%
MIPS-Medicaid-Public Schools	\$8,900.00	\$0.00	\$39,692.77	\$23,958.89	445.99%	254.88%
TransferOther Fund/ Imprest	\$0.00	\$0.00	\$0.00	\$60.00	0.00%	0.00%
Insurance Adjustments	\$1,000.00	\$0.00	\$0.00	\$9,231.50	0.00%	100.00%
TOTAL	\$11,262,264.00	\$2,210,615.34	\$9,864,850.17	\$8,909,327.67	87.59%	85.41%
2023-2024 DISBUREMENTS		M-T-D	Y-T-D	Y-T-D	Y-T-D	Y-T-D
	2023-2024	DISBURSED	DISBURSED	DISBURSED	% Disbursed	% Disbursed
CATEGORY	BUDGET	2023-2024	2023-2024	2022-2023	2023-2024	2022-2023
Instructional Services	\$5,285,000.00	\$405,977.92	\$3,545,220.78	\$3,422,676.21	67.08%	65.74%
Special Education	\$2,017,427.00	\$152,024.81	\$1,530,707.06	\$1,229,227.58	75.87%	61.56%
Guidance	\$227,900.00	\$28,426.67	\$259,448.30	\$173,927.43	113.84%	76.32%
School Health Nurse	\$112,750.00	\$9,122.08	\$82,383.93	\$81,426.84	73.07%	72.22%
Safety & Security	\$52,151.00	\$0.00	\$31,955.73	\$25,535.42	61.28%	48.96%
Activities	\$95,020.00	\$10,245.44	\$92,904.38	\$75,918.13	97.77%	79.90%
Media, Technology	\$710,125.00	\$24,647.94	\$361,926.12	\$477,252.80	50.97%	67.21%
Gen.Admin (Supt/BOE/Legal)	\$428,800.00	\$25,150.05	\$259,417.41	\$244,519.19	60.50%	57.02%
School Admin (Principals)	\$762,100.00	\$59,453.34	\$521,611.29	\$500,322.02	68.44%	65.65%
Business	\$322,600.00	\$16,438.37	\$107,591.87	\$107,410.08	33.35%	33.30%
Operation of Plant	\$789,500.00	\$45,224.95	\$478,491.88	\$474,493.31	60.61%	60.10%
Maintenance of Plant	\$517,500.00	\$66,856.76	\$312,945.26	\$160,919.81	60.47%	31.10%
Pupil Transportation	\$536,549.00	\$22,982.29	\$621,121.64	\$235,395.12	115.76%	43.87%
Fed. Grants (Title,Perkins)	\$129,975.00	\$5,118.12	\$51,617.54	\$91,419.47	39.71%	70.34%
Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
TOTAL	\$11,987,397.00	\$871,668.74	\$8,257,343.19	\$7,300,443.41	68.88%	61.02%



Raymond Central Public Schools

Financial Report 5-31-2024

GENERAL FUND

Purpose: Pays day to day expenses for District

Funded by: Local Taxes, State/Fed Reimb. for SPED, State Aid, Title 1, other misc. grants

For RC: Salaries, benefits, educ expenses, technology, building and grounds maintenance, transportation

Cash Balance - May 1, 2024	\$3,792,132.49
May Receipts	\$2,233,196.66
May Disbursements	<u>-\$894,252.68</u>
Cash Balance - May 31, 2024	\$5,131,076.47

LUNCH FUND

Purpose: Pays all expenses for Hot Lunch program including kitchen payroll.

Funded by: Parent/Student/Staff payments for meals and State/Fed Reimb. for meals served.

For RC: Salaries, benefits for HL staff, food, milk, supplies, equipment, repairs associated with HL program.

Note: General Fund can transfer funds into HL account if needed. No transfers out of HL Fund.

Cash Balance - May 1, 2024	\$115,196.31
May Receipts	22732.68
May Disbursements	<u>-60326.64</u>
Cash Balance - May 31, 2024	\$77,602.35

BUILDING/SINKING FUND

Purpose: To acquire new sites, improve existing buildings, all new building/construction expenses.

Funded by: Local Taxes, sale of property.

For RC: Previously used for HVAC projects, new propane tank HS, pays property taxes on farmland south of HS.

Used for new additions/construction.

Cash Balance - May 1, 2024	\$1,802,457.96
May Receipts	\$178,056.26
May Disbursements	<u>-\$212,862.50</u>
Cash Balance - May 31, 2024	\$1,767,651.72
Certificate of Deposit	<u>\$1,050,201.75</u>
Combined Balance - May 31, 2024	\$2,817,853.47

HIGH SCHOOL BOND FUND

Purpose: Pay principal/interest on loans for new construction and additions.

Funded by: Local Taxes through a bond.

For RC: Used to pay interest/principal payts on 2009 HS Bond

Cash Balance - May 1, 2024	\$676,692.15
May Receipts	\$71,165.61
May Disbursements	<u>-\$36,966.25</u>
Cash Balance - May 31, 2024	\$710,891.51

DEPRECIATION FUND

Purpose: Pays to 'replace' not add. Fixing a roof, replacing a bus, upgrading systems.

Funded by: General Fund (GF) transfers at YE only with specific purpose identified.

For RC: In 8/2023, \$400,000.00 was transferred from the GF budget that was planned but not spent. This transfer was earmarked for truck/bus purchase, technology, safety upgrades and curric. materials.

Cash Balance - May 1, 2024	\$188,815.62
May Receipts	\$280.64
May Disbursements	\$0.00
Cash Balance - May 31, 2024	\$189,096.26
Certificate of Deposit	\$1,684,070.02
Combined Balance - May 31, 2024	\$1,873,166.28

QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

Purpose: Pays for removal of environmental hazards (mold, asbestos) and reduction/removal of accessibility barriers in school buildings.

Funded by: Local taxes via tax levy.

For RC: Use funds for accessibility improvements on elementary playground updates in 2024.

Cash Balance - May 1, 2024	\$10,635.42
May Receipts	\$8.13
May Disbursements	\$0.00
Cash Balance - May 31, 2024	\$10,643.55

EMPLOYEE BENEFIT FUND - UNEMPLOYMENT

Purpose: Part of the General Fund. Can be used to pay unemployment, benefits, early retirement

Funded by: General Fund transfers at YE only with specific purpose identified.

For RC: In 8/2023 \$100,000.00 was transferred from the GF earmarked to pay Admin Benefit costs during the 23-24SY.

Cash Balance - May 1, 2024	\$2,026.12
May Receipts	\$0.86
May Disbursements	\$0.00
Cash Balance - May 31, 2024	\$2,026.98
Certificate of Deposit	\$255,363.14
Combined Balance - May 31, 2024	\$257,390.12



Raymond Central Public Schools
Student Activities Fund Balances April 2024

Activity Name	Beginning Balance	Revenues	Expenses	Balance
After School Club	2,387.13	0.00	0.00	2,387.13
Annual	13,353.00	560.00	0.00	13,913.00
AP Funds	49,293.13	8,247.20	220.00	57,320.33
APEX	369.05	0.00	0.00	369.05
ART CLUB	901.73	412.00	714.85	598.88
Athletics	206,802.74	5,723.44	14,862.58	197,663.60
Band	1.56	58.00	0.00	59.56
Band Trip	10,669.76	0.00	0.00	10,669.76
Baseball	584.87	0.00	420.45	164.42
Boys BB	6,972.08	895.00	217.34	7,649.74
Ceresco Book Fair	(4.60)	0.00	0.00	(4.60)
Ceresco Fundraising	2,233.57	73.29	0.00	2,306.86
Ceresco Pop	102.23	0.00	0.00	102.23
Cheerleaders	3,050.97	0.00	3,054.00	(3.03)
Choir	14,359.76	0.00	0.00	14,359.76
Class 2024	100.31	653.00	100.00	653.31
Class 2025	843.08	0.00	262.87	580.21
Class 2028	4,248.35	0.00	0.00	4,248.35
Class 2029 Field Trip Funds C	2,806.38	0.00	0.00	2,806.38
Class 2030 Field Trip Funds C	3,056.11	445.00	0.00	3,501.11
Class 2031 Field Trip Funds C	3,807.43	0.00	0.00	3,807.43
Class 2031 Field Trip Funds V	2,961.89	0.00	0.00	2,961.89
Class 2032 Field Trip Funds C	2,623.19	0.00	128.91	2,494.28
Class 2032 Field Trip Funds V	2,486.29	0.00	128.92	2,357.37
Class 2033 Field Trip Funds C	1,399.43	0.00	50.00	1,349.43
Class 2033 Field Trip Funds 2033	1,436.85	0.00	50.00	1,386.85
Class 2035 Cer	265.98	0.00	0.00	265.98
Class 2035 Val	1,042.51	0.00	0.00	1,042.51
Class 2036 C	452.45	0.00	362.00	90.45
Class 2036 Val	563.75	0.00	362.00	201.75
Class of 2026	205.18	0.00	0.00	205.18
Class of 2027	3,613.18	0.00	0.00	3,613.18
Class of 2034 Ceresco	1,121.73	0.00	199.50	922.23
Class of 2034 V	932.79	0.00	0.00	932.79
College Access Grant	4,633.77	0.00	140.91	4,492.86
Cross Country	2,004.56	0.00	0.00	2,004.56
Culinary Snack Cart	1,680.75	156.42	129.32	1,707.85
DI	4,614.68	0.00	0.00	4,614.68
Drama Act	2,661.26	40.00	0.00	2,701.26
Drill Team	132.81	675.25	0.00	808.06
Elem Fines	555.04	0.00	0.00	555.04
Elem Fundraising	7,210.57	0.00	0.00	7,210.57
Elem PE	2,167.50	0.00	0.00	2,167.50
Elem Pictures/Yearbook	2,983.42	0.00	0.00	2,983.42
Elem Prof Development	4,797.94	0.00	0.00	4,797.94
Elem Student Council	483.85	0.00	0.00	483.85
FBLA Act	2,223.85	3,566.00	7,519.89	(1,730.04)
FFA Act	19,293.07	75.00	1,246.61	18,121.46
Fines	2,394.58	126.52	0.00	2,521.10
Football	5,768.40	1,015.00	0.00	6,783.40
Girls BB	153.94	1,521.00	500.00	1,174.94
Girls Wrestling	18.07	0.00	0.00	18.07
Golf Activity	1,068.91	0.00	0.00	1,068.91

Activity Name	Beginning Balance	Revenues	Expenses	Balance
HAL	59.66	0.00	0.00	59.66
Hot Lunch	347.63	0.00	0.00	347.63
HS Caring Shelves	3,400.61	0.00	0.00	3,400.61
HS Pop	2,092.87	40.00	175.32	1,957.55
HS Quiz Bowl	228.89	1,241.00	1,989.32	(519.43)
JH Boys BB	128.71	0.00	0.00	128.71
JH Football	342.13	0.00	0.00	342.13
JH Girls BB	809.70	0.00	0.00	809.70
JH Speech	1,699.45	366.09	0.00	2,065.54
JH Student Council	1,332.50	20.00	448.07	904.43
JH Track	604.57	883.44	0.00	1,488.01
JH Volleyball	1,339.13	0.00	0.00	1,339.13
JR Achievements	629.57	0.00	0.00	629.57
Kindness Acct	19,250.73	0.00	0.00	19,250.73
Library	2,002.23	73.53	0.00	2,075.76
Life Skills	2.41	0.00	0.00	2.41
Mock Trial	380.96	0.00	0.00	380.96
National Honor Society	517.46	0.00	225.97	291.49
Pre-Kindergarten	4,264.33	0.00	795.80	3,468.53
Professional Development	19,620.23	0.00	354.81	19,265.42
PTO	0.00	0.00	0.00	0.00
Rain Garden	459.50	0.00	0.00	459.50
RC Backpack	24,974.81	0.00	0.00	24,974.81
RC Blue Crew	42.73	0.00	0.00	42.73
RC Concessions	17,623.30	3,582.24	6,004.53	15,201.01
RC Foundation	24.00	11,560.68	11,394.70	189.98
Restitution	190.00	0.00	0.00	190.00
Score Vision	8,901.64	0.00	0.00	8,901.64
Service Fees (Activity Acct)	10,077.06	855.62	30.83	10,901.85
Skills USA	330.99	0.00	0.00	330.99
Social Justice	194.12	0.00	0.00	194.12
Softball	7,291.27	460.00	767.77	6,983.50
Spanish Club	2,760.05	0.00	1,900.00	860.05
Speech	7,699.01	793.12	550.00	7,942.13
Spring Musical	2,193.04	0.00	0.00	2,193.04
Staff Inservice	854.92	0.00	0.00	854.92
'Stang Gang Student Section	(0.01)	0.00	0.00	(0.01)
Student Council	7,434.97	0.00	0.00	7,434.97
Student Pop	1,351.09	0.00	610.00	741.09
Testing	4,365.23	0.00	0.00	4,365.23
Track	1,326.20	0.00	0.00	1,326.20
TShirt Press Acct	(938.03)	58.39	337.63	(1,217.27)
Val Book Fair	10,014.29	0.00	0.00	10,014.29
Val Fundraising	8,781.79	0.00	0.00	8,781.79
Val Pop	1,124.17	94.10	0.00	1,218.27
VolleyBall	10,662.16	230.00	0.00	10,892.16
Weight Room	4,000.00	50.00	0.00	4,050.00
Wrestling	276.57	615.00	0.00	891.57



Raymond Central Public Schools
Student Fees Fund Balances May 2024

<u>Activity Name</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Expenses</u>	<u>Balance</u>
Activity Pass	876.00	0.00	0.00	876.00
Ag-Ed Labs	2,090.23	80.00	0.00	2,170.23
Art Class	755.87	135.00	0.00	890.87
Chromebooks	683.57	3,486.20	0.00	4,169.77
Foods Class	1,171.77	25.00	693.68	503.09
Service Fees (Student Fees)	1,159.50	1,525.13	345.34	2,339.29
Skills USA	1,510.00	0.00	203.67	1,306.33
Sports Fees	1,325.22	280.00	0.00	1,605.22
Tech Ed	50.00	770.00	0.00	820.00

6.3. Monthly Bills



Raymond Central Public Schools

Bills Paid May 2024

General Fund - Report of Bills Paid May 2024

<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
5/20/2024	RCPS Dist 161	May Payroll	712,236.15
05/23/2024	KC AV	HS FB Field Audio	49,508.14
05/17/2024	Family Services	Therapy Services HS Spring 2023	10,899.00
05/17/2024	Norris Public Power	Electricity HS	9,038.79
05/10/2024	Paper101	24-25 Paper Order C,V,HS	7,685.08
05/10/2024	VIRCO	Art Rm Tables/ Chairs V	5,501.60
05/17/2024	VIRCO	Student Tables/Chairs Art Rm C	5,501.60
05/17/2024	Liberty Lawn & Landscape	Seed BB/SB Field, Lawn Treat.	5,495.53
05/10/2024	Cognia	24-25 Accreditation /Network Member Fee	4,800.00
05/10/2024	Pine Cove Consulting	Managed Tech Service May 2024	4,500.00
05/10/2024	Hands of Heartland	SPED Transitional Program April	3,764.15
05/10/2024	Time Management Systems	E TimeClock/Absence/Sub finder downpayt	3,700.00
05/10/2024	Apptegy, Inc	Apptegy Rooms Software Tchrs/Coaches	3,125.00
05/10/2024	SAVVAS Learning Company	K-1,3-5 Math Materials 2024-2025, C/V	2,871.36
05/17/2024	Butler Public Power District	Electricity V	2,017.40
05/17/2024	Grafton and Associates	FBLA NatlTravel Expenses Sponsor	2,000.00
05/17/2024	Institute for Multi Sensory Education	Interactive OG accounts Tchrs V, C	1,912.50
05/10/2024	VIVI, LLC	Wireless Casting for HS Teachers	1,590.00
05/17/2024	Sid Dillon Ford Inc.	Van2 4 Tires,repair sensor/elect. issues	1,474.68
05/10/2024	Electronic Contracting Company	Install New Clock Control and Relay V	1,240.77
05/10/2024	Brooke L. Cheleen	April 2024 SPED Physical Therapy	1,109.87
05/10/2024	Computer Hardware	3 Monitors HS Computer Lab	1,080.00
05/23/2024	Future Business Leaders of America	Nat'l FBLA Regist. Fees 5 stud. 1 adult	975.00
05/10/2024	Menards Lincoln	Materials for shed project	875.28
05/15/2024	US Bank	PreK 4 Classroom Supplies 24-25	864.31
05/10/2024	National Time & Signal	Wall Clock JrHS	801.59
05/10/2024	Ron's Rolloffs Inc.	Dumpster/Dump Fees HS	757.60
05/10/2024	Waste Connections Co	Garbage HS, V	673.75
05/10/2024	HD Supply FKA Home Depot Pro	Custodial /Maintenc. Supplies V,C,HS	665.19
05/10/2024	MCS	Custodial Supplies, all Locations	647.29
05/10/2024	Sentry Electric Inc.	Exterior Lights-Power-Shed HS final	625.00
05/10/2024	Scott Tvrdy	April Mowing C, V	600.00
05/10/2024	Windstream	Phone HS, Fax	568.53
05/17/2024	Jostens	Diploma Covers (60)	557.95
05/23/2024	NE Public Health Environ. Lab	Water Testing HS	540.00
05/10/2024	Kruse, Deb	Reimb Mileage July 23-May5,2024	535.62
05/17/2024	Deaf Services Unlimited	Interpreter for YE Banquets	520.00
05/17/2024	Purchase Power	Postage HS	502.25
05/17/2024	School Specialty	2024-2025 Office Supplies	502.14
05/10/2024	Purchase Power	Postage HS	500.00
05/10/2024	Quill Corporation	HS General Tchng supplies	493.51
05/10/2024	Liberty Lawn & Landscape	Weed Spray Applied V, C	460.00
05/10/2024	Steve Rose	Reimbursement Mileage Mar/April 2024	458.96
05/15/2024	US Bank	Shredder & Envelopes- Office, C	429.96
05/10/2024	Kiner Supply Company	Misc Plumbing Parts HS	417.35
05/17/2024	Access Systems, Inc	Staples for Val Copier	402.99
05/10/2024	Priefert, Tom	Parent Mileage Reimb April 2024	364.82
05/10/2024	Platte Valley Equipment	Parts for Mower	352.72
05/17/2024	Advanced Auto Glass	Entry Door Glass Replacement at Val	350.00
05/10/2024	NE Association of School Boards	Leadership Conf CB, JH	330.00
05/15/2024	US Bank	HS Off. Supplies	309.10
05/17/2024	Village of Ceresco	Utilities C	304.10
05/10/2024	Oak Valley Lumber Co	Building Maint Supplies	298.95
05/15/2024	US Bank	HDMI Cords, 2 Classroom Bluetooth Spkr	259.88
05/10/2024	Donald R. Prentice	Extermination Service Spring Outside	241.00
05/10/2024	Awards Unlimited Inc	JH Speech Meet Awards	239.80
05/10/2024	Truck Center Companies	Headlamp Bus 17a	234.08
05/23/2024	Intermedia.net, INC	Phone Service	232.15

<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
05/10/2024	Matheson Tri-Gas Inc.	Welding Rod and Rental Gas Tanks	220.35
05/15/2024	US Bank	Fuel -Student Van Quiz Bowl Chicago	219.81
05/10/2024	Intermedia.net, INC	Phone Service	218.34
05/10/2024	Maly, Linda	Title1 Services-St Johns-Weston Mar-May	217.50
05/10/2024	J.W. Pepper	Marching Band Music for 24-25 SY	215.99
05/10/2024	Turman, Clair	April Mileage Reimbursement SLP	211.99
05/10/2024	Village of Valparaiso	Utilities V	210.87
05/10/2024	Donald R. Prentice	Extermination Service	205.00
05/10/2024	School Specialty	Classroom Supplies 2nd Grade C	202.75
05/10/2024	Jackson Services Inc.	Mats/Mops	201.34
05/17/2024	Milford High School	District Music Contest Band & Vocal	190.00
05/15/2024	US Bank	HS Sped Classroom Supplies	181.50
05/10/2024	KSB School Law PC LLO	Legal Service	175.00
05/15/2024	US Bank	HDMI Cables	174.95
05/17/2024	Whitehead Oil Co	DEF/Fuel	171.57
05/15/2024	US Bank	Supt Office Supplies	168.38
05/10/2024	One Source	Employee Background Checks	162.00
05/17/2024	Pitney Bowes Global (Lease)	Postage Machine HS Lease	159.57
05/15/2024	US Bank	Graduation supplies for PreK4	151.94
05/10/2024	WalMart Capital One	Fabric for 7th grade pillows	135.72
05/17/2024	Staples Advantage	Office/Gen Tchg Supplies V	130.00
05/10/2024	Quest Diagnostics	3rd Party Drug Testing	129.00
05/10/2024	LaQuinta Inns & Suites	Hotel for Conference Kearney, SR	124.95
05/10/2024	Amanda Ehlers	Reimb Mileage Jan-May3rd	124.62
05/15/2024	US Bank	School Improvement Materials DK	122.22
05/23/2024	Crees, Jennifer	Mileage Reimb HealthTech 4/15/24-5/20/24	118.59
05/10/2024	Graue, Melissa	Mileage Reimb April 2024	114.57
05/10/2024	Coufal, Amanda	Reimb Mileage - March	112.56
05/23/2024	HD Supply FKA Home Depot Pro	Custodial /Maintenc. Supplies V,C,HS	107.40
05/10/2024	Sid Dillon Ford Inc.	Aerial Replacement Part Van 1	105.00
05/23/2024	Turman, Clair	May Mileage Reimbursement SLP	103.85
05/15/2024	US Bank	Graduation, Tchr & Nurse Apprec. signs	102.12
05/10/2024	Deaf Services Unlimited	Interpreter Elem Vocal Music Concert	100.50
05/10/2024	Nebraska Safety Center	Transportation Class - BM	100.00
05/15/2024	US Bank	Maint Supplies HS	94.94
05/23/2024	Roussan, Caitlin	Mileage Reimbursement	87.30
05/15/2024	US Bank	Consumables for Anatomy Class	83.42
05/10/2024	CDW Government	General Tchg/Office Supplies HS	81.71
05/15/2024	US Bank	Hooks for emergency bags HS Classrooms	77.64
05/10/2024	NCSA	Legis. Legal Implications Livestream	75.00
05/10/2024	Peterson, Madelyn	Activity Work Pay	75.00
05/17/2024	Interstate All Battery Center	Batteries - HS	72.00
05/15/2024	US Bank	Supplies History Classroom HS	71.78
05/15/2024	US Bank	MTSS Supplies Jr/HS	59.90
05/15/2024	US Bank	Fuel Purchase Stud. Van FBLA State Conv	59.71
05/15/2024	US Bank	End of year Class Supplies 2nd grade,V	58.48
05/17/2024	Institute for Multi Sensory Education	Digital Resources for OG	56.00
05/09/2024	ASI	Payflex Admin Fees	50.00
05/15/2024	US Bank	Plumbing Journeyman Registr. JS	50.00
05/15/2024	US Bank	English Classroom Supplies HS	49.59
05/15/2024	US Bank	HS Art Supplies	44.97
05/23/2024	Graue, Melissa	Mileage Reimb May 2024	36.18
05/15/2024	US Bank	Office Supplies V	35.96
05/15/2024	US Bank	Prof Development C	25.09
05/15/2024	US Bank	Supplies for Vet Science Class	21.34
05/15/2024	US Bank	Supplies FCS Classes	16.62
05/10/2024	Jostens	Diploma Reorder	15.65
05/10/2024	Really Good Stuff Inc.	Gen Teaching/office supplies C, HS	14.03
05/10/2024	Awards Unlimited Inc	BOE Mtg Name Plate-Larry Heyen	12.50
05/10/2024	Awards Unlimited Inc	Valedictorian/Salutatorian medals	11.40
05/09/2024	RevTrak	Revtrak Fees	2.62
05/10/2024	Kiner Supply Company	Misc Plumbing Parts HS	0.09

Hot Lunch Fund - Report of Bills Paid May 2024

<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
5/20/2024	RCPS Dist 161	Hot Lunch Staff May Payroll	22,581.32
05/10/2024	Cash-Wa Distributing	Food and supply	12,767.42
05/10/2024	Sysco Lincoln	Food and Supply	16,866.86
05/10/2024	Hiland Dairy	Milk	3,459.44
05/10/2024	MCS	Supplies- non food C,V,HS	1,900.21
05/10/2024	US Foods Inc.	Food	1,174.81
05/08/2024	RevTrak	Revtrak Fees	669.32
05/10/2024	TechMasters Heating & Air	Repair Kitchen Freezer V	543.60
05/10/2024	Jackson Services Inc.	Kitchen Cleaning Cloths	134.25
05/15/2024	US Bank	Water and Snack PreK	109.66
05/10/2024	RCPS Class of 2024	Transfer HL Balance Weaver,Burton	64.00
05/23/2024	Landauer, Jessica	Hot Lunch Refund Lydia/Ethan	55.75

High School Bond Fund - Report of Bills Paid May 2024

<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
05/16/2024	BOK Financial	HSBond#3 SemiAnnual Payt Interest Only	20,635.00 **
05/16/2024	BOK Financial	HSBond#4 SemiAnnual Payt Interest Only	16,331.25 ***

** Balance Remaining: \$2,385,498.25
Last Payt: 12/2029

*** Balance Remaining: \$1,922,006.25
Last Payt: 12/2030

Building/Sinking Fund - Report of Bills Paid May 2024

<u>Check Date</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Amount</u>
05/16/2024	Jones Bank	Lease/Purch Semi Annual Payt Princ &.Interest	212,862.50 *

* Balance Remaining: \$669,050.00
Last Payt: 6/1/2027



Raymond Central Public Schools

Student Activities Fund Checks May 2024

<u>Activity Name</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
RC Foundation	05/23/2024	RCPS General Fund	Raise the Paddle Art RmTables/Chairs C,V	11,003.20
Athletics	05/23/2024	Mahoney Golf Course	Activities Golf Tournament Fundraiser	5,904.00
FBLA	05/16/2024	Grafton and Associates	FBLA Nationals Travel expenses	5,727.50
Athletics	05/09/2024	Apptegy, Inc	Apptegy Rooms Software	3,125.00
Cheer	05/28/2024	Universal Cheerleaders Association	USA Cheer camp	3,054.00
Athletics	05/08/2024	VABA	Payment towards batting cages	2,000.00
RC Concessions	05/08/2024	Pepsi Cola Of Lincoln	concessions supplies outside	1,138.65
Quiz Bowl	05/15/2024	US Bank	Escape room	1,082.12
Athletics	05/28/2024	Nebraska Coaches Association	24/25 registration-coaches/clinics	1,065.00
Quiz Bowl	05/15/2024	US Bank	hotel rooms	907.20
FBLA	05/23/2024	FBLA	Registration for Nationals	850.00
FFA	05/15/2024	US Bank	Banquet Supplies/Awards	821.80
Softball	05/09/2024	BSN Sports	Softball Supplies	767.77
RC Concessions	05/08/2024	Raymond Central Junior High Track	Profit from 5/2 conc.	754.80
Athletics	05/17/2024	Hauff Mid America Sports	Volleyballs	740.18
PreKindergarten	05/09/2024	Julia Cook/Kidbetter Books	books for kindergarten roundup	680.00
Art Club	05/15/2024	US Bank	Pizza for NCC art show	660.85
RC Concessions	05/15/2024	US Bank	warmer and table for outside conc.	655.66
Student Pop	05/15/2024	US Bank	Nurses Day and Tchr Appreciation	610.00
RC Concessions	05/08/2024	RC Dance Team	Profit from 4/29 conc.	587.38
Speech	05/15/2024	US Bank	Speech Regist.- Students will reimb.	550.00
RC Concessions	05/08/2024	RC Athletics	Profit from 5/2 conc.	503.20
Girls Basketball	05/17/2024	Concordia Women's Basketball Camp	Concordia Camp Fees	500.00
RC Concessions	05/08/2024	Pepsi Cola Of Lincoln	concessions supplies inside	497.55
FBLA	05/17/2024	Awards Unlimited Inc	FBLA awards	485.93
Athletics	05/15/2024	US Bank	Concession Items	457.92
Baseball	05/10/2024	BSN Sports	Baseball Supplies	420.45
RC Concessions	05/15/2024	US Bank	Concession restock	397.61
RC Concessions	05/08/2024	RC Athletics	Profit from 4/29 conc.	391.58
RC Foundation	05/15/2024	US Bank	Classroom Wishlist K Hudson C	391.50
Class 2036 V	05/10/2024	Lincoln Children's Zoo	Class 2036 V Field Trips	362.00
Class 2036 C	05/10/2024	Lincoln Children's Zoo	Class 2036 C Field Trip	362.00
Athletics	05/15/2024	US Bank	HS Track Hospitality Room	311.73
JH Student Council	05/08/2024	SIB Designs	JH Student Council Shirts	289.35
Athletics	05/08/2024	Super C	4/29 hospitality room food	288.00
RC Concessions	05/17/2024	Cash-Wa Distributing	Frozen pizzas	281.35
Class 2025	05/10/2024	Lancaster County Sheriff's Office	Prom Security	262.87
FBLA	05/15/2024	US Bank	FBLA Act	238.96
Professional Development	05/15/2024	US Bank	Professional Development Supplies	237.11
RC Concessions	05/08/2024	Del Gould Meat Co., Inc	Burgers for conc. Stand in/out	237.10
T Shirt Press	05/17/2024	Print Phase	T Shirt Design	233.25
Nat'I Honor Society	05/15/2024	US Bank	NHS Graduation Cords	225.97
College Access Grant	05/23/2024	AppCentri LLC	Senior scholarship applications	220.00
Class of 2034 C	05/08/2024	Henry Doorly Zoo	Class of 2034 Ceresco Field Trip	199.50
RC Concessions	05/08/2024	Raymond Central Junior High Speech	Profit from 4/27 conc.	181.02
HS Pop	05/15/2024	US Bank	HS Staff Hospitality Babies, Retirement	175.32
Athletics	05/17/2024	Awards Unlimited Inc	awards unlimited	175.00
RC Concessions	05/08/2024	Cash-Wa Distributing	Concession pizzas	168.30
Boys Basketball	05/13/2024	Mahoney Golf Course	Range Fee- Fundraiser	150.00
College Access Grant	05/15/2024	US Bank	Scholarship Sat Supplies	140.91
Class of 2032 V	05/15/2024	US Bank	Class of 2032 Val Field Trips	128.92
Class of 2032 C	05/15/2024	US Bank	Class of 2032 Ceresco Field Trips	128.91
Athletics	05/15/2024	US Bank	Food for hospitality room jh track	126.90
FFA	05/08/2024	National FFA Organization	FFA Fees	126.00
Athletics	05/08/2024	Norris High School	District Track Fee 5/7	125.00
RC Concessions	05/08/2024	RC Athletics	Profit from 4/27 conc.	120.68
Professional Development	05/10/2024	WORKPLACEPRO	Professional Development HL Staff	117.70
PreKindergarten	05/15/2024	US Bank	YE Supplies Kind V	115.80
Athletics	05/15/2024	US Bank	measuring canes for track meet	111.55
T Shirt Press	05/15/2024	US Bank	T Shirt Order	104.38
Athletics	05/15/2024	US Bank	Hospitality room	101.78
Class 2024	05/10/2024	Chromebook RC Student Fees	Transfer to Chromebook Fees	100.00

<u>Activity Name</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Spanish Club	05/20/2024	Cuttlers, Khloe	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Hain, Josephine	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Hail, Isabella	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Kofpar, Jacey	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Leise, Madison	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Nacke, Brandt	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Oldfield, Taylor	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Osmera, Cassie	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Otto, Alexa	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Otto, Reid	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Potter, Dawson	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Roubal, Tate	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Roubal, Tess	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Schultz, Jacob	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Serrano, Macy	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Tvrdy, Marissa	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	White, Ellerie	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/20/2024	Wolfe, Carlee	Spanish Club Fundraiser Costa Rica	100.00
Spanish Club	05/21/2024	Kopecky, Taylor	Spanish Club Fundraiser Costa Rica	100.00
JH Student Council	05/08/2024	Make A Wish	Donation to Make-A-Wish Nebraska	100.00
FBLA	05/06/2024	Fisher, Katie	Senior Scholarship - Katie Fisher	100.00
FBLA	05/06/2024	Bailey, Skeahan	Scholarship	100.00
FFA	05/08/2024	NEAgricultural Educators Assoc	NAEA Fee	100.00
Athletics	05/15/2024	US Bank	Athletics banquet supplies	96.95
FFA	05/23/2024	Shirts 101	FFA Act	95.00
RC Concessions	05/15/2024	US Bank	Shelving for outside concession	89.65
Culinary Cart	05/15/2024	US Bank	Supplies	86.08
Athletics	05/17/2024	Awards Unlimited Inc	aoy awards for banquet	74.00
Athletics	05/17/2024	Awards Unlimited Inc	awards for activities banquet	69.00
Boys Basketball	05/15/2024	US Bank	Binders for summer	67.34
FFA	05/09/2024	Awards Unlimited Inc	Plaques	63.81
JH Student Council	05/15/2024	US Bank	Dance Supplies	58.72
Art Club	05/15/2024	US Bank	Art Club Cords- Graduation	54.00
Class of 2033 V	05/13/2024	Larsen Tractor Test & Power Museum	Class of 2033 Val Field Trips	50.00
Class of 2033 C	05/13/2024	Larsen Tractor Test & Power Museum	Class of 2033 Ceresco Field Trips	50.00
Athletics	05/15/2024	US Bank	Hip Numbers for Track	48.10
Culinary Cart	05/15/2024	US Bank	Menu item purchase on field trip	43.24
Athletics	05/17/2024	Sysco Lincoln	Athletics	42.47
FFA	05/17/2024	NE FFA Assoc.	Registration	40.00
Service Fees (Activity Acct)	05/31/2024	RevTrak	Service Fees (Activity Acct)	30.83
FBLA	05/08/2024	Arlington Public Schools	NLC Pins	17.50



Raymond Central Public Schools
Student Fees Fund Checks May 2024

<u>Activity Name</u>	<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
Service Fees (Student Fees)	05/10/2024	RCPS FBLA	Transfer from Student Fees Fund *	25.00
Service Fees (Student Fees)	05/10/2024	RC Athletics	Transfer from Student Fees Fund *	185.40
Service Fees (Student Fees)	05/10/2024	RCPS Class of 2024	Transfer from Student Fees Fund *	110.00
Skills USA Stud. Fees	05/15/2024	US Bank	CO2 cartridges for skills competition	203.67
Foods Student Fees	05/15/2024	US Bank	Foods and Culinary groceries	693.68
Service Fees (Student Fees)	05/31/2024	RevTrak	Revtrak Fees	24.94

* Payts originally deposited to Student Fees Account, being transferred to Student Activities Account.

6.4. Policy Review

6.5. Certificated staff hires/reassignment/resignations

7. Public Forum

8. Appointment of board committee's

Raymond Central School Board 2024 Committees

Curriculum & American Civics Committee

Cathy Burklund - Chair
Bill Lange
Derek Matulka

Facilities & Transportation Committee

Derek Matulka - Chair
Cathy Burklund
Bill Lange

Finance Committee

Brad Breitzkreutz - Chair
Cathy Burklund

Negotiations Committee

Bill Lange - Chair
Mary Benes

Policy Committee

Brad Breitzkreutz – Chair
Mary Benes

9. Reports

9.1. Administrative Reports

June 2024 AD Board Report
Mr. Tony Kobza
Assistant Principal/AD

FBLA will take 5 students to Nationals at the end of June.

Spanish Club is on a trip to Costa Rica.

Commons area outside of the Mustang Room is continually being upgraded to include more historical recognition of RC greatness.

Facilities

Basketball hoops and motors will be replaced the week of June 10th. All 6 hoops in the main gym will have new motors on them. We would also like to put in a digital screen to raise and lower the hoops as opposed to the current flat key process. This would match the South Gym setup.

Stage and Wall mats are currently being repaired.

Shot Clocks are delivered. They will be installed in June after the backboards are updated.

Water couplings will be installed on the new practice area and grass seeding will occur later this spring. We are getting additional quotes.

Outdoor concessions has been improved. More equipment will be needed to complete the upgrades.

New softball/baseball practice fields have been seeded and grass is growing. Repairs are needed and beginning for dirt work that has happened due to recent heavy rains.

County will be at Raymond Central June 17th to discuss location and needs for second entrance to new facility and current campus.

Produce Stand is open Friday, Saturday and Sunday through the rest of the Summer. Location is the Blue Catfish at the turn for Branched Oak.

We are planning an Auction Time fundraiser for local individuals to donate equipment they no longer need. Items will be sold on Auction Time and proceeds will go towards new facility.

Professional Development

The teacher leadership team met on May 23rd to discuss the successful implementation of the Raymond Central School-wide Expectations. The team evaluated what went well and developed a plan to kickstart the next school year to continue that great work. As part of unifying the teachers under these expectations and continuing the development of the MTSS-B process, the team decided to implement the “5 finger rule” to help students and teachers better handle and process through conflict. The process follows:

1. Ignore the behavior
2. Ask them to stop
3. Walk away
4. Tell and Adult
5. The adult helps resolve the situation

RC Instructional Model:

The K-12 administrative team has put together a 3-year professional learning plan based on the RC Instructional Model. The RC Instructional Model and professional learning plan was developed based on teacher feedback, walkthroughs, observations, student performance data, and perception surveys.

The RC Instructional model is based on the science of learning and scientifically research-based strategies. This is useful to classroom teachers because it presents a research-based rationale for why and when certain instructional strategies should be considered. The more teachers know about how the brain learns, the greater the number of instructional options that become available. Increasing the options that teachers have during the process of instruction also increases the likelihood that successful learning will occur.

On December 8, 2023, a team of K-12 teachers and administrators met to ensure the RC Instructional Model is reflected in the Teacher Performance and Evaluation Framework. This team of teachers have agreed to be part of our professional learning team for the next three years. They will co-present professional development around the RC Instructional Model. To prepare, this team will participate in book studies, complete an online course on the phases of learning, attend a 2-day summer training, led by administration, and meet periodically throughout the school year. We are excited to have this team share their expertise and experience with the rest of the staff.

Members of the PD Team:

K-12 administrators
Hannah Kring - 1st Valparaiso
Kathleen Cooper - 5th Valparaiso
Kim Hudson - 2nd Ceresco
Monica Blank - Title / Coach Ceresco

Nicole Kliment - Special Education / Valparaiso
Rebecca Parks - Family and Consumer Science / Secondary School
Andrew Placke - Social Studies / Secondary School
Jill Huck - English Language Arts / Middle School

Assessment

With the implementation of the new Orton Gillingham Foundational Skills program we are excited about the progress students have made. Monica Blank will share a presentation highlighting the beginning of year, mid year, and end of year data.

Research tells us that it typically takes about 3 years for teachers to become experts at the delivery of the newly implemented curriculum. We have already seen some great progress towards mastery in our first year, but we have also found areas that we will continue to develop with the Wit & Wisdom and OG curricular materials. We are confident that scores and proficiencies will continue to improve as the efficacy of teachers increases in their understanding and delivery of our curricular resources.

Summer School

Monica Blank is beginning Summer School with 14 total students between both Valparaiso and Ceresco. It will run in the mornings at each site for 4 days a week from June 10th - June 20th.

RC JR/SR HIGH PRINCIPAL REPORT – 6.05.2024

2024-2025 Summary:

Looking back over the school year, here are a few highlights:

- We added an MTSS/Middle School Coordinator position. This had significant positive outcomes in both our continued implementation of MTSS at the 6-12 building, and also being able to focus on areas of need for our 6-8 students.
- Weekly MTSS teacher team meetings allowed us to identify student struggles early and put interventions in place. Overall, this approach seemed successful in reducing overall office referrals and putting academic supports in place.
- 6-12 teachers received year-long professional development on active student engagement practices. As I visited classrooms throughout the year, I observed many teachers implementing active engagement strategies.
- 6-12 teachers engaged in year-long professional development with Mike Feit, from ESU 2, on classroom culture.
- Our 6-8 teachers were purposeful and intentional about our approach to state testing. This resulted in overall positive growth for our students on state assessments.
- 61 students met graduation requirements and successfully graduated from Raymond Central.

Summer School:

We are trying out a credit recovery summer session that began on June 3. So far, we have 8 students regularly attending. Several others are expected to join in the coming days. Several will be able to recover credit for more than one class.

Thank You:

I want to thank the Raymond Central School Board, Lynn Johnson, and the Raymond Central communities for allowing the privilege of serving as 6-12 principal for the 2023-2024 school year. Raymond Central is a special place with great teachers, staff, and students. My time here will be remembered fondly.

ITEMS OF NOTE:

Class of 2024 Graduation was held on May 11. We celebrated the successful graduation of 61 students from Raymond Central Public Schools!

The Seniors last day was Wednesday, May 8. Seniors visited the elementary buildings, we honored our seniors in our Senior Signing ceremony, and held the annual Senior vs. Staff basketball game. I am happy to report that the Staff was once again victorious with a close score of 47-46.

Dr. Chip Lange was recognized on Wednesday, May 8, for his years of service to this district—primarily teaching junior high math. We wish Dr. Lange all the best in his well-deserved retirement.

Mrs. Amanda Coufal
 Special Education Director

Summary of the 2023 - 2024 School Year in Special Education:

Grade Level	August 2023 SpEd Numbers	Initial Verification	Dismissed from SpEd Services	Moved into district with an IEP	Transferred out of district	Revoked Services	May 2024 SpEd Numbers	Alternate Setting
PK	9	4	3	1			11	
K	5		1	1	1		4	
1	6	3		1			10	1 @ Indy 1 @ St. John's
2	7	4	1				10	1 @ Indy
3	11	4	1	1	3	1	11	1 @ Martyrs 1 @ St. John's
4	6				1		5	
5	10		2	1	2	1	6	1 @ Martyrs
6	11		2		1	2	6	1 @ Martyrs 1 @ Indy
7	10				1		9	
8	15		1		1		13	1 @ Indy
9	8				1		7	1 Homebound 1 @ Indy
10	10	1			1		10	
11	6	2				1	7	
12	12				1	1	10	
18-21	1						1	
TOTAL	127	18	11	5	13	6	120	

Disability Category	Number of Students
Specific Learning Disability (SLD)	38

Other Health Impaired (OHI)	32
Speech Language Impairment (SLI)	16
Intellectual Disability (ID)	5
Developmental Delay (DD)	14
Autism (AU)	5
Emotionally Disturbed (ED)	5
Hearing Impaired (HI)	4
Multiple Impairment (Multi)	1

Extended School Year Services (ESY):

ESY services have already started this summer. We have nine students that met the criteria to qualify for ESY services. They will attend seven sessions throughout the summer. Extended school year services providers are: Paige Mestl, Nicole Kliment, Stacey Doan, Clair Turman, Linda Hennessey, and Kindra Fox.

Para-Educator Interviews:

We have two paraeducator positions left to fill at the elementary level. We interviewed five candidates for these positions and we are hopeful that we will be fully staffed for the upcoming school year to meet the needs of our students.

9.2. Superintendent's Report

9.2.1. Classified Staff hires/reassignment/resignations

9.2.2. NASB Monthly Update

NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



1,960,000 Nebraskans 324,000 Students 1,700 Locally Elected School Board Members 260 Member Districts/ESUs ONE NEBRASKA

To register for an NASB event, click on the 'My Membership' link, then navigate to the 'Events' dropdown and select 'Register'. If you do not have an email and password to log in or have forgotten it, please contact NASB at 402-423-4951 for assistance. All Dates & Locations Tentative & Subject to Change

JOIN US!

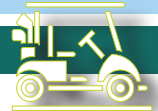
Events & Networking - <https://members.nasbonline.org/events>



NASB Leadership Workshop - June 5-6 - Lincoln

NASB Member Golf Outing - June 12 - Kearney

Email sendorf@NASBonline.org to sign up



School Leaders & Law Conference - June 12-13 - Kearney



Call for Legislative Proposals - Due July 1

Legislative Proposals for 2025 can be submitted at any time between now and July 1 at <https://members.nasbonline.org/government-relations/legislative-proposals>

Board Candidate Workshop - July 9 - Ogallala

Board Candidate Workshop - July 10 - Hastings

Board Candidate Workshop - July 11 - Ord

Board Candidate Workshop - July 16 - Milford

ALICAP Summer Workshop - July 10 - Gering

ALICAP Summer Workshop - July 11 - Kearney

ALICAP Summer Workshop - July 12 - Lincoln

Continued on Page 2



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Engagement

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NASB BOARD QUICKS

A MONTHLY E-UPDATE OF KEY DATES FROM THE NEBRASKA ASSOCIATION OF SCHOOL BOARDS



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Area Membership Meetings - August & September



North Platte, Gering, Valentine, Kearney, York, Norfolk, Nebraska City, Omaha & Fremont

Learn more and see specific dates at:
<https://members.nasbonline.org/events>

State Education Conference - November 20-22 - Omaha

YOUR 2024 PLATINUM AFFILIATES

If your business would like to become an Affiliate Member of NASB, please visit: <https://members.nasbonline.org/about-us/affiliate-members>

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CMBA
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CROUCH
RECREATION

DAVIDSON
FIXED INCOME CAPITAL MARKETS
D.A. Davidson & Co. member SIPC and FINRA

envise

Facility
Advocates
Dave Raymond

HAMITON

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9.2.3. NRCSA Report



Nebraska Rural Community Schools Association

Member Update

June 6, 2024



Photo Credit: Creighton Community Schools



NRCSA Calendar

NRCSA Events

NRCSA Golf Tournament

July 23, 2024

Meadowlark Hills Golf Course in Kearney

[More about this event](#)

NRCSA New Superintendent Lunch

July 2024

Date & Time TBD

NRCSA Distirct Meetings

September & October 2024

Sites & times TBD

NRCSA Legislative Forum

February 20, 2025

Cornhusker Hotel in Lincoln

[More about this event](#)

NRCSA Spring Conference

March 20 & 21, 2025

Crowne Plaza & Younes North Convention Center in

Kearney

[More about this event](#)

Committee Meetings

NRCSA Executive Committee

June 19, 2024

10:30 AM (Mountain Time)

Ogallala Public Schools

2024-25 NRCSA Executive Committee

July, 2024

Time & Location TBD

NRCSA Search Service



Please let Jack Moles know where superintendent vacancies occur, so that NRCSA Superintendent Search can make direct contact. We need to hear as soon as possible in anticipation of getting promotional materials specific to that board of education ready. It is critical that Board Presidents have the NRCSA contact information so that if they choose to consider a Superintendent Search Service, NRCSA is one they hopefully will consider.



Deshler Public Schools Interim
Search Complete



Fairbury Public Schools Interim
Search Complete



Raymond Central Public Schools
Search Complete



Sioux County Public Schools
Search Complete

Access the Members area of www.nrcsa.net anytime.

Login: member Password: playground

NRCSA's annual membership drive will begin in July. Annual Dues remain at \$850. Notices will be sent in time for July board meetings. You are welcome to pay your dues in this fiscal year or the next. Last year we had 221 school districts, ESU's, and State colleges and we expect to continue our annual growth. Thanks to you for being a member. This energizes our representation and advocacy for rural Nebraska, no matter who we are engaged with on education, legislation, or community issues. Without your support, there is less rural advocacy. Whether we like it or not, the outstate and rural population does not create a legislative majority anymore. In fact, rural Nebraska lost another seat in the Unicameral in last fall's redistricting. Finding success, whether passing, amending, or stopping legislation comes from membership, relationships, and focus. Thanks to your membership in NRCSA, rural is at the table and making a difference on behalf of our rural students, schools, and communities.

The 2024 session of the Unicameral is complete. Below you will find a link to NRCSA's summary of bills that were passed. A few bills that did not pass are also listed. Bills signed by Governor Pillen become effective three calendar months after adjournment (July 18, 2024), unless the bill has a specific operative date or was adopted with an emergency clause. Bills adopted with an emergency clause take effect the day after being signed. All bills not enacted at the conclusion of this year's session are indefinitely postponed and will not carry over to the next Nebraska Legislature. They may, however, be re-introduced by a Senator as a new bill.

[NRCSA Bill Summaries \(Jack Moles\)](#)

The NRCSA Joe Toczek Golf Tournament will be held on Tuesday, July 23 at Meadowlark Hills in Kearney. Over the past few years we have had to turn away golfers due to course limitations. That is something we don't like doing, especially when we have to turn away members. We have worked with the staff at Meadowlark Hills to create more opportunities for those wanting to participate. New this year is a format in which there will be two foursomes on a hole at the same time. We are working on ways to help speed up play. We are going to try it this way this year to see if it is in fact the right direction for NRCSA to go.

Golf tournament registration information was sent out the week of May 20. If you do not receive the information please contact Jack Moles at jmoles@nrcsa.net or Jeff Bundy at jbundy@nrcsa.net.

NRCSA elections are complete for elected positions for the 2024-25 year. Ballots were recently emailed to members, with the election completed on May 1. Election results are as follows:

Executive Committee:

NRCSA Leadership

Mark Lenihan, President.
Wayne Community Schools

Dr. Dawn Lewis, Past President.
Arlington Public Schools

Dr. Heather Nebesniak, Pres-Elect.
Ord Public Schools

Chris Prosocki, Secretary.
Southern School District # 1

District Representatives:

Eugene Hanks, West
Crawford Public Schools

Dale Hafer, North Central
Ainsworth Community Schools

Dr. Jon Cerny, Northeast
Bancroft-Rosalie Community Schs

Paul Sheffield, Southeast
Exeter-Milligan Public Schools

Jon Davis, South Central
Alma Public Schools

Jane Davis, Southwest
Hershey Public Schools

Executive Director:

Jack Moles

Lobbyists:

Jon Edwards
Scott Moore
Russell Westerhold

Legislative Co- Chairs:

Dr. Jason Dolliver
Pender Public Schools

Bryce Jorgenson
Southern Valley Schools

Scholarship & Recognition Co Chairs:

Tim Heckenlively,
Falls City Public Schools

Jim Widdifield
Minden Public Schools

President-Elect - This was a Statewide position voted on by all NRCSA members. The elected candidate will serve a three-year term as President-Elect, then President, and then Past President. Candidates must be from a NRCSA member school district and membership in NRCSA must be maintained throughout the length of service. Chris Kuncl, Superintendent at Mullen, was elected as President-Elect..

West Dist Representative - Eugene Hanks is finishing his first term and was eligible to run for a second term of office. He was the only candidate on the ballot.

Northeast Dist Representative - Dr. Jon Cerny is finishing his appointment to fill Dr. Dawn Lewis's term and chose not to run for his own term of office. Two candidates were on the ballot: Jessica Bland, Superintendent at Oakland-Craig, and Daryl Schrunck, Superintendent at Randolph. Daryl Schrunck was elected as the Northeast District Representative on the Executive Committee.

South Central Dist Representative - Jon Davis is finishing his first term and was eligible to run for a second term of office. He was the only candidate on the ballot.

Southwest Dist Representative - Jane Davis is finishing Alan Garey's first term and was eligible to run for her own term of office. She was the only candidate on the ballot.

Committee Appointments-Executive Director Jack Moles will make recommendations to the Executive Committee to both re-appoint committee members who are eligible for a second term or to fill vacant positions on committees. The Executive Committee will act on these recommendations at its June 19 meeting. Appointees will be notified.

We have received many “kudos” on the 2024 NRCSA Spring Conference and they are greatly appreciated. Evaluations showed a couple of minor things to work on in the future, but overwhelmingly we received very positive responses. We thank everyone who was involved in making the Spring Conference a hit. Highlights of the conference included featured speakers Mark and Nanette Potter and DeMoine Adams. The Palmer Chorus and Northwest Jazz Band provided awesome musical entertainment to open two of our General Sessions. The always heartwarming awards to outstanding individuals in our rural schools and ESUs was a big highlight. NRCSA also recognized Paul Younes and Younes Hospitality and former NSAA Executive Director Jay Bellar with the Friend of Rural Education Awards.



COACH MARK POTTER AND HIS WIFE NANETTE



DEMOINE ADAMS



PALMER HIGH SCHOOL CHOIR



NORTHWEST JAZZ BAND



*PAUL YOUNES AND YOUNES HOSPITALITY RECEIVED
NRCSA'S FRIEND OF RURAL EDUCATION AWARD*



JAY BELLER RECEIVED NRCSA'S FRIEND OF RURAL EDUCATION AWARD

Receiving NRCSA Awards at the Spring Conference were:

- **OUTSTANDING ELEMENTARY TEACHER:** Karma Ridpath (Dorchester)
- **OUTSTANDING SECONDARY TEACHER:** Tiffany Heins (David City)
- **OUTSTANDING MUSIC TEACHER:** Robin Ankrom (Falls City)
- **OUTSTANDING ESU STAFF MEMBER:** Brooke Kavan (ESU 7)
- **OUTSTANDING SUPPORT STAFF MEMBER:** Kim Fuehrer (East Butler)
- **OUTSTANDING PRINCIPAL:** Jamie Gorwill (Arthur County)
- **OUTSTANDING BOARD OF EDUCATION MEMBER:** Ken Spray (ESU 9)
- **OUTSTANDING SUPERINTENDENT:** Tim Heckenlively (Falls City)



KARMA RIDPATH



TIFFANY HEINS



ROBIN ANKROM



BROOKE KAVAN



KIM FUEHRER



JAMIE GORWILL



KEN SPRAY



TIM HECKENLIVELY

At its March meeting, the NRCSA Executive Committee made a positive move to assist non-traditional educators move toward full teaching certification. As a result of this move, new scholarship opportunities were created for paras who are in a para to teacher program and for transitional educators. NRCSA will provide three \$1,000 scholarships for the fall semester and three \$1,000 scholarships for the spring semester for the 2024-25 school year. Applicants for the scholarships must be current employees of a NRCSA-member district or ESU. Applicants must be enrolled for that semester in one of two types of programs: (1) in a recognized “para to teacher” program such as is offered by the three State Colleges (Chadron State, Peru State, or Wayne State), or (2) a transitional program in which a person with a minimum of a bachelor’s degree who is employed to teach in a member school while working through a transitional program, such as offered by the University of Nebraska-Kearney. The applicant would currently be teaching under a transitional certificate. Application materials are being developed and will be shared to the members in the near future. We will ask member districts/ESUs to share information on the application materials with employees who might qualify for the scholarships.



Announcement: Nebraska SMART Expansion to NRCSA

(NOTE: THE NEBRASKA STATE COLLEGE SYSTEM APPROACHED NRCSA ABOUT THE NEBRASKA SMART PROGRAM. NRCSA WAS PART OF DISCUSSIONS ON EXPANSION OF THE ORIGINAL IDEA THIS IS A GREAT OUTREACH ON BEHALF OF CHADRON STATE, PERU STATE AND WAYNE STATE)

Nebraska SMART Free Online Tutoring for K-12 Students

Nebraska SMART (Success Made Accessible through Rural Tutoring), founded by the Nebraska State College System, provides free online tutoring to K-12 students in rural Nebraska. Teacher education candidates from Chadron, Peru, and Wayne State Colleges remotely tutor students through an online tutoring platform. Click [here](#) to view the Nebraska SMART promotional video.

Nebraska SMART is expanding its service beginning in the Fall 2024 Semester to offer tutoring to K-12 students attending all school districts which are members of NRCSA (Nebraska Rural Community Schools Association). Additionally, Nebraska SMART will provide free online tutoring services to K-12 students enrolled in select

smaller non-NRCSA public school districts in Nebraska while continuing to offer tutoring to students attending school districts in Educational Service Units 1, 4, and 13. A complete listing of eligible school districts can be found on the program's website.

How does it work?

Parents must initially register their student(s) before they can receive tutoring services. Once registered, students or parents on behalf of students can schedule a tutoring session at least 24 hours in advance. Students can also instantly be connected with a Tutor by requesting an on-demand session during tutoring hours. The Parent Guide shows how to create an account, schedule a session, join on-demand sessions, and more.

How can I find out more information about this program?

Three (3) informational webinars will be offered in August. Participants will join Julie Dickerson, Director of Nebraska SMART, to learn more about this free online tutoring program available for K-12 students in rural Nebraska. Click below to register for one of three live webinars about Nebraska SMART:

[August 6, 2024 @ 2:00 PM Central Time, 1:00 PM Mountain Time](#)

[August 9, 2024 @ 11:00 AM Central Time, 10:00 AM Mountain Time](#)

[August 14, 2024 @ 4:00 PM Central Time, 3:00 PM Mountain Time](#)

How can school districts help?

Your assistance in communicating with parents in your school district is essential to expand awareness and generate interest in this program. Below are ways that you can help:

- Share about Nebraska SMART in school/district/classroom parent newsletters
- Share about this program during your school/district Open House or Back to School nights
- Like, follow, and/or share Nebraska SMART on [Facebook](#), [Instagram](#), and [X \(Twitter\)](#)
- Share Nebraska SMART social media posts on your school/district social media pages
- Link [Nebraska SMART](#) as a student resource on your school district websites
- Share about this program with Teachers, Counselors, and other district staff
- Share about this program with Parent/Teacher Associations
- Distribute bookmarks to each K-12 student in your school/district (these will be mailed to school districts at the end of July)
- Hang posters in a visible location (these will be mailed to school districts at the end of July)
- Share with your district technology team the domain [allowlist guide](#).

Please note that we are unable to support Pre-K students at this time; please refrain from distributing promotional materials to Pre-K students.

Marketing materials, including a bookmark for each student and a poster for each building, will be mailed to each school district (or school building) and is expected to arrive at the end of July or beginning of August. We appreciate your assistance in sharing this free online tutoring opportunity with students in your school districts.

For more information, visit: www.nscs.edu/nebraskasmart

Questions, comments, or concerns?

Email: nebraskasmart@nscs.edu

Connect with Nebraska SMART on social media:

Facebook: facebook.com/nebraskasmart/

Instagram: @nebraskasmart

X (Twitter): @nesmarttutor

Thank you for your support in assisting with communication about Nebraska SMART in your school districts! We look forward to serving your students.

UNL Extension Center: Embracing Innovation: Exploring the Dynamics of New Partnerships

Developing business & Industry, organizational, and postsecondary partnerships with school districts can play a pivotal role in enriching the educational experience, supporting student achievement, and strengthening connections between schools and their communities. By leveraging external resources, expertise, and support, schools can create a more inclusive, engaging, and supportive learning environment for all students. While partnerships within school districts can bring numerous benefits, there are also challenges that may be encountered. These can be overcome by fostering a culture of collaboration, prioritizing communication and relationship-building, seeking creative funding solutions, and promoting equity and inclusivity in partnership efforts. Additionally, leveraging support from district leadership, community stakeholders, and external resources can help schools overcome obstacles and maximize the benefits of collaborative partnerships.

We in the Institute of Agriculture and Natural Resources (IANR), specifically the College of Agricultural Sciences & Natural Resources (CASNR) and Nebraska Extension 4-H, believe this strategy for K-12 partnerships will result in a strong learning innovation network of support for every learner and every educator in the state of Nebraska. The world of higher education is evolving, driven by changes in technology, demographics, workforce demands, and societal expectations. To meet the needs of today's learners in the 21st century and prepare them for the challenges of tomorrow, we are embracing innovation, collaboration, and a student-centered approach.

In recent years, CASNR has created two new positions to help in this work. Dr. Tammy Mittelstet (tmittelstet@unl.edu) is serving as the CASNR Statewide Education and Career Pathways Coordinator and Bailey Feit (bailey.feit@unl.edu) serves as the LPS/CASNR Early College and Career Pathways Coordinator. They engage in co-creating education and career pathways for students and supporting teachers by:

- creating opportunities and minimizing barriers for all learners in the exploration of education and career pathways,
- investing in and supporting teachers to innovate and integrate cross-curricular concepts of Food, Energy, Water, and Societal Systems (FEWSS) throughout K-12 education,
- encouraging our higher education institutions to share content expertise to build curriculum that will inform best practices in the areas of FEWSS and mentor future systems thinkers for the continuum of learners through our higher education institutions,
- connecting and developing a team of community leaders to build partnerships that combine resources to support student and teacher innovation, and
- building a workforce of tomorrow with the support of the industry of today by developing work-based learning opportunities.

If you would like to get monthly updates, consider signing up for the L.I.N.K.S. newsletter at <https://casnr.unl.edu/k-12-partners>.

Nebraska Extension brings University of Nebraska expertise and research in 8 key areas of impact directly to Nebraskans from all walks of life in each of the state's 93 counties. Nebraskans turn to Nebraska Extension to strengthen their families, inspire their communities, empower young people, conserve and protect natural resources and advance their farms, ranches and businesses. Nebraska 4-H represents one of the eight key areas, and has been a leader in the career and college readiness field by being one of the first in the country to support a statewide educator position and team to provide leadership in program development and delivery.

The College & Career Success Team is led by Dr. Dawn Lindsley (dawn.lindsley@unl.edu) at the State 4-H Office and Jacie Milius (jacie.milius@unl.edu) in Gage County. In 4-H, we believe in the power of young people. With nearly six million members nationwide and 140,000 in Nebraska, we empower youth to lead for a lifetime. In a rapidly changing world, it's crucial for young people to be equipped with the right mix of knowledge, skills, and experiences for their transition from education to the workforce. Through our programming, we provide developmentally appropriate, experiential learning opportunities to help youth and adults explore postsecondary education and career options, preparing them to reach their fullest potential in today's dynamic job market. If you would like to learn more, please visit <https://4h.unl.edu/programs->

[priorities-career-college-success.](#)

Nebraska students are the leaders, innovators, and problem-solvers of tomorrow. Through collaboration with business & industry, organizational, and postsecondary partners, school districts can provide students with invaluable real-world experiences, access to resources, and insights into the demands of the workforce. We can bridge the gap between education and employment, equipping students with the skills, knowledge, and connections they need to thrive in the competitive global economy. Together, we can create a brighter future for our students and our communities.



Use Grab and Go and Delivery for Summer Food Service this Summer

The Summer Food Service Program (SFSP) now allows Grab and Go and Delivery in eligible rural communities across our state.

With the new rural non-congregate option, made permanent in 2022, SFSP sponsors can use options made available during the pandemic each summer for bulk meals, delivery, grab and go along with Parent Pick Up meal options. In other words, kids are no longer required to be in-person to receive summer meals.

Rural sponsors using new grab and go or delivery options who are located in areas with over 50% area poverty or students using FRP meals can serve meals to all children, similar to traditional SFSP service. If sponsors are in a USDA-designated rural area but don't meet the 50% area poverty threshold, that sponsor can still serve SFSP but must limit those free meals only to students participating in FRP meals.

This is a huge opportunity since a grab and go or delivery service almost always entails prior communication with families about the number of meals requested for a pick up or drop off. Sponsors can simply target your outreach to families already participating in free or reduced-price meals and you can reach dozens of families with multi-day meals!

This new option is a great way to get meals to kids during summer! We hope you'll consider it for this summer or the future.

Find resources below or reach out to the Nebraska Department of Ed Nutrition Services at 402-471-2488 or 800-731-2233, or via email at nde.nsweb@nebraska.gov.

[**Appleseed SFSP Rural Non-congregate 2-page Explainer**](#)

[**NDE SFSP Expansion Grant**](#) (up to \$15K)

[**USDA map of rural-designated areas**](#)

[**USDA map of areas eligible for SFSP sites**](#)

[**NDE SFSP webpage**](#)

[**USDA SFSP webpage**](#)

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Eric Savaiano

Economic Justice Program Manager

Food and Nutrition Access

he/him/his

Nebraska Appleseed

PO Box 83613 | Lincoln, NE 68501-3613
p 402-438-8853 x 126
f 402-438-0263

NRCSA has had the great privilege to work closely with Open Sky Policy Institute over the years. They provide great information on the fiscal impact of legislation that is very helpful to me in my work as NRCSA's chief lobbyist. I would encourage Superintendents and Board of Education members to sign up to receive Open Sky's email updates.

Open Sky has developed some awesome Nebraska Public School District Profiles instruments. It provides much information that can be used to tell the story of your district in comparison to other districts when discussing school finance. The instruments can be accessed at:

<https://www.openskypolicy.org/schooldistrictprofiles>

The mission of OpenSky Policy Institute is to provide impartial and precise research, analysis, education and leadership on fiscal policy-improving opportunities for all Nebraskans. Subscribe to their email updates at <https://bit.ly/OpenSkyUpdates> <https://bit.ly/OpenSkyUpdates> or contact Todd Henrichs at thenrichs@openskypolicy.org.

At the Membership Meeting during the Spring Conference the Executive Committee presented updated NRCSA Constitution/By-Laws for approval by the membership. According to NRCSA rules, such issues must be shared with the membership prior to the meeting. The updates were approved. Below are links to a working copy with suggested revisions and an adopted copy which was voted on and approved.

[Working copy](#)

[Adopted copy](#)

The National Rural Education Association, in partnership with the Rural Schools Collaborative, has issued a study entitled WHY RURAL MATTERS. The report "looks critically at how educational supports and resources for student well-being are being distributed, casting light on which of our rural children are in need of additional support". The study is well done and shows Nebraska in a pretty positive light. I would encourage you to take a look at WHY RURAL MATTERS, which can be accessed here:

[Why Rural Matters](#)

The National Rural Education Advocacy Coalition (NREAC) partnered with AASA in producing a report on REAP. REAP is a program that benefits many of our smaller districts. The report can be accessed here:

<https://www.aasa.org/docs/default-source/resources/reports/rural-education-achievement-program-survey-report.pdf>

[Understanding REAP](#)

NRCSA is pleased to announce a partnership with New Leaf Teletherapy. New Leaf provides mental health teletherapy services for both staff and students. I became very interested in this possibility especially in terms of staff services. I know our members are working hard to provide services for their students, but there

does not appear to be that same capability when looking at staff services.

I look at this service as helping to bolster what your district is already doing, not to take the place of those efforts. I believe this can be a cost effective means of furthering your efforts.

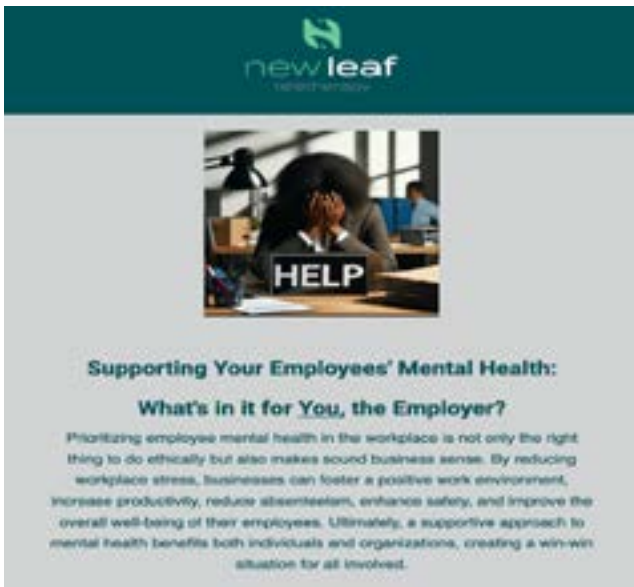
NRCSA recently hosted three introductory Zoom meetings with Mark Goldman and Deb Romano of New Leaf to have them explain what the program would look like. Below you can access the slide show from those meetings, as well as a recording of one of the meetings.

[New Leaf PowerPoint Presentation](#)

[New Leaf Zoom Meeting](#) (recording)



If you would like to be in contact with Mark Goldman or Deb Romano, please feel free to call or email me and I can help make that happen.



[Read the Full Blog](#)

Board of Education meeting visits. Beginning in December, 2019, I started attending Board of Education meetings in member school districts/ESUs. Since then, I have attended 103 such meetings. I most recently attended the Board meetings at Tekamah-Herman and Oakland-Craig on Monday, April 8 and Douglas County West and Arlington on Monday, May 13. Upcoming visits to Board meetings include:

Monday, June 10 at Crofton, Wausa and Osmond (non-member)

I will likely not be attending Board meetings in July. I have really enjoyed attending meetings and am willing to attend Board meetings when I can. I take a few minutes to cover NRCSA news and offerings, as well as some legislative news. When I am going to be in a specific area on Board meeting days I may send out a notice to nearby Superintendents to make an offer to visit. I'd like to be able to schedule two or three in the same evening if I can.

If you would be interested in me attending a future Board meeting, please contact me to start the arrangements. I would also be willing to "attend" your Board meetings via Zoom if you preferred. I would still only do one at a time but would be able to do several in the same evening. Let me know and we will try to make the connection.



NRCSA EXECUTIVE DIRECTOR JACK MOLES WITH THE ARLINGTON BOARD OF EDUCATION & SUPT. DAWN LEWIS

The American Heart Association is committed to partnering with schools in rural Nebraska to improve the health of their communities. A few of these opportunities include:

Tobacco Free Schools. Unfortunately, recent data reveals the ongoing challenges of youth tobacco use. The 2021 National Youth Tobacco Survey showed that: Approximately 2 million MS/HS students reported using e-cigarettes during the pandemic; nearly 85% of them used flavored tobacco products. More than 4 in 10 HS students and nearly 2 in 10 MS students who used e-cigarettes did so 2 out of 3 days and youth showed a strong brand preference.

Many schools have struggled to keep up with the continued innovation of the tobacco industry. To help address that, the American Heart Association created our Tobacco Free Schools Toolkit. The toolkit is designed to help schools update their policies so that now – and in the future – they will cover all products, people, and places while providing mechanisms that support students who are battling tobacco addiction. More information/resources are here.

Improving Cardiac Response in Schools. In the aftermath of a cardiac emergency -minutes matter. The Chain of Survival starts with those who are present and requires everyone to do their part. This is especially true in rural communities where EMS resources are often further away. We recently launched a series of new tools to help schools, youth sports, and other entities develop Cardiac Emergency Response Plans. These plans consider: access to functioning AED's, a strong base of CPR knowledge and training, as well as the identification of a response team and the annual practice of a cardiac emergency.

For questions about these or other initiatives, please reach out to Tim Nikolai, Sr. Rural Health Director, at Tim.Nikolai@heart.org.

A note from Mr. Nikolai:

*For those I have not met previously, I am the **American Heart Association's** lead for rural health in the Midwest Region, inclusive of your states. My role allows me to work collaboratively with all manner of organizations that are in a position to impact health in their communities – and schools are certainly near the top of that list.*

There are many ways our organization has worked to collaborate with schools – supporting access to nutritious, affordable food, helping to address the ongoing challenges of vaping/tobacco use, and more. Today, though I'm focusing primarily on our resources to assist with cardiac readiness / cardiac emergency response planning.

*Much of the country was watching – or has followed since – the **collapse of Buffalo Bills' safety, Damar Hamlin, on Monday Night Football.** Fortunately, Damar's story had a happy ending. Our goal is to*

maximize the opportunity for everyone to have a similar outcome should they experience a Sudden Cardiac Arrest. Most organizations will not have the resources that the NFL does to ensure player safety, but there is much that can be done, especially with proper planning.

*Some data suggests that **nearly 1% of schools will be the site for an out of hospital cardiac arrest annually**. For a variety of reasons, rural areas are disproportionately impacted by both rates of cardiac arrest and poor outcomes. We know that prepared and equipped schools mean better outcomes for staff, students, visitors, and the communities that so often gather in school spaces.*

We have recently built out/updated a variety of tools to assist schools – and other organizations – with their cardiac readiness. These include:

- *Sample Cardiac Emergency Response Guidelines and Plans.*
- *A toolkit to maximize the impact of AED placement and implementation.*
- *Training and awareness tools to help with Hands-Only CPR knowledge for staff and students.*
- *A revamped, training site search feature, for coaches, nurses, and others who need CPR certification.*
- *In some cases, we may have – or be able to help secure – financial resources to help schools with purchasing/maintaining AEDs, CPR mannequins, etc. Hearing the scope of that need can help us secure additional resources, so please let us know!*

Please let me know if you see an opportunity or need to dialogue about these resources further or share them with your member districts. I'm happy to assist with newsletter copy, join or host webinars, or other ideas that fit your standard means of communication.

Finally, at the risk of sharing too much – a few other notes I wanted to highlight.

- *I've attached an invitation for our **Fall Educator Series**. Administrators/Educators from all districts are welcome to attend the sessions they are interested in. You'll see the one in November is on Cardiac Emergency Response Planning.*
- *Last year some 1300+ rural schools in the Midwest participated in our Kids Heart Challenge program. They raised life-saving money for our mission, earned PE equipment for their schools, and helped improve health knowledge in their community. Last year, tens of thousands of families learned Hands-Only CPR through the program.*
- *Thanks to the **Missouri Rural Health Association** for sharing our HeartCorps program on their home page. That opportunity exists for IA, KS, KY, MN, MO, NE, OH, and WI. Happy to chat more!*

[American Heart Association Service Summary](#)

Farm to School Network Takes Root in Nebraska

The Nebraska Department of Education, Center for Rural Affairs, Nebraska Extension, Buy Fresh Buy Local, and No More Empty Pots are pleased to announce the establishment of the Farm to School Network in Nebraska. The network aims to increase access to fresh and nutritious foods in Nebraska schools and strengthen connections between local farmers, educators, and communities.

To build this network, a Network Development Committee and Advisory Committee will lead the process and guide stakeholders to create a strategic, collective action plan that will move farm to school forward in Nebraska. The Network Committees are made up of representatives from key organizations and institutions across the state and are focused on breaking down barriers standing in the way of implementing farm to school initiatives.

The Network Committees will begin the network building process with mapping community assets, phase one of the Nebraska Farm to School Network Timeline. Through this phase, they will collect information on existing farm to school activities in the state and establish a vision for the network.

All stakeholders interested in building a stronger and healthier food system in Nebraska may participate in upcoming virtual and in-person listening sessions. These listening sessions will take place from October 10th to 18th and provide a platform for sharing information about current farm to school activities and discussing the future vision for the network.

“Pillars to farm to school success in a state include partnerships, policies, and supportive programming. A network will support development of these initiatives,” said Sarah Smith, Nebraska Department of Education Farm to School Specialist and Project Director.

To register for the listening sessions or to learn more about the Nebraska Farm to School Network, please visit the [Network’s webpage](#).

Southern Superintendent Chris Prosocki has shared a sample Superintendent Checklist that he uses. I thought this was a great instrument, one that I wished I had available to me when I was in the Superintendentcy. It can be especially helpful as you head into the new school year! Thanks to Chris for sharing this! You can access the updated checklist here:

[Superintendent Check List](#)

The ESUCC and ESU 3 have shared a document which outlines all of the trainings and mandates that are required of districts. The document, “School District Plans, Policies, and Annual Trainings Requirements”, is a handy reminder for districts. Thanks to ESUCC Executive Director Kraig Lofquist and ESU 3 Administrator Dan Schnoes for developing and distributing this handy tool. The document may be accessed here:

[School District Plans, Policies, & Annual Trainings](#)

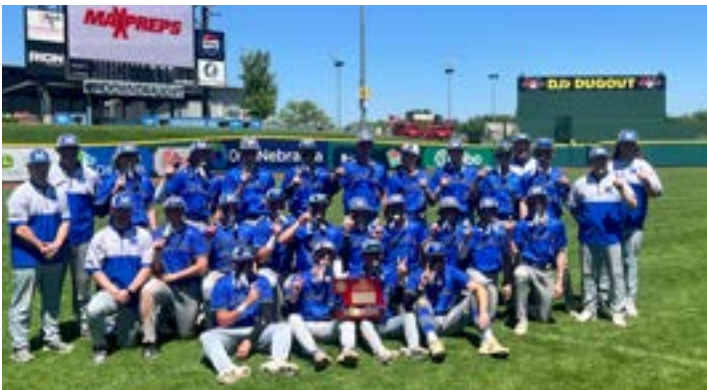
We urge you to consider participation in the NRCSA Partner OneCard program as a tool for you in managing school expenditures, both large and small. Certainly, the card can help reduce/eliminate any issues relative to unverified cash expenditures. You decide who uses it, can get cards for each of those users, keep all cards wherever you wish, determine the amount to load on each individual card, and how long the time frame of use is. It is a terrific management tool and clearly identifies each expenditure/name/date/amount. Whether small purchases or very large purchases, the card is a terrific tool. NRCSA owns the state contract, so liability for misuse falls to NRCSA, not the district user. We have only had three circumstances of fraud and all three have been the theft of the card number information, not any district employee misuse. For 2023-24, 98 districts/ESUs participated in the program. We have received interest from several districts already this year, so we believe we will end up with over 100 entities using the program. Great job by all participating districts in protecting the card and program! Don’t forget, the NRCSA rebate from the transaction fee paid by businesses that choose to accept plastic is used for scholarship, awards, and special needs. For 2023-24, the rebate was over \$30,000 to NRCSA, showing that use is increasing, and large purchases are being included. WIN, WIN, WIN! If you are considering joining the program and need more information, please contact Jack Moles (jmoles@nrca.net) or Jeff Bundy (jbundy@nrca.net).



NRCSA wishes to share in the celebration of the special accomplishments and recognitions going on in our member schools and ESUs.

June 2024:

- * Conestoga successfully passed its bond election.
- * Malcolm won the Class C State Baseball championship.



MALCOLM—2024 STATE BASEBALL CHAMPS!

- * Lexington was the runner-up in the Class B State Boys Soccer Tournament.
- * It was a record setting year in High School Track and Field, with 45 all class, class, and State Track Meet records set. Athletes from NRCSA member schools had a hand in many of those records. They include:
 - Adi Hunt, Southern Valley—Class D and Class D State Meet records in the Girls 100.
 - Clara Spargo, Dundy County Stratton—Class D and Class D State Meet records in the Girls 400.
 - Chloe Ahrens, Sidney—Class B and Class B State Meet records in the Girls 100 Hurdles.
 - Karsyn Leeling, Sidney—All Class and Class B records in the Girls High Jump.
 - William Kulhanek, Overton—Class D and Class D State Meet records in both the Boys 100 and Boys 400.
- * NRCSA-member schools were successful at the State Track Meet. Team placings include:
 - Chase County was the Class C Boys champion, while Arlington finished as runner-up.
 - McCool Junction and Axtell tied for the Class D Boys championship.
 - Niobrara/Verdigre was the Class D Girls champion and Southern Valley was the runner-up.
 -



MCCOOL JUNCTION BOYS TRACK TEAM



AXTELL BOYS TRACK TEAM



CHASE COUNTY BOYS TRACK TEAM

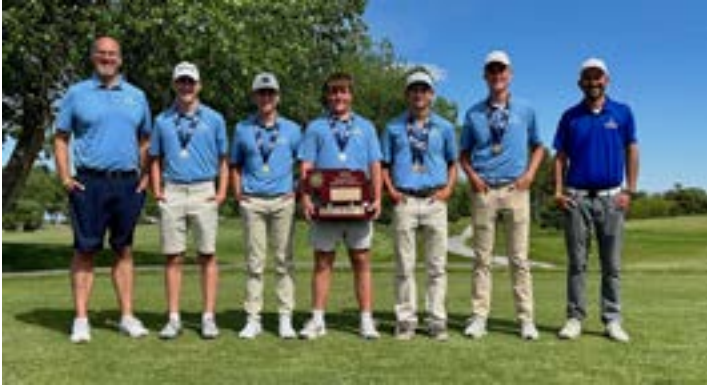
* Athletes from NRCSA-member schools who won events at the State Track Meet included:

- WHEELCHAIR 200: Grant Wahlgren, Gothenburg
- CLASS B GIRLS: Madison Smith, Gothenburg (Discus), Karsyn Leeling, Sidney (High Jump, Long Jump, Triple Jump), Chloe Ahrens, Sidney (100 Hurdles), Addison Darnell, Auburn (300 Hurdles)
- CLASS B BOYS: Brett Fraker, McCook (Triple Jump), Boston Irish, Cozad (Pole Vault)
- CLASS C GIRLS: Sarah Forsberg, Cross County (Long Jump), Caitlin Guenther, Crofton (Discus), Ponca (4 x 800), Kaitlynn Kratz, West Holt (High Jump), Jaid Wehrle, Battle Creek (Shot Put), Jordan Metzler, Wakefield (800), Hailey O'Daniel, Arlington (1600), Ashlynn Vestal, Syracuse (300 Hurdles), West Holt (4 x 400)
- CLASS C BOYS: Samuel Clements, Elmwood-Murdock (Shot Put), Blake Hinrichs, Ord (Triple Jump), Arlington (4 x 800), Mason McGreer, Perkins County (1600, 3200), Jordan Settles, North Bend (Pole Vault), Derek Wacker, Yutan (Discus), Carter Nelson, Ainsworth (Long Jump), Christopher Thomas, St. Paul (800), West Holt (4 x 100), Mitchell Hupp, Stanton (100, 200), Easton Fries, Chase County (300 Hurdles), Chase County (4 x 400)
- CLASS D GIRLS: Janna Roberts, Osceola (Pole Vault), Kennedy Bailey, Dundy County Stratton (Discus), Adi Hunt, Dundy County Stratton (Long Jump, 200), Clara Spargo, Dundy County Stratton (400), Delani Runnels, Niobrara/Verdigre (3200), Ann Bose, Southern Valley (High Jump), Chloe Anderson, Loomis (Shot Put), Adysen McCarter, Overton (Triple Jump, 100), Myleigh Weers, Diller-Odell (800), Central Valley (4 x 100), Ashley Robertson, Wallace (1600), Teya Boyer, Plainview (300 Hurdles), Elm Creek (4 x 400)
- CLASS D BOYS: Justin Folkers, Twin Loup (High Jump), Boone Snyder, Sutherland (Shot Put), High Plains (4 x 800), William Kulhanek (Long Jump, 100, 200, 400), Carson Trompke, Cambridge (1600,

3200), Lucas Hodges, Elm Creek (Pole Vault), Luc Lopez, Axtell (800), McCool Junction (4 x 100), Spencer Hille, Plainview (300 Hurdles), McCool Junction (4 x 400)

* Nebraska Game and Parks announced the first All State Archery Team and the Academic Archers in the National Archery in the Schools Program. Five of the students who were recognized are from NRCSA member Milford: Allie Gerdes, Sydney Havlat, Natalia Nutzman, Ayla Salistean, and Chris Wissenburg.

* Overton won the Class D Boys State Golf Championship. Hitchcock County finished as the runner-up.



OVERTON BOYS GOLF—CLASS D STATE CHAMPIONS

* Samuel Wells of St. Paul was the individual champion in the Class C Boys State Golf Tournament. Jake Dane of Sandy Creek was the individual champion in the Class D Boys State Golf Tournament.

* Athletes from NRCSA-member schools were honored with inclusion on the All State Soccer Teams by the Omaha World-Herald (OWH) and Lincoln Journal-Star (LJS). Those included on the teams were:

- BOYS ALL-CLASS 1ST TEAM: Jose Cruz, Schuyler (OWH & LJS)
- BOYS CLASS B 1ST TEAM: Jose Cruz, Schuyler (OWH & LJS), Alexander Perez, Lexington (OWH & LJS), Edyn Cruz-Lima, Lexington (OWH & LJS), Fernando Casillas, Lexington (LJS)
- GIRLS CLASS B 1ST TEAM: Evie Keller, Northwest (LJS)

* S helly Mowinkel, of Milford, was honored as the Association for Career and Technical Education of Nebraska (ACTEN) Outstanding Business Teacher of the Year.



The National Rural Education Advocacy Consortium (of which NRCSA is a member) continues to represent rural education on the Federal level. NREAC is an extension of the National Rural Education Association. NRCSA Executive Director Jack Moles and NRCSA Legislative Committee Co-Chair Bryce Jorgenson (Supt. at Southern Valley) attended the NREAC Federal Legislative Summit in Washington DC on April 28-30.



JACK MOLES AND BRYCE JORGENSEN AT THE U.S. CAPITOL



NRCSA EXECUTIVE DIRECTOR JACK MOLES AND NEBRASKA CONGRESSMAN ADRIAN SMITH

Bryce and Jack met with the offices of each of Nebraska’s contingency in Congress. They specifically shared three points of emphasis with them:

- Copies of NREA’s publication, “Why Rural Matters” was presented to each of the offices.
- Full funding of IDEA was stressed. This would bring about \$171 million more to Nebraska public schools in support of Special Education services.
- Passage of the Secure Rural Schools Reauthorization Act of 2023. This would bring about \$180,000 to school districts surrounded by tax-exempt public lands.

A brief description of the six NREAC legislative priorities are as follows:

- 1) **EDUCATION FUNDING:** NREAC seeks preservation of critical federal funding for rural schools.
- 2) **REAP FUNDING:** NREAC urges Congress to increase funding to Title V, Part B of ESSA, the Rural Education Achievement Program, with a specific increase to the Rural Low-Income School Program.
- 3) **INFRASTRUCTURE:** NREAC supports efforts to ensure any infrastructure proposal in Congress must include funding for modernizing or maintaining rural school facilities.
- 4) **FOOD AND NUTRITION:** NREAC supports any effort to streamline processes and reduce the administrative burdens related to school meal programs.
- 5) **SCHOOL SAFETY:** NREAC supports flexible federal formula funding streams that channel resources to rural school districts for school safety that recognizes the geographic and economic challenges in rural communities.
- 6) **BROADBAND AND CONNECTIVITY:** NREAC believes access to high-speed internet is critical for providing equitable access to learning for students in rural schools. As such, NREAC strongly supports maintaining E-Rate as an element of the Universal Service Fund in its current funding structure.

[NREAC Legislative Agenda](#)

Last school year, NRCSA began a Principal Search Service. This service is patterned after our successful Superintendent Search Service. Two options are available. Both options will involve NRCSA consultants recruiting candidates for the position. One option will involve the NRCSA consultant making background calls, while the reduced version of the service will place that role with the Superintendent. If you are interested in getting more information about the service now, please contact Jack. Here is a brochure outlining the service.

[NRCSA Principal Search Brochure](#)

An outstanding opportunity is available for rural districts or ESUs to “grow their own” School Psychologist. I highly encourage someone in your school or ESU to apply for admission to the Prairie Nebraska Project through UNL.

With generous funding from the Behavioral Health and Education Center of Nebraska, the University of Nebraska Lincoln’s School Psychology program is recruiting 10 rural Nebraska residents to complete an Educational Specialist degree in School Psychology. The Prairie Nebraska project uses synchronous and asynchronous online instruction to deliver a program of study that is highly accessible for rural Nebraska residents. Students will be able to complete the training in their own community without having to relocate to Lincoln. Prairie Nebraska funds will pay for the trainees’ tuition and fees. Upon successful completion of the program, Prairie Nebraska trainees will qualify for an endorsement towards a Nebraska Department of Education certificate in School Psychology.

Successful applicants to the Prairie Nebraska program will:

- Live and work in any Nebraska county excluding Douglas, Lancaster, Sarpy, Washington, or Cass Counties.
- Have a recommendation from an ESU or school administrator with a commitment by the school/ ESU to provide the experiences and supervision that trainees will need to complete the program.
- Apply to and be accepted into the University of Nebraska Lincoln Educational Specialist program in School Psychology.

Due to restrictions associated with the ARPA funds, all project-funded activities must be completed by December 2025. Consequently, we will be recruiting very quickly – with review of applicants beginning on April 1, 2023 and continuing until the program is filled. Coursework and supervised practica will be tightly scheduled and offered one course at a time. Formal, synchronous courses and meetings will be scheduled outside of typical work hours (e.g., 5 PM or later) and will emphasize projects, assignments, and activities that have practical utility to prepare students for day-to-day practice as School Psychologists.

Interested applicants should email Beth Doll, bdoll2@unl.edu and include their:

- Name, email, and phone number
- Mailing address, including county of residence
- The school district or Educational Service Unit

that is likely to provide their recommendation and commitment for supervised experiences

New Collaboration Seeks to Address Principal Shortage and Strengthen Professional Development

A new collaboration designed to address the shortage of future principals and strengthen professional development of current school leaders is underway. The project, entitled, Growth-Oriented Leadership Development (GOLD) is being coordinated by members of the UNL Department of Educational Administration, in partnership with NRCSA, NCSA, ESUs, and NDE.

“We’re seeking federal funds to develop current and future principals from within—a grow your own model, said Nick Pace, chair of the UNL Educational Administration Department. Over the next several months, Pace says a team led by professors Jianguang Xia and Scott Sturgeon will be inviting districts to join the effort. The team is inviting approximately 60 schools to participate, with half receiving focused training while the other half continues its current efforts without the training. Districts not initially selected for the training group would be first in line for the next round of the program, if funded.

Districts interested in participating should watch for information through NRCSA updates, ESU superintendent meetings, or by contacting Pace, Xia, or Sturgeon.

Nick.Pace@unl.edu, Jxia@unl.edu, ssurgeon2@unl.edu

NRCSA developed a corporate sponsorship/partnership program. The program is designed to provide our corporate partners with more opportunities for contact with the decision makers in our member school districts, ESUs, and the colleges through increased exposure. Corporate partners are able to choose among three levels of sponsorship: Purple Ribbon Partners, Blue Ribbon Friends, and Red Ribbon Sponsors. Different forms of contact with our members are made available in each of the three levels.

All of NRCSA’s Purple Ribbon Partners exhibited at the NRCSA Spring Conference.



Trane



Network for Educator Effectiveness



Purple Ribbon Partners



Apptegy

Emily Milnamow
2201 Brookwood Dr, Suite 115
Little Rock, AR 72202
Phone: (317) 219-8686
conferenceteam@apptegy.com



DA Davidson

Paul Grieger
450 Regency Parkway, Suite 400
Omaha, NE 68114
Phone: (402) 392-7986
pgrieger@dadco.com



Cheever Construction

Doug Klute
3425 N 44th St
Lincoln, NE 68504
Phone: (402) 477-6745
dklute@cheeverconstruction.com



DLR Group

Emily O'keeffe
6457 Frances St, Suite 200
Omaha, NE 68106
Phone: (402) 393-4100
eokeeffe@dlrgroup.com



CMBA Architects

Troy Keilig
208 N Pine ST, Ste 301
Grand Island, NE 68801
Phone: (308) 384-4444
keilig.t@cmbaarchitects.com



Facility Advocates

Dave Raymond
3738 S 149th St, Suite 102
Omaha, NE 68144
Phone: (402) 657-9177
draymond@facilityadvocates.com



Cornhusker International Trucks

Russ Folts
3131 Cornhusker Hwy
Lincoln, NE 68504
Phone: (402) 304-4016
russ.folts@cornhuskerinternational.com



MCL Construction

Travis Justice
14558 Portal Circle
Omaha, NE 68138
Phone: (402) 339-2221
tkj@mclconstruction.com



Purple Ribbon Partners



Network For Educator Effectiveness (NEE)

Marc Doss
288 Maguire Blvd
Columbia, MO 65211
Phone: (844) 793-4357
dossm@missouri.edu



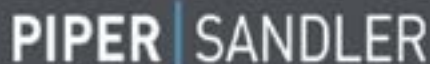
Tremco Roofing

Tyler Petersen
3735 Green Road
Beachwood, OH 44122
Phone: (909) 302-0617
tpetersen@tremcoinc.com



Voss Lighting

Randy Herrick
4624 S 140th St
Omaha, NE 68137
Phone; (402) 850-9789
randy.herrick@vosslighting.com



Piper Sandler & Co

Jay Spearman
11422 Miracle Hills Dr, Suite 408
Omaha, NE 68154
Phone: (402) 599-0307
jay.spearman@psc.com



Wilkins Architecture, Design, Planning

Jacob Sertich
2908 W 39th St, Suite A
Kearney, NE 68845
Phone: (308) 237-5787
jsertich@wilkinsadp.com



RMV Construction

Curtis Baetz
1515 E 11th St
Kearney, NE 68847
Phone: (308) 893-2010
curtis@rmvconst.com



Trane Technologies

Jonathan Hoesch
11937 Portal Rd
La Vista, NE 68128
Phone: (402) 499-8468
jonathan.hoesch@trane.com

MEMBER SPOTLIGHT

Palmyra District OR-1 Schools (Palmyra-Bennet)



Mascot: Panthers

Enrollment: 750 Students

Locations: Bennet and Palmyra, NE

Interesting Fact: We are one of the fastest growing school districts in rural Nebraska with two schools in different counties.

Superintendent: **Michael Hart**

Principals: **Heath Johnson** (Palmyra High School) & **Linde Walter** (Bennet Elementary)

President - **Brandon Desh**
Vice-President - **Jaimi Calfee**

<p>Brandon Desh</p> 	<p>Josh Penterman</p> 	<p>Tim Cheney</p> 
<p>Jaimi Calfee</p> 	<p>Dean Busch</p> 	<p>Dee Moore</p> 

Programs

Our High School Band was invited to play in the Capitol Concert Series at the capitol in Lincoln, Nebraska. What a great experience for the kids and our Band Director, Mr. John Furrow!



Palmyra FCCLA had an amazing year - they had multiple members make it to the state conference and two of them qualified for Nationals! Mrs. Paxton does a great job with this group of kids hosting multiple fundraising and community events.



MEMBER SPOTLIGHT

Maxwell Public Schools



Mascot: Wildcats

Enrollment: 265 students

Location: Maxwell, NE

Interesting Fact: The Village of Maxwell has a population of 252 and the enrollment at Maxwell Public Schools is 265

Superintendent: Danny McMurtry



Principals: - **Missy Friend** (Elementary Principal), **Eamonn Feeney** (Secondary Principal)

Board of Education: President - **Casey Meyer**. Vice President - **Robyn Huffman**. Secretary - **Monica Breinig**. Treasurer - **Todd McKeeman**, Members - **Shaun Pagel**, **Levi Gosnell**

Programs

In her third year as play production sponsor, coach Sheelagh Lucas took the Wildcats all the way to a third place finish at the state competition. The Wildcats won both the district and RPAC competitions this year. As a matter of fact, they swept the conference awards. Senior Liselle Lucas won best actress at both district and conference competitions and the Wildcats won best technical show as well. Coach Lucas and her students put in a tremendous amount of work throughout the year and it showed. Their progress throughout the season was very impressive. The Wildcats are very excited about the future as they only graduate two seniors that participated.



Maxwell Public Schools prides itself on a family atmosphere. That is for both students and staff alike. We work intentionally to create a safe and enjoyable environment for everyone. The relationships formed by those throughout the building create a strong culture. And that culture is largely responsible for the district not losing a single teacher this year!

I would encourage districts to consider participating in the Academic Decathlon competition.

Academic Decathlon is an activity that is dependent on students of different ability levels. A team is made up of students who are in the Honors (A average), Scholastic (B average), and Varsity (C average) levels. Students may move up, but they may not move down. The combined scores of the students in all 10 competition events are counted, thus each team member is very important. There is a defined course of study in each subject area each year. Subject areas are commonly Math, Language & Literature, Science, Social Science, Economics, Art, and Music which are covered in the Regional competition each year. At the State Competition, Speech, Interview, and Essay are added. There is a “theme” each year that many of the subject areas cover. The theme for 2022-23 was the American Revolution. The theme for 2023-24 will be “Technology and Humanity”. Regional competition takes place in January and State competition takes place in February. The school can decide how to prepare for the competitions. Some schools have teams that have practices in the evenings or after school. Some simply provide the students with materials to study prior to competitions. Other schools offer a class to prepare.

Quiz Bowls are wonderful and fun activities, but they do not have a defined course of study like the Academic Decathlon. I find the Decathlon to be the best academic competition that I have experienced. To me, it is based on true study and learning.

This year as I worked the State Academic Decathlon Championships, I had an opportunity to connect with great kids from NRCSA-member districts Adams Central, Johnson County Central, and Lexington.

On a personal note, three of my four kids participated in Academic Decathlon through high school and between them they won thousands of dollars in scholarships as they were on teams that had success. I currently serve on the Nebraska Academic Decathlon Board of Directors. I have been very involved with this activity for many years and highly encourage you to consider adding it to your school. A new school can have its enrollment fee waived the first year and may receive free study materials.

If you have any questions or have a staff member who is interested, please feel free to contact me. You could also contact the State Director, Vicki Deniston-Reed at dcthl.n.denistonreed@gmail.com.



ADAMS CENTRAL ACADEMIC DECATHLON TEAM



JOHNSON COUNTY CENTRAL ACADEMIC DECATHLON TEAM



LEXINGTON ACADEMIC DECATHLON TEAM

UNL Tuition Discount & GOLD Grant.

We have a new tuition discount program aimed at better serving folks from rural districts who are seeking school leadership degrees (MEd – principalship, EdD – superintendency) or endorsements. The program provides a 15% tuition discount for educators who

serve in NRCSA member districts or are in an area classified by NCES as rural or town. We think this is a small but important step toward helping rural schools be intentional about growing their own leaders. If interested, please contact Dr. Nick Pace at nick.pace@unl.edu

[Big Red Leader Website](#)

[Big Red Leadership Flyer](#)

In addition, invite your participation in a federal grant application aimed at helping Nebraska school districts. Led by the UNL Department of Educational Administration, the *Growth-Oriented Leadership Development (GOLD) Project* is a collaboration across NCSA, NRCSA, ESUCC, and NDE. Goals include:

- Developing current and future leaders in a grow-your-own model
- Strengthening School Leadership
- Improving Principal and Teacher Retention

GOLD Highlights:

- A focus on local, building/district level context, not a top-down, one-size-fits-all approach
- Research-based content aligned with Marzano's Balanced Leadership and other recent work
- Use of existing professional development structures led by credible leaders and coaches
- No additional costs or duties to ESUs or districts

GOLD Includes:

- Regular, large group professional development for the principal and 2-3 teacher leaders per building
- Small group coaching and facilitation provided by grant-funded coaches
- Application of material presented in sessions to local school improvement priorities and integration with the new NDE Nebraska Teacher and Principal Professional Standards (NTPPS)
- A stipend to participating schools to support implementation of GOLD dimensions and materials

To Learn More:

<https://cehs.unl.edu/edad/gold-project/>

Chadron State College Special Education Para-to-Teacher Program Initiative.

Purpose: This “Grow Your Own” Special Education Teacher program is designed to provide school districts with the opportunity to cultivate and participate in the training of their para-professionals who wish to continue their education to become special education teachers.

Who: Any individual who holds a minimum of an Associate's Degree (or equivalent credit hours) from an accredited higher education institution, and who is employed as a para-professional within a school district.

What: Chadron State will provide required course work and enrichment activities via online, face-to-face (via Zoom), and on the job experiential learning, leading to a Bachelor's in Education Degree, and a Nebraska Teaching Certificate with an endorsement in Special Education (grades PK-12). With administrator input, program course work will be tailored to best fit your district practices and expectations. Each course will be offered in an 8-week format, with 12-13 credit hours to be completed each 16 week semester.

How: Program participants will be advised, monitored, and supported by CSC faculty/staff, and a CSC Education Program liaison is specifically assigned to facilitate their progress. District para-professionals may enter the program at any time in the academic year.

When: once participants reach their senior academic year they will embark on completing their capstone course work, via online and Zoom class sessions. This course work has been pared down considerably with the understanding and assumption that these student teachers will be learning “on-the-job”. For example, one section covers classroom management practices. Clearly, one can argue and attest that these student teacher interns are learning more about managing a classroom from being mentored by veteran teachers within your school, and observing them in action. This is the belief and learning approach embraced during this senior year. However, to ensure and assess concept learning, Chadron State faculty will be meeting with your student teacher cohort twice per week for 1.5 hours, via Zoom conferencing technology.

Graduation: At the completion of this program students/candidates graduate from Chadron State College, and apply for teaching licensure resulting in a valid initial teaching certificate with and endorsement in PK-12 Special Education. Chadron State's education program is nationally and State accredited. As such, interstate certification reciprocity is not a problem.

Things for your consideration:

- 1) To qualify for this program participants must hold at least an Associate's Degree or the equivalent in college credit hours. (CSC will work with those applicants to provide them with the needed coursework leading up to program entry).
- 2) Districts must agree to maintain para-professional employment throughout the course of the program—including during the student teaching experience.

Please contact Dr. Adam Fette for more program information, at afette@csc.edu.

The UNL Department of Educational Psychology has received a grant from the Swanson Foundation which allows them to offer mental health services to rural schools.

From Dr. Michael Scheel, Chair of the UNL Department of Educational Psychology:

The UNL Department of Educational Psychology would like to offer counseling and psychological services, as well as consultation services to the schools and communities of Southeast Nebraska. We run a mental health counseling and therapy clinic and we are offering counseling and consultation services to teachers, administrators, students, and community members of Southeast Nebraska. Services will be provided through remote and confidential means (i.e., Zoom conferencing). We are hoping that schools, families, and individuals contact us to schedule an appointment for a telehealth counseling or consultation session.

We have recently learned that a donor will support our work with individuals living in rural Southeast NE by paying all fees for services. Thus, whoever seeks out our services will simply have to indicate they live in Southeast Nebraska, and any services we provide will be paid for through the UNL Foundation. Individual, couple, and family counseling will be provided without financial expense. Additionally, we can provide teachers, school administrators, school counselors, and school social workers consultation services for students of their schools without charge.

We are very excited to enter a partnership with schools and communities of SE Nebraska to promote mental health and well-being. We are aware of the mental health counseling disparities that exist in Nebraska

rural areas, and our department, our College of Education and Human Sciences, and UNL are highly interested in offering our expertise and resources with the goal of enhancing the well-being of SE Nebraska individuals, schools, and communities. We are a group comprised of licensed psychologists and psychology graduate students who regularly provide services through our clinic to the Lincoln community. We are seeking to reach beyond Lincoln to connect more with surrounding rural areas. We also are acutely aware of the importance of addressing mental health concerns right now as we all are experiencing the stress of going through the COVID-19 pandemic.

The Counseling and School Psychology Clinic is a training clinic in which graduate students in counseling and school psychology work with clients under the supervision of licensed psychologists. Services are available to all on a sliding scale. For clients from SE Nebraska communities, services will be paid for through UNL Foundation funds supplied by a donor who cares deeply about the welfare of schools and communities in SE Nebraska. Counseling services are offered to improve well-being, improve academic and behavioral issues, stabilize mood, manage stress, and improve life-adjustment issues.

For more information, please visit our clinic website:

<https://cehs.unl.edu/edpsych/clinic/>

A common theme from some of the decision makers on the state level is that “out of control” local spending is to blame for the property tax problem. NRCSA, along with many other educational entities, maintains that we do not have a school spending issue, but instead have a school funding issue. Attached are two reports, one from NRCSA, the other from Open Sky, that discuss the myth of “out of control” school spending. It is my hope that administrators and Board of Education members will read, then use these reports to counter those claims. When you do please tell your district's story as that is the most powerful way to get this message across.

[NRCSA Spending Study](#)

[A Look at School Spending in NE from Open Sky](#)

SUPERINTENDENT SEARCH & PLANNING

NRCSA has assisted 4 Boards of Education in choosing their next Superintendent of Schools. Last year we were asked to assist Ansley Public Schools, Bruning-Davenport (interim), Educational Service Unit #16, Lakeview Community Schools, Louisville Public Schools, Medicine Valley Public Schools, North Bend Central Public Schools, Randolph Public Schools, Ravenna Public Schools, South Central Unified #5 (interim), Southwest Public Schools, Superior Public Schools (Interim), Tekamah-Herman Public Schools, and Thayer Central Public Schools in their searches for their next Superintendents. NRCSA was also selected to assist the NSAA Board of Directors in its search for the next Executive Director of the NSAA. We also assisted Thayer Central on a Principal search.



SYRACUSE-DUNBAR-AVOCA used the NRCSA Planning Service in 2022. NRCSA Consultants Rob Hanger and Fred Helmink assisted the district with its planning.

This year, we assisted the Boards of Education at Sioux County Sioux County and Raymond Central in identifying their next Superintendent. We are currently assisting Deshler and Fairbury in identifying Interim Superintendents for next year.

[NRCSA Search Service Experience](#)

[NRCSA Planning Support Brochure](#)

If your district finds a need to locate your next school leader, please be sure to keep the NRCSA Superintendent Search Service in mind. For more information you can contact Executive Director Jack Moles at jmoles@nrdsa.net or by phone at 402-335-7732.

It is a common practice for many Boards of Education and the Superintendent to conduct short and long-term planning. NRCSA does provide a quality service using experienced consultants. If you are interested in more information, please contact Executive Director Jack Moles.

Contact Information

NRCSA

Jack Moles, Executive Director
(402) 335-7732
jmoles@nrcea.net

Jeff Bundy, Administrative Aide
(402) 202-6028
jbundy@nrcea.net

Legislative Contacts

U.S. Senators

[Deb Fischer](#)

[Pete Ricketts](#)

U.S. House of Representatives

[Don Bacon](#)

[Mike Flood](#)

[Adrian Smith](#)

Nebraska Governor

[Jim Pillen](#)

NE State Senators

[Raymond Aguilar, Dist 35](#)

[Joni Albrecht, Dist 17](#)

[John Arch, Dist 14](#)

[Christy Armendariz, Dist 18](#)

[Beau Ballard, Dist 21](#)

[Carol Blood, Dist 3](#)

[Carolyn Bosn, Dist 25](#)

[Eliot Bostar, Dist 29](#)

[Bruce Bostelman, Dist 23](#)

[Tom Brandt, Dist 32](#)

[Tom Brewer, Dist 43](#)

[John Cavanaugh, Dist 9](#)

[Machaela Cavanaugh, Dist 6](#)

[Robert Clements, Dist 2](#)

[Danielle Conrad, Dist 46](#)

[Jen Day, Dist 49](#)

[Wendy DeBoer, Dist 10](#)

[Barry DeKay, Dist 40](#)

[Myron Dorn, Dist 30](#)

[Robert Dover, Dist 19](#)

[George Dugan, Dist 26](#)

[Steve Erdman, Dist 47](#)

[John Fredrickson, Dist 20](#)

[Steve Halloran, Dist 33](#)

[Ben Hansen, Dist 16](#)

[Brian Hardin, Dist 48](#)

[Rick Holderoft, Dist 36](#)

[Jana Hughes, Dist 24](#)

[Megan Hunt, Dist 8](#)

[Teresa Ibach, Dist 44](#)

[Mike Jacobson, Dist 42](#)

[Kathleen Kauth, Dist 31](#)

[Lou Ann Linehan, Dist 39](#)

[Loren Lippincott, Dist 34](#)

[John Lowe Sr., Dist 37](#)

[Mike McDonnell, Dist 5](#)

[Terrell McKinney, Dist 5](#)

[Fred Meyer, Dist 41](#)

[Mike Moser, Dist 22](#)

[Dave Murman, Dist 38](#)

[Jane Raybould, Dist 28](#)

[Merv, Riepe, Dist 12](#)

[Rita Sanders, Dist 45](#)

[Julie Slama, Dist 1](#)

[Tony Vargas, Dist 7](#)

[Brad Von Gillern, Dist 4](#)

[Lynne Walz, Dist 15](#)

[Justin Wayne, Dist 13](#)

[Anna Wishart, Dist 27](#)



NRCSA Programs

New Leaf Teletherapy

Planning Support Service

Scholarship and Awards Programs

Superintendent Search Service

USBank OneCard Program



NRCSA Rural Community Schools Association
455 S 11th ST, Suite B
Lincoln, NE 68508



www.nrca.net



www.twitter.com/NRCSA1980



www.facebook.com/nrcsahome/

9.2.4. Facilities Report

9.2.5. Important Upcoming Dates:

9.3. Board Committee Reports

9.3.1. Curriculum & American Civics Committee (Burklund-chair, Lange, Matulka)

9.3.2. Facilities & Transportation Committee (Matulka-chair, Burklund, Lange)

9.3.3. Finance Committee (Breitkreutz-chair, Burklund, xx)

9.3.4. Negotiations Committee (Lange-chair, Benes, xx)

9.3.5. Policy Committee (Breitkreutz-chair, Benes, xx)

10. Old Business

11. New Business

11.1. Discuss, Consider and Take Necessary Action to Approve 2024-2025 School Lunch Prices

11.2. Discuss, Consider and Take Necessary Action to Approve 2024-2025 Milk Bid



Raymond Central Public Schools

Agnew • Ceresco • Davey • Raymond • Valparaiso

May 21, 2024

Hiland Dairy Foods
Attn: Mike Poulsen
5220 NW 38th Street
Lincoln, NE 68524

We would like to obtain a price quote for the following dairy items for the 2024-2025 school year.

Do you provide storage containers? YES
How often do you deliver? _____

1/2 Pint 1% White Milk .39
1/2 Pint White SKIM Milk .39
1/2 Pint Chocolate Fat Free Milk .3950
1/2 Pint Strawberry Fat Free Milk .3980

Please submit your bid by Friday, May 31, 2024. Bids may be faxed (402-785-2097) or emailed (crieck@rcentral.org). Raymond Central Public Schools has the right to reject or accept any or all bids. Thank you for your prompt reply.

Sincerely,

Lynn Johnson
Superintendent

Company Hiland Dairy

Please sign as the respective bidder.

Name Steve

Date 5/23/2024

Phone Number 402-857-5468

Fax Number 402-344-4321

Email address Steve@hilanddairy.com



May 2024

RAYMOND CENTRAL PUBLIC

We regret that we will not be submitting a bid at this time due to increasing logistics costs and staffing needs for your area.

We would, however, like to remain on the bidder's list as circumstances may change in the future.

If you are looking for an additional bid, we would suggest contacting your current foodservice provider for milk pricing.

Sincerely,

Debra Carlson

DFA Kemps Le Mars

Attn: Debra Carlson

1345 12th Ave SW

Le Mars, IA 51031

E-Mail: debra.carlson@kemps.com

Phone: 712-548-2200 x41805

11.3. Discuss, Consider and Take Necessary Action to approve a resolution that recognizes the training for behavior management points of contact, suicide prevention training and teen dating violence

RESOLUTION APPROVING CERTAIN STAFF TRAININGS

WHEREAS, during the 2024 legislative session, the Legislature enacted LB 1329; and,

WHEREAS, LB 1329 defers to each Board of Education to determine the reasonable length of time for certain staff training requirements; and

WHEREAS, to ensure that the District’s planned training requirements for the 2024-2025 school year comply with these statutory requirements, the Board of Education adopts this Resolution to find and determine that the following training requirements are reasonable in scope and length.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby determines as follows:

1. The following trainings are reasonable in both length and scope and the Superintendent or designee shall identify the District staff who shall be trained as follows:

Subject	Required by	Source of Training	Approximate Length of Training
Behavioral Awareness	Neb. Rev. Stat. § 79-3603	Training for Behavioral Points of Contact: 2 Counselors	45 minutes
Dating Violence Prevention	Neb. Rev. Stat. § 79-2,141	https://www.nationalsafeplace.org/teen-dating-violence Principals cover this material annually during the all staff meeting.	20 minutes
Suicide Prevention	Neb. Rev. Stat. § 79-2,146	Onsite training by a recognized, licensed trainer.	30 minutes

2. The Superintendent or designee is authorized to implement additional training requirements for staff if the Superintendent or designee determines that additional training would be in the best interest of the District and/or is otherwise required by law.

3. The Superintendent or designee is further authorized to deviate from the source of these training requirements if any unexpected circumstances arise and the Superintendent or designee determines that it is in the best interests of the District to require a different training(s).

4. All District staff who are directed to attend or participate in any training requirement(s) must complete such training(s) in good faith and in accordance with this Resolution and the directives of the Superintendent or designee.

This Resolution shall continue until or unless modified by a vote of the majority of a quorum of the Board of Education.

DATED this ____ day of _____, 2024.

_____ PUBLIC SCHOOLS

BY: _____
President

ATTEST:

Secretary

11.4. Discuss, Consider and Take Necessary Action to approve the changes to the parent/guardian handbooks, teacher handbooks, support staff handbook, coaches/sponsor handbook

2024-2025

Classified Employees Handbook

Raymond Central Public Schools

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FOREWORD

Section 1 Intent of the Handbook

Welcome to Raymond Central Public Schools! This handbook is intended to be used by classified employees to provide general information about the District and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "classified employees" are intended to apply to all staff who are not required by their position to hold a teaching or administrative certificate.

Each classified employee is responsible for becoming familiar with the handbook and knowing the information contained in it. 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. This handbook is intended to supplement other documents that deal with your employment, including your employment agreement and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations adopted after this handbook, will control.

This handbook does not create a "contract" of employment. Classified employee positions and assignments may be ended or changed on an "at will" basis notwithstanding anything in this handbook or any other publication or statement, except for a contract approved by the Board of Education.

The administration will be responsible for interpreting the rules contained in this handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: www.rcentral.org under the Board of Education tab.

This handbook will be in effect for the 2024-2025 and subsequent school years unless replaced by a later edition.

Section 2 Information about Raymond Central Public Schools

The Raymond Central School District serves PK-12 students in portions of Lancaster, Saunders, Butler, and Seward Counties which includes the communities of Davey, Raymond, Agnew, Ceresco and Valparaiso. In 2017, a new preschool program was added to the Jr-Sr High campus. At the same time, the 6th grade transition program moved into new classrooms adjacent to the preschool. Elementary K-5 centers are located in both Ceresco and Valparaiso. All facilities have been updated allowing award winning programs, high quality academic instruction, innovative teaching and one-to-one technology integration. Raymond Central is classified as a Class III (K-12) district by the Nebraska Department of Education and a Class C school by NSAA. This district is a member of the Nebraska Capitol Conference for activities programs. Member schools include: Raymond Central, Ashland-Greenwood, Conestoga, DC West, Fort Calhoun, Logan View, Louisville, Raymond Central, Syracuse, and Yutan. Raymond Central Public Schools is recognized as an accredited school. The district serves over 700 students PK- 12.

Section 3 School Mission Statement

The mission of Raymond Central Public Schools is as follows:

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

KEY VALUES OF THE RAYMOND CENTRAL PUBLIC SCHOOLS

We identified the following Value Statements to guide and direct our work and our culture.

1. We will provide a quality education as the cooperative responsibility of students, staff, parents, and community.
2. We will provide a safe learning environment where all individuals are treated with dignity and respect.
3. We will encourage life-long learning and responsible citizenship.
4. We will empower students to be problem solvers and independent learners.
5. We will provide each student with the opportunity to learn and achieve success.
6. We will meet the needs of individual students through a variety of approaches to learning.
7. We will use available time and resources to stay on top of current educational practices.
8. We will continuously evaluate, update and assess our districts goals.

The central purpose of the Raymond Central Public Schools is to develop students who can demonstrate the knowledge, skills and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn all things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, Raymond Central Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child's unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Raymond Central Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community, and other community institutions.

Section 4 Members of the Board of Education

Name	Contact Information
Brad Breitreutz, President	bbreitkr@rcentral.org
Cathy Burkclind, Vice President	cburklun@rcentral.org
Mary Benes, Treasurer	mary.benes@rcentral.org
Bill Lange, Secretary	bill.lange@rcentral.org
Larry Heyen, Member	larry.heyen@rcentral.org
Derek Matulka, Member	derek.matulka@rcentral.org

Section 5 Administrators/Directors/Coordinators

Name	Position
Bryon Hanson	Superintendent
Steve Rose	Valparaiso Elementary Principal/District Data Manager
Deborah Kruse	Ceresco Elementary Principal/District Curriculum and Instruction Director
Troy Lurz	Secondary Principal
Tony Kobza	Assistant 6-12 Principal/Activities Director
Breanne Poston	Assistant 6-12 Principal/Preschool Director
Amanda Coufal	Special Education Director
Jared Shanahan	Facilities and Transportation Director
Patty Hudson	Food Service Coordinator

Article 1 – SCHOOL CALENDAR AND SCHEDULES

Section 1 School Calendar

RAYMOND CENTRAL PUBLIC SCHOOLS 2024-2025 SCHOOL CALENDAR Approved 2/14/2024

School Start and End Times: Elementary: 8:15 AM - 3:15 PM
Junior/Senior High School: 8:10 AM - 3:30 PM PreSchool: 8:30 AM - 3:00 PM

AUGUST				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AUGUST 2024
5-6 Monday & Tuesday - New Teacher Workdays
7-12 Wednesday, Thursday, Friday & Monday - Teacher Workdays
13 Tuesday - FIRST DAY OF SCHOOL - NOON DISMISSAL
13 Tuesday - Teacher Workday - Noon-3:45 pm

SEPTEMBER 2024
2 Monday - NO SCHOOL - Labor Day

OCTOBER 2024
11 Friday - End of 1st Qtr - NO SCHOOL - Teacher Professional Development
17 Thursday - NO SCHOOL - Teacher Professional Development
17 Thursday - NO SCHOOL - Parent-Teacher Conferences 12:30-7:30
18 Friday - NO SCHOOL

NOVEMBER 2024
1 Friday - NO SCHOOL - Teacher Professional Development
27-29 Wednesday, Thursday & Friday - NO SCHOOL - Thanksgiving Break

DECEMBER 2024
20 Friday - End of 2nd Qtr - Noon Dismissal
22-28 NSAA Moratorium - Gyms Closed
23-31 NO SCHOOL - Winter Break

JANUARY 2025
1-2 Wednesday & Thursday - NO SCHOOL - Winter Break
3 Friday - NO SCHOOL - Teacher Professional Development
6 Monday - School resumes for students
20 Monday - NO SCHOOL - Teacher Professional Development
31 Friday - Student Early Dismissal (1:15 Elementary / 1:30 Jr-Sr High)

FEBRUARY 2025
17 Monday - NO SCHOOL

MARCH 2025
7 Friday - NO SCHOOL - End of 3rd Qtr - Teacher Professional Development
13 Thursday - NO SCHOOL - Teacher Professional Development
13 Thursday - NO SCHOOL - Parent-Teacher Conferences 12:30-7:30
14 & 17 Friday & Monday - NO SCHOOL

APRIL 2025
18 & 21 Friday & Monday - NO SCHOOL

MAY 2025
10 Saturday - Graduation Ceremony at 2:00 pm
21 Wednesday - LAST DAY OF SCHOOL - NOON DISMISSAL
21 Wednesday - End of 4th Qtr / Teacher Workday - Noon-3:45 pm

JANUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- First Day of School
- Student Early Dismissal
- NO SCHOOL
- End of Quarters
- Possible Last Day of School
- Teacher Professional Development
- New Teachers Only
- Parent-Teacher Conferences

Section 2 Severe Weather and School Closures

The Superintendent is authorized by the Board of Education to close school in case of severe weather or extenuating circumstances. If the Superintendent closes school, reasonable steps will be taken to notify staff as soon as practical. All staff members are expected to check their email and phone for rapid notifications and any other typical means of communication to determine if the school is closed on a workday. A staff member who reports to work on a closure date, but failed to check their phone, email, or other typical method of communication, will not be paid for that workday, unless the Superintendent or designee approves their pay or requires them to work that day. Some categories of employees will be expected to work on days when school is cancelled based upon the safety conditions and the specific needs.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

Classified employees may be asked in the spring whether they wish to continue employment during the following school year. This is done for staff planning purposes and does not constitute an offer of employment.

Should an employee wish to resign from employment the employee should give two weeks' written notice of resignation to the Superintendent or the employee's immediate supervisor.

Classified employees are "at-will" employees and may be terminated at any time by the school district. Notice of termination may be delivered by the administration at any time.

Section 2 Assignments

The duties to be performed are subject to assignment by the administration and your supervisor. Job descriptions, where available, may provide additional information about the position duties.

Employees are expected to devote full time attention and effort to their work and to perform the assigned duties diligently and faithfully to the best of the employee's ability.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation regarding an employee's personnel file.

Section 4 Grievances and Complaints

Employee grievances or complaints shall be addressed through the administrative chain of command including the process set forth in board policy or this handbook.

Section 5 Expense Reimbursement

Reimbursement for authorized mileage will be paid to employees required to drive their own vehicles during their regularly scheduled working hours between two or more work sites. Employees must receive prior approval from their supervisor before incurring any mileage. Claims for reimbursement should be submitted to the employee's immediate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. A request for reimbursement shall be accurate. Any employee who falsifies a reimbursement request may be terminated from employment.

Materials necessary for job related duties are provided by the District. If employees need additional materials for work-related purposes, the request should be made to the immediate supervisor, Principal or Director and the District approved requisition process should be followed.

Reimbursement is not an approved District practice without prior administrative approval. Any preapproved reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Director, Building Principal, or if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include an itemized receipt sufficient to establish that the expense was

actually incurred and that the expense was reasonable and related to a school-purpose. Employees should obtain prior authorization from the Building Principal before making such purchases.

Section 6 Overtime

Overtime is paid to classified employees in accordance with the Fair Labor Standards Act (FLSA).

Classified employees may be classified as either “exempt” or “non-exempt” for overtime purposes. Employees who are classified as exempt employees are not eligible for overtime. Those who are “non-exempt” are eligible for overtime.

The regular workweek for overtime purposes is from 12:00 a.m. on Monday through 11:59 p.m. on Sunday. The administration may establish a different 7-day period workweek from time to time for specified employees or employee groups.

Employees will be expected to accurately report hours worked. An employee who falsifies their time worked may be terminated, effective immediately.

Non-exempt employees must receive prior approval from their immediate supervisor to work additional hours beyond their regular work schedule. Non-exempt employees will be paid for each hour worked in excess of 40 hours in a workweek and are expected to accurately and timely report overtime hours to their supervisor.

Overtime pay for non-exempt employees will be paid at the rate of not less than 1½ times the employee’s regular rate of pay for hours worked in excess of the 40-hour workweek. Employees with two or more non-exempt positions may be eligible for overtime pay based upon the total number of hours worked in one workweek. If applicable, the employee and the Superintendent will agree upon the overtime rate, in compliance with FLSA regulations.

The District’s policy is to not permit improper deductions from the salary of exempt employees who are required to meet a “salaried basis” test for the overtime exemption to be applicable. An employee who feels an improper deduction affecting exemption status has occurred shall submit a complaint to the Superintendent or the Superintendent’s designee, who shall promptly investigate the complaint. Reimbursement shall be made and a good faith commitment to comply in the future will be given in the event it is determined that an improper deduction affecting overtime exemption has been made.

The Superintendent or Superintendent’s designee may suspend an employee with or without pay for the employee’s violation of District policy or rules. Such suspensions and deductions (when applicable) will be made pursuant to law.

Article 3 – ABSENCES FROM WORK

Section 1 Absence Procedures

Requesting Leave. Leave requests should be made as soon as practicable under the circumstances. An employee who wants to use available leave is to submit a request for leave through the school’s leave request system after first consulting with your supervisor regarding the absence. A leave request should be submitted at least 5 duty days prior to the requested leave day. The supervisor may require that more notice be given, depending on the nature of the employee’s duties or the need to schedule a substitute.

Giving Notice of Unscheduled Absences. An employee who is unable to request advance approval for an absence because of the nature of the circumstance requiring the absence (such as personal illness or unforeseen emergency) is to report the need to be absent as soon as the situation is known. To report the need to take unexpected leave, employees are to contact their immediate supervisor as soon as practical and then enter the leave into the online system. Before the end of the day on the first day of the absence, and on each subsequent day of absence, the employee is to report to their immediate supervisor whether the employee will be able to return to work on the next duty day.

Returning from Absences. If an employee is absent without advance approval either: (1) the day immediately preceding or immediately following a regularly scheduled school break (such as winter break, spring break, and quarter or semester breaks) or (2) during the first two weeks or the last two weeks of school, the employee may be required to give verification (for example, a doctor's note) to establish that the employee was unable to work for an excusable condition or excusable reason.

Section 2 Paid Leave - Sick and Personal Leaves

Employees may be provided with sick, personal, or other forms of paid leave in accordance with Board policy and administrative approval. These leaves provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be permitted. An employee who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the employee's physician or health care provider stating that the employee is physically able to return to duty.

Section 3 Payroll Deductions for Absences in Excess of Paid Leave

Should an employee be absent from work in excess of the employee's accumulated paid leave, the employee's compensation may be reduced by the day or days of work missed.

Section 4 Leaves of Absence

An employee may apply to the Superintendent for a leave of absence. The Superintendent may consider a leave of absence request on a case-by-case basis. Every leave of absence shall be without pay except as may be required under applicable state or federal laws.

Section 5 Unpaid Leaves

The District complies with all laws that require leave to be allowed, such as for FMLA leaves, military service, and jury duty. Should an employee be absent from work in excess of the employee's available paid leaves, the absence will be unpaid leave except as may be required by law. The employee's salary may be subject to reduction for the day or days of work missed. Excessive days of unpaid leave can result in termination.

Section 6 Jury Duty Leave

An employee who is summoned for jury service must promptly notify their immediate supervisor. The employee will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the employee for time spent in jury service. The employee will return to the school any money received that was not for mileage, meals or other expenses incurred from the term of duty. Employees are to notify the Superintendent of the amount received for such jury duty.

If an employee reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the employee's immediate supervisor.

Section 7 Family and Medical Leave

Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leave shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care, or childbirth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The “leave year” for purposes of the FMLA is a “rolling” 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active-duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, an employee’s health coverage under a “group health plan” will be maintained on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

An employee’s use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of the FMLA leave.

Eligibility Requirements. An employee is eligible if he or she has been employed with Raymond Central Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of the District within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of his or her job or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. The employee must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. An employee may choose, or Raymond Central Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, the employee must comply with the District’s normal paid leave policies.

Employee Responsibilities. The employee must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. The employee also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. The employee also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility.

The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA poster at school or contact the U.S. Wage and Hour Division at: 1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627 www.wagehour.dol.gov

To submit a request for use of FMLA, or to plan for payment of benefits while on FMLA leave, contact the Superintendent.

Section 8 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board policy.

Employees requesting to take military leave or family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days and consult with their immediate supervisor to schedule the leave so as to not unduly disrupt operations of the District. For leaves of less than 5 days, the employee is to notify the Superintendent of the leave request as soon as practicable. Employees are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Section 9 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as an employee is permitted to take a leave of absence upon the birth of the employee's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the employee for purposes of adoption. The employee shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the employee may otherwise agree. Advance notice of an anticipated adoption shall be provided by the employee to the Superintendent as early as possible.

Section 10 Subpoena to Testify Leave

An employee must promptly notify their immediate supervisor when the employee receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the employee is testifying on behalf of the District, the absence will be treated similar to a jury duty leave.

In the event the subpoena involves a personal matter, the employee will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the employee.

Section 11 Voting Leave

Employees will be allowed paid time off to vote in an election if the employee: (a) is a registered voter; (b) does not have 2 consecutive hours between the time of the opening and closing of the polls during which the employee is not required to be present at work; and (c) applies for voting leave prior to or on election day with their immediate supervisor.

When voting leave is available, an employee will be entitled to be absent from work on election day for such period of time as will, when considering the employee's non-working time, total 2 consecutive hours between the time of the opening and closing of the polls. When voting leave is used, no deduction shall be made from the employee's salary or wages on account of such absence. The immediate supervisor may specify the hours during which the employee may be absent for voting leave.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable in-person attendance at work is an essential function of a classified employee's employment position.

Employees are required to attend meetings called by the administration or their supervisors, except those meetings which are designated for optional attendance.

Section 2 Arrival to Duty Assignments

Classified employees' work assignments may or may not be scheduled during the regular school day. Classified employees are expected to know their duty dates and times, and to be on time for work.

Section 3 Leaving School

Employees are to be on duty at all times during the assigned workday. Employees may not leave school or their assigned area during duty hours without the approval of their immediate supervisor. If approval is given, employees must sign out in the office when leaving the building.

Employees who leave the school during their designated lunch period or for an approved absence must check out and check back in the office. Employees who need to leave during the school day for unexpected reasons (such as illness or an emergency) must notify their immediate supervisor as soon as practical.

Section 4 School Procedures

Employees are expected to adhere to the following school procedures in the performance of their duties:

1. Use of Cell Phones. As a general rule, employees should not be on their cell phone during duty time unless it is related to their job duty. Employees must ensure that any use of a cell phone does not interfere with their job duties, distract from their attention to the job, or extend beyond a reasonable time, as determined by their immediate supervisor.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students or driving a school vehicle. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems must be used by all occupants.

2. Checking Out of Equipment. All equipment must be checked out through the Superintendent. School equipment may be used only for school purposes. School equipment and other resources may be used for

personal purposes only as authorized by the Superintendent or designee.

Section 5 Supervision of Students

Proper supervision of students is necessary. Employees responsible for student supervision are expected to meet the four “P’s” for student supervision and safety. All employees of the school should be familiar with these principles, to the extent they may be involved in supervision of students or interacting with students.

1. Proper Supervision

- Report to all duty assignments on time.
- Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- Be vigilant while supervising students. Never leave the students unattended; the need to make a copy is not greater than the need to supervise the students. If an emergency requires that an employee must leave students, the employee must request that another nearby staff member supervise those students or notify the office so someone can help. If the employee is on recess duty, the employee’s responsibility is to supervise the students in the assigned area. When talking with other adults or students, remember that the employee’s primary duty is supervision, and the employee is to be aware of what all students are doing.
- If the employee has seen or has been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, the employee’s supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential - do not share confidential information about students except with other staff who need to know the information to perform their jobs.)
- Be careful with touching students. Touching students should be limited to that necessary to protect the student. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself, and others, and to protect property as may be reasonable.
- Use good judgment when dealing with difficult situations involving students. Physical confrontation generally escalates tense situations.
- Be careful with language. Profanity or abusive language should not be used. Be a good role model for students. If a student uses such language, you should correct the student and take disciplinary action as is appropriate, which may include making a report to the administration.

2. Proper Instructions

- Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- Repeat the instructions on how to complete a task that has a heightened risk of danger, as often as needed. Do not assume because students heard the directions once they will be remembered.

3. Proper Maintenance of Buildings, Grounds, and Equipment

- Conduct periodic inspections of equipment under your control or in your area of supervision.
- If equipment is broken and presents a risk of injury, immediately take it out of service (if it can’t be moved, tape a “Do Not Use” sign) and notify the Principal immediately so repairs may be undertaken.

4. Proper Warnings

- If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell your immediate supervisor immediately so additional warnings may be given.

Contact the Principal for Assistance

The Principal should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight.
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.); if the Principal cannot be immediately located, call 911 if the problem appears to be of immediate and serious concern.

- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances.
- presence of an intruder (a non-student or staff member who refuses to go to the office).

Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Student Searches

Only certificated staff may conduct searches of students. The Principal must be contacted so they can be present during searches of students or their belongings. A student suspected of having an item in violation of school rules should be directed to wait until a certificated staff is present. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

Section 6 Reporting Child Abuse

Nebraska state law and District policy requires staff to promptly make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when the employee has reasonable cause to believe that a child has been abused or neglected, including sexual abuse, or a child is in a situation which would reasonably result in abuse or neglect. According to Nebraska state law, abuse or neglect means knowingly, intentionally, or negligently causing or permitting a minor child to be:

1. Placed in a situation that endangers his or her life or physical or mental health;
2. Cruelly confined or cruelly punished;
3. Deprived of necessary food, clothing, shelter, or care;
4. Left unattended in a motor vehicle if such minor child is six years of age or younger;
5. Sexually abused; or
6. Sexually exploited by allowing, encouraging, or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films, or depictions.

Employees are to inform the Principal that they intend to make a report. However, simply informing a Principal or supervisor does not end the employee's responsibility; employees are obligated by law to make certain a report was made if they do not do it themselves.

This requirement shall apply to all school employees, including coaches and volunteers, participating in interstate amateur athletic competitions. The term "promptly" means "within a 24-hour period."

It is vital that the report be made as accurately and as soon as possible. To assure accuracy, you are encouraged to document the date of the incident and specific statements or explanations made by a child regarding an abuse/neglect concern. Timeliness in making a report will assist in minimizing further risk to the child by allowing the police or Child Protective Services workers to promptly interview the child. A counselor or an administrator will help you with any questions or concerns that you may have.

Section 7 Safety and Security Program

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Employees are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact your building principal.

Safety Practices

Guidelines for safe work practices which employees should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

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

Emergency Backpack

Each classroom shall have an Emergency Backpack visibly located near the exit. Teachers are responsible for ensuring that backpacks are appropriately stocked. All employees should be aware of their location and advise the building principal if a backpack and signage is not visible.

Fire and Severe Weather exit routes and safety areas are to be visibly posted near the exit in each classroom. Guidelines for these procedures can be found in the Emergency Response Manual.

Security Measures

Entrance doors will be locked during school hours. The administrative assistant will check in all visitors and issue a visitor badge. Any staff member seeing a 'stranger' in the hallway will look for a visitor badge and if one is not visible, direct and/or lead the visitor to the office.

Security System Procedures

Each individual staff member has been issued a badge for entrance into the building and a security code to be used outside of school operational hours. Once in the building please make certain that the door shuts and locks behind you. At no time should the doors to the school be propped or left open. To further ensure the safety of the staff and students, video cameras have been placed throughout the interior and exterior of the building.

Use of Personal Vehicles

Employees who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Employees will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Employees who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants. When driving your personal vehicle, you assume an additional degree of personal liability for any injury or accident. Employees are not to use cell phones while driving a school vehicle or while transporting children.

Incidents

Every incident which results in a personal injury, or could have resulted in a personal injury, must be reported to the Principal immediately. In the event the injury involves a student, the employee responsible for the student

either as an employee, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the employee, the employee is also responsible for making a report.

Incident Report forms can be obtained from the building office and are located in the shared google drive titled "Safety Committee".

Article 5 – PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Ethics Standards

The Raymond Central Public School District expects its classified employees to adhere to ethics standards which are modified from those established by the Nebraska Department of Education for certificated employees. The classified school employment job ethics standards which classified employees are expected to adhere to include those set forth below.

Principle I - Commitment as a School Employee:

Employees shall exhibit good moral character, maintain high standards of performance, and promote equality of opportunity.

In fulfillment of the employee's contractual and personal responsibilities, the employee:

1. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
2. Shall not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status.
3. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence personal decisions.
4. Shall not make any fraudulent statement or fail to disclose a material fact for which the employee is responsible.
5. Shall not exploit school relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
6. Shall not sexually harass students, parents or school patrons, employees, or board members.
7. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of job duties.
8. Shall report to the Superintendent any known violation of paragraphs 2 or 5 above.
9. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that the employee's classified position exists for the purpose of serving the best interests of the school district's students and patrons, the classified employee shall perform his/her job duties with genuine interest, concern, and consideration for the student. The employee shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the employee:

1. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
2. Shall keep in confidence personally identifiable information that has been obtained in the course of employment unless disclosure is approved by the administration or is required by law.
3. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The classified employee bears responsibility for instilling an understanding of confidence in

the rule of law, respect for individual freedom, and a responsibility to promote respect from the public for the integrity of the profession.

In fulfillment of the obligation to the public, the employee:

1. Shall not misrepresent an institution with which the employee is affiliated and shall take added precautions to distinguish between the employee's personal and institutional views.
2. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
3. Shall neither offer nor accept gifts or favors that will impair judgment to be exercised in the course of employment.
4. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
5. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
6. Shall, with reasonable diligence, attend to the duties of the employee's position.

Principle IV - Commitment to Classified Position Employment Practices:

The employee shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The employee shall believe that sound personnel relationships with governing administration and board of education are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to employment practices, the employee:

1. Shall apply for, accept, offer, or assign a position or responsibility on the basis of preparation and legal qualifications.
2. Shall not knowingly withhold information regarding a position from an applicant or employer or misrepresent an assignment or conditions of employment.
3. Shall give prompt notice to the employer of any change in availability of service.
4. Shall conduct job-related business through designated procedures, when available, that have been approved by the employing agency.
5. Shall not assign unqualified personnel tasks for which an employee is responsible.
6. Shall permit no commercial or personal exploitation of his or her employment position.
7. Shall use time on duty and leave time for the purpose for which intended.

Competent Performance: Employees must possess the abilities and skills necessary to accomplish the designated task. Therefore, each employee shall:

1. Keep records for which he or she is responsible in accordance with law and policies of the school system;
2. Supervise others in accordance with law and policies of the District;
3. Recognize the role and function of community agencies and groups as they relate to the District and to his or her position, including but not limited to health and social services, employment services, community teaching resources, cultural opportunities, educational advisory committees, and parent organizations.

Each employee shall:

1. Utilize available materials and equipment necessary to accomplish the designated task;
2. Adhere to and enforce written and dated administrative policy of the District which has been communicated to the educator;
3. Use channels of communication when interacting with educators, community agencies, and groups, in accordance with policy.

Each supervisor shall:

1. Make reasonable assignment of tasks and duties in light of individual abilities and specialties and available personnel resources.

Communication Skills: In communicating with students and other employees, each employee, within the limits prescribed by his or her assignment and role, shall:

1. Utilize information and materials that are relevant to the designated task;
2. Use language and terminology which are relevant to the designated task;
3. Use language which reflects an understanding of the ability of the individual or group;
4. Assure that the designated task is understood;
5. Use feedback techniques which are relevant to the designated task;
6. Consider the entire context of the statements of others when making judgments about what others have said;
7. Encourage each individual to state his ideas clearly.

Management techniques: The employee shall:

1. Resolve discipline problems in accordance with law, board policy, and administrative regulations and policies;
2. Maintain consistency in the application of policy and practice;
3. Develop and maintain positive standards of conduct.

Human and Interpersonal Relationships: Employees shall possess effective human and interpersonal relations skills and therefore:

1. Shall allow others who hold and express differing opinions or ideas to freely express such ideas;
2. Shall not knowingly misinterpret the statement of others;
3. Shall not show disrespect for or lack of acceptance of others;
4. Shall provide leadership and direction for others by appropriate example;
5. Shall offer constructive criticism when necessary;
6. Shall comply with reasonable requests and orders given by and with proper authority;
7. Shall not assign unreasonable tasks;
8. Shall demonstrate self-confidence and self-sufficiency in exercising authority.

Personal Requirements: Each employee within the scope of delegated authority shall:

1. Be able to engage in physical activity appropriate to the designated task except for temporary disability;
2. Be able to communicate so effectively as to accomplish the designated task;
3. Appropriately control his or her emotions;
4. Possess and demonstrate sufficient intellectual ability to perform designated tasks.

Contractual Obligations: Employees shall adhere fully to the terms of employment agreement or appointment.

Section 2 Role Model

Employees serve as role models for students and their actions and conduct reflect on the school as a whole. Employees are in all respects to conduct themselves in a professional manner.

Section 3 Professional Boundaries

All employees are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that employees are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging, or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships or communications with a student on social networking sites.

Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.

- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student a sexual topic that is not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A staff member seeking an exception must receive advance approval from his or her administrator. If a staff member is unable to communicate with an administrator in advance (such as in the event of an emergency), the staff member must notify the administrator as soon as possible, but not later than 24 hours immediately following the event.

Any person who suspects a District employee of engaging in any prohibited conduct under this policy, including grooming, should contact the Superintendent as soon as practical.

An employee who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline.

A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Section 4 Relationships

It is important for employees to maintain an effective working relationship with the administration and all co-workers. Employees are also to maintain appropriate relationships with students.

Section 5 Civility

All employees shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, texting, voice mail messages, face-to-face conversations, written communications, and email messages.

Any employee aware of another employee's uncivil behavior shall report the conduct to the employee's immediate supervisor or to the Superintendent. There will be no retaliation against the person for making the report.

Section 6 Notification of Arrest, etc.

Employees must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The employee is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration;
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct;
 - c. Conviction would impact performance of employee's job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of the District;
 - ii. Would impact the employee's ability to operate a motor vehicle if the employee's work duties include driving; or
 - iii. Would impact the employee's Commercial Driver's License if the employee's job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the employee was on duty, on District property, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Employees must also promptly report to the Superintendent whenever the employee has been sentenced to be incarcerated for any period of time, even if the offense is not otherwise reportable.

2. Certificate or License. The employee becomes aware that a complaint has been filed against the employee that could affect a certificate or license required for the employee's position.
3. Child Abuse. The employee becomes aware that a report of child abuse or neglect has been made against the employee under the Child Protection Act.

Further, employees must give full disclosure of any Child Protection Act investigation that resulted in an "inconclusive" determination that occurred at any time. Current employees must give such disclosure within ten days following receipt of this handbook.

Employees must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the employee's confidential criminal background file.

Failure to notify as required under this policy may subject the employee to disciplinary action, including termination.

Section 7 Evaluations

Evaluations of employees will be conducted in accordance with the District's evaluation policy. Supervisors reserve the right to observe, appraise or evaluate employees more frequently than required by policy on an as-needed basis. Employees are expected to make themselves available for evaluation on request, to participate constructively and positively in the evaluation process, and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 8 Employee Complaints or Concerns

Employees are to inform their supervisor or the Superintendent of any complaints or concerns about the operations of the District using the established chain of command (immediate supervisor, next higher-level supervisor, etc.) on all matters that require administrative attention; that is, on all matters or issues that their job responsibilities require them to report to a supervisor.

It is important to the efficient and successful operation of the District and a duty of all employees to share any such complaints or concerns in a responsible, professional manner such as to: (1) not disrupt the proper functioning of their duties, (2) not undermine the authority of their co-workers, supervisors, or superiors, (3) maintain close working relationships with their co-workers, supervisors, and superiors, and (4) ensure that all applicable laws and regulations are followed. All official communications from employees must be accurate, demonstrate sound judgment, and promote the District's mission. Employees must ensure that all applicable laws and regulations are followed by the District and its employees. In the event an employee becomes aware of any such non-compliance, the employee is to report such to the employee's immediate supervisor (or the next higher level, if the supervisor is responsible for the problem) and maintain the confidentiality of the report so that the problem can be appropriately corrected in the best interests of the District.

Employees are to use the appropriate complaint or grievance mechanism for matters involving discrimination or harassment or other established mechanism specific to the nature of the complaint or concern.

The District will not tolerate unlawful retaliation against an employee for engaging in legally protected activity. A protected activity includes an employee's act of opposing an unlawful practice prohibited by employment discrimination or other laws that protect the conduct in question. Any act of unlawful retaliation by a supervisor or other employee may result in serious disciplinary action up to and including termination. Any employee may file a complaint with the Superintendent or appropriate Coordinator if the employee feels that they have experienced unlawful retaliation in any form.

Section 9 Attire

It is important for employees to project a professional image to students, parents, co-workers, and patrons. Appropriate attire and grooming are one of the means of projecting a professional image. Employees are expected to maintain professional attire and grooming when on duty. As a minimal guide, employees should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual employees should that be necessary.

Section 10 Outside Employment

Employees shall not perform duties unrelated to District employment during duty hours. In addition, employees shall not engage in employment which conflicts with their school duties.

Section 11 Employee Fundraising

Any employee who directly or indirectly seeks to use their position as a District employee to fundraise (such as through a crowd funding initiative) must obtain prior approval from the Superintendent or Superintendent's designee before taking any action to fundraise.

District employees who engage in fundraising efforts in their private capacities need not abide by this policy.

Article 6 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, alcohol or a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place on school grounds, in a school utilized vehicle or any location over which the District had control. The possession or distribution of a look-alike drug or look-alike-controlled substance is similarly prohibited. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on an employee in the workplace or on duty time shall be a violation of the drug-free workplace. In addition, employees are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the employee commits a criminal drug or alcohol offense off the workplace or off duty time.

As a condition of employment employees will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies. Sanctions may include the requirement that the employee complete an appropriate rehabilitation program, a reprimand, or termination of employment. Drug and alcohol counseling and rehabilitation and reentry programs are available through local health agencies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products is prohibited in District's buildings, all owned or leased facilities and vehicles and school grounds other than identified areas.

"Tobacco products" means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination.

The phrase "possession of a weapon" includes, without limitation, a weapon in an employee's personal possession or within reach (such as in the employee's vehicle), as well as in an employee's desk, locker, briefcase, backpack, or purse.

Section 4 Use of School Facilities

An employee who is issued school keys or fobs shall not lose their keys or fobs and shall not allow others to have access to or to use their keys or fobs. Employees are permitted to have access to school facilities during non-school time provided such access is for work-related purposes and the Principal or supervisor has given permission for such access. When employees leave the building, they are to close all windows, lock doors, and make sure that the entry door is fully closed and locked. This is especially important when employees are using the school facilities during any weekend or evening use.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including

items which have been placed in the trash, must not be removed for non-school use without approval from the Principal.

Section 5 Recording of Others

To ensure the privacy and confidentiality of student information, no employee is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Superintendent or Superintendent's designee. This prohibition applies to all staff, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 6 Video Surveillance

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

Section 7 Use of District Computer Network and Internet Safety Policy

Employees have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the District and are to be used for business purposes.

As a condition of using the computers and the Internet, employees agree to all elements spelled out in board policy regarding acceptable use including the following:

1. Since copyright laws protect software, employees will not make unauthorized copies of software found on school computers by any means. Employees will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If an employee downloads public domain programs for personal use or non-commercially redistributes a public domain program, the employee assumes all risks regarding the determination of whether a program is in the public domain.
3. Employees shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Employees are not permitted to knowingly access information that is profane, obscene, or offensive toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), color, national origin, religion, disability, age, sex, or other protected category. Further, employees are prohibited from placing such information on the Internet.
4. Employees will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Employees will not copy, change, read, or use another person's files. Employees will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Employees will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
6. Employees will not attempt to log in to the system as someone other than themselves without the other person's prior permission.
7. Employees will not use the school network or computers for financial gain or for any commercial or illegal activity.
8. The District reserves the right to inspect an employee's school computer and computer usage at any time. Employees have no privacy rights or expectations of privacy regarding use of the District's computers or Internet system.
9. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.

10. Employees shall not use or access the Internet for any reason that would violate the request that an employee serve as a role model for students.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action.

Article 7 – STATE AND FEDERAL PROGRAMS

Section 1 Notice of Nondiscrimination

Raymond Central Public Schools does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Local complaint or grievance procedures are provided for by the District and set forth in this handbook. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin) or Section 504 (discrimination, harassment, or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment, or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights (OCR)
One Petticoat Lane
1010 Walnut St. 3rd Floor, Suite 320
Kansas City, MO 64106
(816) 268-0550 (voice)
Fax (816) 268-0599
(800) 877-8339 (telecommunications device
for the deaf), or ocr.kansascity@ed.gov.

The U.S. Equal Employment
Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905
Kansas City, MO 66101
(800) 669-4000; TDD: (800) 669-6820

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with nondiscrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The contact address for the coordinator is: Raymond Central Public Schools, 1800 W Agnew Road, Raymond, NE 68428 and phone (402) 785-2615.

Law, Policy, or Program	Issue or Concern	Superintendent
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Secondary Assistant Principal
Title IX	Discrimination or harassment based on sex; gender equity	Secondary Assistant Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Superintendent Special Services Director for student matters
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Anti-discrimination & Harassment Policy

Raymond Central Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, and other employees, students or other persons is prohibited. In addition, the District will endeavor to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace and educational environment.

For purposes of this policy, discrimination or harassment based on a person’s sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status is prohibited. The following are general definitions of what might constitute prohibited harassment:

1. In general, verbal or physical conduct relating to a person’s protected status constitutes harassment when the conduct unreasonably interferes with the person’s work performance or creates an intimidating work, instructional or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person’s age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the workplace, classroom, or educational environment. Sexual harassment may exist when:
 - a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);
 - b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
 - c) The conduct has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile, or offensive working, classroom, or educational environment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching, or brushing against another’s body.

Grievance Procedures

1. Employees should initially report all instances of discrimination or harassment to their immediate supervisor. However, if the employee is uncomfortable in presenting the problem to the supervisor, or if the supervisor is the problem, the employee is encouraged to go to the next level of supervision.
2. If the employee's complaint is not resolved to his or her satisfaction within five to ten working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.
3. The supervisor or the Superintendent will promptly and thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees or removal of offending students may be taken.
4. The person who makes the complaint shall not be threatened or retaliated against for alleging a violation of this anti-discrimination policy or for use of this grievance procedure.

Section 4 Grievance Procedure for Persons with a Disability

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act address discrimination, harassment, or failure to provide reasonable accommodations to persons with a disability. The following grievance procedure shall be used for resolution of complaints by employees of alleged violations of the ADA or Section 504:

1. Complaints shall be filed with the ADA and Section 504 Coordinator. Complaints shall be made in writing, unless the Complainant's disability prevents such, in which event the Complaint can be made verbally.
2. Complaints shall set forth: (a) the name of the Complainant, (b) the address and telephone number or other such information sufficient to enable the Coordinator to contact the Complainant, (c) a brief description of the alleged violation, and (d) the relief requested by the Complainant.
3. Complaints shall be investigated by the Coordinator or the Coordinator's designee. Investigations shall be thorough, but informal, and the Complainant shall be given a full opportunity to submit evidence relevant to the complaint.
4. The Coordinator shall make a decision on the Complaint within 30 days of the filing of the Complaint, unless such time period is extended by agreement with the Complainant, or a longer period is reasonably necessitated by the circumstances. The decision shall be made in writing, shall set forth the Coordinator's proposed resolution of the Complaint, and shall be forwarded to the Complainant.
5. The Complainant shall have 10 days from the date the Coordinator's decision is sent to the Complainant to accept or reject the Coordinator's proposed resolution. The Complainant shall be deemed to have accepted the proposed resolution unless the Complainant rejects the proposed resolution within such time period.
6. In the event the Complainant rejects the proposed resolution, the Complainant shall be given the opportunity to file a request for reconsideration within 10 days from the date the Coordinator's decision is sent to the Complainant. The request for reconsideration shall be filed with the Coordinator. Upon receipt of the request for reconsideration, the Coordinator shall promptly forward the request for reconsideration and all evidence received by the Coordinator in connection with the Complaint to a third person for review (either an administrator or other employee of the District, or members of the Board of Education or Committee of the Board).
7. A decision on the request for reconsideration shall be made within 10 days after the request for reconsideration was filed unless the Board or Committee of the Board is the reviewer, in which event the decision shall be made within 30 days of the filing of the request for reconsideration, unless such time period is extended by agreement with the Complainant, or a longer period is reasonably necessitated by the circumstances.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

In order to make sure that all members of Raymond Central Public School’s community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Raymond Central School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

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

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

Employee’s Name _____ Date _____

Employee's Signature _____

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

RECEIPT OF 2024-2025 CLASSIFIED EMPLOYEE HANDBOOK OF RAYMOND CENTRAL PUBLIC SCHOOLS

This signed receipt acknowledges receipt of the 2024-2025 Classified Employee Handbook of Raymond Central Public Schools. This receipt acknowledges that I understand that I will read and be familiar with the handbook, that I understand the handbook contains a disclaimer of contract, that I understand that the handbook includes the District’s policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Employee’s Signature _____ Date _____

Raymond Central High School



Coaches/Sponsors Handbook 2024-2025

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ACTIVITY PERSONNEL 2024-2025

Activities Director: Tony Kobza
Jr-Sr High School Principal: Troy Lurz

FALL SPORTS

Softball:

Head Coach - Shawn Semler
Assistant Coach - Trace Baasch

Cross County:

Head Coach - Jacob Starosik
Assistant Coach - Clair Turman

Football:

Head Coach - Tony Kobza
Assistant Coach - Mark King
Assistant Coach - Adison Kenning
Assistant Coach - Michael Lucas
Jr. High Coach - Greg Wilmes
Jr. High Coach - Garrik Judkins

Volleyball:

Head Coach - Taylor Vasa
Assistant Coach - Megan Hansen
Assistant Coach -
Jr. High Coach - Shae Wattjes
Jr. High Coach - Makenzie Fredrickson
Jr. High Coach -

WINTER SPORTS

Boys Basketball:

Head Coach- Ben Svehla
Assistant Coach - Jackson Hilyard
Assistant Coach - Zach Moerer
Jr. High Coach - Mike Henderson
Jr. High Coach -

Boys Wrestling:

Head Coach - Adison Kenning
Assistant Coach - Trace Baasch
Assistant Coach - Jeff Eppenbach
Jr. High Coach - Monte Mumm
Assistant Coach - Brandon Varilek

Girls Basketball:

Head Coach - Gary Samuelson
Assistant Coach - Jenna Winfrey
Assistant Coach - Laura Tvrdy
Jr. High Coach - Mike Henderson
Jr. High Coach - John Kliment

Girls Wrestling:

Head Coach - Garrett Shultz

SPRING SPORTS

Track:

Head Coach - Taylor Vasa
Assistant Coach - Michael Lucas
Assistant Coach - Garrik Judkins
Assistant Coach - Trace Baasch
Head Jr. High Coach - Mike Henderson
Assistant Jr. High Coach - Megan Hansen
Assistant Jr. High Coach - Jacob Staroscik

Baseball:

Head Coach - Corey Serrano
Assistant Coach - Greg Wilmes

ACTIVITIES

Art Club:

Sponsor - Taylor Craig

Band:

Director - Melissa Graue

Cheer:

Coach - Callie Dennison
Assistant -

Dance:

Coach - Aidan Cronin

FBLA:

Sponsor - Keely Schaffer
Assistant - Alisha Starner

FFA:

Sponsor - Katie Donahue
Assistant - Celia Newman

Music:

Director - Zac Ochsner

National Honor Society:

Sponsor - Tasha Osten

NSDA:

Head Coach - Carolyn Enevoldsen

One-Act:

Sponsor - Emma Jorgenson
Sponsor - Shannon Chinn

Science Club:

Sponsor -

Skills USA:

Sponsor - Elijah Hackbart
Assistant -

Spanish Club:

Sponsor - Josh Karel

Speech:

Head Coach - Carolyn Enevoldsen
Assistant Coach - Haley Hain
Assistant Coach - Brigit Shultz
Volunteers -

Student Council:

Sponsor- Alisha Starner
Jr. High Sponsor- Johanna Jackson

Yearbook:

Sponsor- Carolyn Enevoldsen

MEDIA INFORMATION

Head coaches and sponsors are responsible for ensuring that the results of all competitions are shared with our patrons and community members via a variety of media outlets. Following contests/events, each head coach/sponsor or assigned assistant should report scores and other necessary information. The District supported social media sites are accessible through the Raymond Central approved app using push notifications. This application is used for conveyed results or notable awards/celebrations. In addition, there is an expectation that all varsity athletic NSAA results are shared with Max-Preps and other pertinent media sources noted below.

<u>Television Stations</u>	<u>Phone</u>	<u>Fax</u>	<u>E-Mail</u>
KOLN-KGIN (Lincoln)	402-467-9270	402-467-9208	sports@1011now.com
KLKN (Lincoln)	402-436-2251	402-436-2236	sports@klkntv.com

Newspapers

Associated Press	402-391-0031	402-391-1412	eolson@ap.org
Lincoln Journal Star	402-473-7431	402-473-7291	sports@journalstar.com
Omaha World-Herald	800-284-6397	402-444-1238	sports@owh.com
Wahoo Newspaper	402-443-4162	402-443-4479	jason.unger@wahoonepaper.com
Waverly News	402-786-2344	402-786-2343	sports@newswaverly.com
Max-Preps	www.maxpreps.com		
NSAA	402-489-0386	402-489-0934	

CODE OF ETHICS

Nebraska Coaches Creed

- I believe interschool sports have an important place in the general scheme and pledge myself to cooperate with others in the field of education to so administer them that their values shall never be questioned.
- I believe the other coaches in interschool sports are earnest in their desire to keep the interschool program high on the plane of citizenship training and I shall do all I can to further their efforts.
- I believe my own actions should be so regulated as to reflect credit to this profession.
- I shall abide by the rules of the games in letter and spirit.
- I believe in my exercise of all the patience, tolerance, and diplomacy at my command in my relations with all players, co-workers, game officials, and spectators.
- I believe proper administration of all sports offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self-control, desire for clean, healthy living and respect for wise discipline and authority.
- I believe these admirable characteristics, properly installed by me through teaching and demonstration, will have long carry-over and will aid each one connected with the sport to become a better citizen.

- I believe in and will support all reasonable moves to improve athletic conditions, to provide for adequate equipment and to promote the welfare of an increased number of participants.

PHILOSOPHY AND PURPOSE

The purpose of all activities is to provide all students ample opportunities outside of the regular classroom that cannot be duplicated in a classroom situation. In this way, students have the opportunity to develop themselves into the best possible person they are capable of becoming.

It is in these outside activities that students make lasting friendships, gain valuable social experiences, learn to work and cooperate for a common goal, as well as gain physical and mental disciplines unavailable in the classroom setting.

It should be noted, however, that participation in these activities is a privilege accorded only those students who are willing to abide by state law, school and conference regulations as well as reasonable rules set forth by the coaches or sponsors and that are applicable and peculiar to the activity involved.

Any student is welcome and encouraged to participate in any of the co-curricular activities available.

STUDENT/GUARDIAN HANDBOOK

All coaches/sponsors are responsible for being knowledgeable about the rules and regulations that are spelled out in the Student/Guardian Handbook. This handbook can be found on the district website or provided upon request to the Activities Director or building office personnel.

ATHLETIC ELIGIBILITY FOR HIGH SCHOOL

In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules set forth by the Nebraska School Activities Association. If you do not understand any of the rules stated below, consult the high school principal or activities director.

1. A student must be an undergraduate.
2. A student must be enrolled in at least twenty hours per week (four full credit courses) and be in regular attendance. ***Unless you are a member of an exempt school or home schooled (must enroll in 10 credits per semester of participation, per NSAA guidelines).**
3. A student must be enrolled in high school on or before the 11th school day of the current semester.
4. A student is ineligible if 19 years of age before August 1st of the current year. (Student may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.)
5. After a student's initial enrollment in grade nine, he/she will be ineligible after eight semesters of school attendance.
6. A student must have been enrolled in school the immediate preceding semester.

7. Participants in senior high athletics/activities must have passed four classes (20 hours) the immediate preceding semester. The immediate preceding semester does not apply to 9th grade students competing on a high school team for the first time or entering 10th grade students who have not competed or practiced with a senior high team previously.
8. Once the season of a sport begins, a student shall compete only in the athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for the remainder of the season in that sport.
9. A student shall not participate in sports camps or athletic clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade 9 for the first time after being promoted from grade 8 is eligible. If a student participated on a high school team at any level as a 7th or 8th grade has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth grade shall be ineligible for 90 days.
12. When the parents of a student change their domicile from one school district to another district which has a high school, the student is ineligible for 90 days except:
 - a) If the change in domicile by the parents occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.
 - b) If a student has been attending the same high school since initial enrollment in grade 9 and the school is located in the school district from which the parents moved, he/she may remain at the high school and retain eligibility, or be eligible in the school district in which the parents have established their domicile.
 - c) If the parents moved during the summer months and the student is in grade 12, the student may remain at the high school he/she has been attending and retain eligibility.
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain his/her amateur status.

ATHLETIC ELIGIBILITY FOR COLLEGE

For students who have aspirations of competing in athletics at the collegiate level, it is recommended that they register with the NCAA Clearinghouse sometime during their junior year. All Division I and II athletes must be registered with the clearinghouse in order to be eligible to compete. To register, athletes should see the counselor or activities director. It is also recommended that students begin taking the ACT/SAT tests during their junior year also.

GUIDELINES, REGULATIONS, PRACTICES, REQUIREMENTS

All athletes must meet the following requirements **before** they begin practice for an activity:

1. Return an updated physical form signed by physician and parent/guardian.
2. Return the NSAA and Raymond Central consent forms signed by parent/guardian.
3. Provide the school with a photocopy of a current insurance card or sign off on their own insurance.
4. Pay \$40.00 activity fee, which is a yearly fee and covers the student for **all** activities throughout the current school year. This fee also provides the student with an activity pass for admission to home events (excluding tournaments).
5. Follow and complete any other procedures or requirements as directed by their respective head coaches.
6. Have the parent(s)/guardian(s) sign the Raymond Central Code of conduct and turn into office.

All of these together get turned into the office in return for a “Blue Card”. Blue card signed off by office and turned into coach/sponsor must be done before student is able to practice or compete.

INSURANCE

The Raymond Central Public Schools provides no insurance coverage. Students are required to be insured before they are allowed to compete in interscholastic athletics or waive this right. Insurance forms will be provided for all student participants. As the coach/sponsor you are responsible for ensuring that student participants are aware of the opportunity to purchase additional insurance coverage and where those documents can be accessed.

POLICIES

Coaches will cover team rules, school policies on attendance and eligibility and the activity code of conduct and drug, alcohol, and tobacco violation policies. A dated sheet of student/athlete signatures stating that they acknowledge the rules and policies and have heard them will also be submitted to the Activities Director.

LETTERING REQUIREMENTS

Each head coach of a sport/activity will develop and inform participants of the criteria for earning a varsity letter or certificate of participation. This information should be included in the pre-season team meeting. At the end of the season, a list of all participants and letter winners needs to be submitted to the Activities Director.

TEAM SELECTION/PLACEMENT

Team selection and placement will be conducted by the head coach and the assistants for that particular activity. Make sure beforehand that all athletes and parents are aware of the selection procedure and what types of criteria will be used in the process.

ROSTERS/CHANGES

Coaches shall provide an accurate list of names, jersey numbers, height, weight, grade, and positions for each member of the team. Provide this list to the AD's office as soon as possible, but no later than one week prior to the first contest. This list must be checked for eligibility, sent to the NSAA, to opposing schools, and printed for local programs; therefore, it is imperative that rosters are submitted in a timely manner. Further, any time a change is made: a player quits, changes numbers, etc...inform the AD immediately.

SUPERVISION

Students shall be under coaches' supervision at all times. This is especially important when students are in the locker room and after practice/games as they wait for rides. Students should not be left on school property without coach/sponsor supervision. These are times when horseplay, theft, vandalism and hazing are most likely to occur. Coaches are liable for supervision-it is their obligation to regulate student activity. **Coaches leave last!**

PRACTICE TIMES AND PROCEDURES

Coaches are expected to abide by the NSAA policy on organized practices. Individual coaches will set up practice times. Athletes are expected to be on the field/court at the time designated by the coach. If an athlete can't be at practice, he/she must contact the coach BEFORE practice begins. Each coach may have specific attendance requirements/procedures for athletes to follow. This should be included in your handbook.

The AD or Principal must approve all practices that are held when school is not in session. All doors must be locked and everyone out of the building before leaving. **Coaches leave last!**

Coaches are expected to plan and conduct their practices. Generally, athletic practices are to be held after school each day for no more than 2 hours. Many extra-curricular clubs and organizations meet before school, so coaches are encouraged to avoid morning practices which would create a conflict. Please remember that we must all share our facilities. **BE RESPECTFUL OF ALL OTHER RAYMOND CENTRAL PUBLIC SCHOOL PROGRAMS.**

Practices are not permitted on Sundays without special permission from the Superintendent. According to the Nebraska School Activities Association, no activity contests may be scheduled on Sunday.

ATTENDANCE ON GAME DAY

An athlete must be in school for the last ½ of the day minimum on the day of a game in order to participate. Absences for school-sponsored activities, dental and doctor appointments, as well as circumstances beyond their control may be exceptions to this rule, as well as home school or exempt school students. Only the administration has the right to make exceptions to this rule.

SAME-DAY CONFLICTS

State, district, and conference events take precedence when activities conflicts occur. When two regularly scheduled events, or non-priority events, take place on the same day, the two sponsors shall try and work out an agreement. If no mutual agreement can be reached, the Activities Director will determine the event in which the student will participate.

GAME-DAY PREPARATIONS

Each coach should be sure all final arrangements have been made for game day. All coaches are expected to set up for their respective contests according to their needs. Dismissal lists, transportation, and equipment should all be double-checked before departing.

TRANSPORTATION REQUESTS

School transportation will be provided to all contests away from Raymond Central. Students are expected to ride to and from contests with the team. Each athlete may ride home from a contest with a parent/guardian by a written request and personal contact by the parent to the coach in charge before leaving. The coach must witness the athlete leaving with his/her parent/guardian from the contest. Students will not be released to anyone else without prior approval by the administration! Emergency situations may be handled by the coaching staff as they occur.

Coaches are responsible to ensure the following on all school transportation vehicles:

- Supervision of students on school vehicles, at least one adult on each vehicle.
- Manifest list of all persons on the bus will be provided to the driver prior to departure from the school and from the event site
- Provide transportation requests and departure times to the Activities Director. Transportation requests need to be submitted to the AD prior to the activity beginning. Changes to requests need to be submitted to the AD well in advance whenever possible.
- Coaches/Supervisors will check the bus at the end of the activity to ensure that all litter and trash is picked up and disposed of as per drivers directive.
- Normal bus guidelines should be observed to include aisles kept clear, no hands/arms outside windows, silent at railroad crossings, respectful noise level at all times, etc
- VAN USAGE: Record mileage in the log book and maintain an updated manifest on the vehicle.

INCLEMENT WEATHER

If school must be canceled or dismissed early because of inclement weather, practices and contests will not be held as a rule.

Coaches are directly responsible for all students under their supervision at any school sponsored activity. When severe weather strikes, staff members will determine in their best judgment, what action will be in best interest for the safety of the students.

Coaches will make every effort to keep school officials and parents informed of any changes from the normal routine if weather becomes an issue.

HEAT AND EXHAUSTION

Be especially aware of heat and exhaustion during practices. Please refer to the annual NSAA handouts on heat and exhaustion. Schedule times throughout practice to allow participants the opportunity to hydrate their bodies.

OVERNIGHT TRIPS

The following guidelines should be followed when teams are traveling on overnight trips:

- Detailed itineraries for parents and school administration-where you are going, when, phone #'s, room assignments, etc. need to be provided by the head coach to the office.
- Room checks, both announced and unannounced, should be conducted.
- No girls sleeping in boy's rooms and vice versa.
- Sponsors shall do a walk-through upon departing.
- Set curfews.
- Discuss expectations prior to leaving and how breaking rules will be handled.
- Follow Raymond Central Schools drug, tobacco, alcohol, and behavior guidelines. Students may be sent home at the parent's expense for serious infractions.
- Whenever phones or movie channels in student rooms can be disconnected, do so. The district will not pick up extra expenses such as phone calls, movies, etc...
- When traveling to another school/facility, it is essential that all team members represent Raymond Central with class. Be respectful with your words and actions, and be certain to clean up after yourselves.

PICTURES / SENIOR NIGHT

The activities director will work with the head coaches to select dates, times, and a location for team pictures. The AD and head coach will also work together to select a date for senior night of each specific sport.

WEIGHT ROOM

A program will be made available in the weight room for use by all athletes. All athletes must have supervision at all times. Non-school use is highly discouraged and any exceptions made are the responsibility of the supervisor. Anytime the supervisor will not be in the weight room, the door is to be locked. When leaving for the day, the door must be locked and the lights and stereo shut off. Supervisors are to keep an eye on the volume and type of music being played.

UNIVERSAL WEIGHT ROOM RULES

- No horseplay at any time.
- Safety, safety, safety at all times.
- Clean all equipment after use.

- No food, pop or gum in the weight room.
- Wear proper weight lifting clothing: t-shirt, gym shorts and athletic shorts.
- No profanity in the weight room.
- Follow designated workouts precisely. If you want to lift extra, you may do so after your regular workout.
- Use a spotter on all core lifts.
- Use collars on bars with free weights.
- When finished lifting, take weights off all bars and return them to their proper place.
- When finished lifting, return all dumbbells to their proper place.
- Never lift weights without a supervisor present.
- Don't use equipment if you are unfamiliar with the proper use. Ask weight room supervisor for assistance.
- Do not drop bars or lean plates against equipment, mirrors or walls.
- Report any injuries to the weight room supervisor immediately.

ATHLETIC TRAINING ROOM

Raymond Central has one Certified Athletic Trainer who coordinates our sports medicine program. Their primary responsibility is the prevention and care of athletic injuries. Some of the areas in which the AT is proficient are: emergency procedures, use of therapeutic modalities, evaluation of injuries, nutrition exercise prescription, and treatment of injuries, injury rehabilitation and protective equipment.

In the event that an athlete is injured, the athletic trainer or coach will administer emergency first aid if needed. Every effort will be made to contact the parent/guardian as soon as possible following an injury. All injuries should be reported to a coach immediately, who will in turn contact the Athletic Trainer for assessment. A decision will then be made as to the next course of action. If you have any questions in regard to injuries or this program, feel free to contact the Athletic Trainer.

It is recommended that each coach take with them the emergency information for each athlete. All injuries must be reported to the Athletic Trainer at once. The Athletic Trainer will then take the necessary actions to ensure the safety of the athlete.

ATHLETICS/ACTIVITIES POLICIES

BEGINNING AND END OF THE YEAR REPORTS

All sponsors/coaches must submit reports to the activities director. The beginning of the year reports include program information and eligibility reports. Coaches and sponsors also need to update this list as rosters change throughout the season. The activities director will complete and forward all eligibility forms to the Nebraska School Activities Association.

Coaches/sponsors will also be responsible for turning in end of the year reports to the Activities Director with information on season participants and letter winners in a timely manner. All head coaches are also required to attend Nebraska Capitol Conference All-Conference Selection Meetings for their sport.

ELIGIBILITY REPORTS

The Activities Director will handle all NSAA eligibility requirements. Coaches are to submit a typed list of all students participating by the third day of the season so that checks can be completed. Coaches should also note any transfers to the district and inform the Activities Director of any changes that may occur during the season.

ACTIVITIES BUDGET/PURCHASING EQUIPMENT AND SUPPLIES

Head coaches/sponsors are responsible for preparing and staying within a budget for their respective activities based on their equipment and supply needs for the upcoming year. All purchases must have authorization from the Superintendent and Principal and be accompanied by a requisition. Reimbursement is not a part of our regular routine and should be avoided by following the established purchasing protocol.

COMMUNICATIONS WITH STUDENTS/PARENTS

Coaches/sponsors can use the daily bulletin to convey pertinent information to athletes. In addition to the daily bulletin, all coaches/sponsors are required to use the district approved communication tool(s) when communicating with students and/or parents/guardians. Training and information on the approved software tool for communications can be obtained from the Activity Director. Alternate apps and software are NOT to be utilized. Strict adherence to these guidelines are required for the protection of employees and student participants.

FUNDRAISING

Fundraising ideas must be cleared with the Principal and Activities Director before anything begins. All fundraising will be in accordance with Raymond Central Public Schools policy. Consult with the Student/Guardian Handbook for further details.

GAME PROGRAMS

Coaches need to provide an updated roster including uniform number, name, height, weight, grade and/or other relevant information for upcoming contests that require programs. This should be submitted at least one week before the first contest. If there are any changes that occur during the year, please inform the Activities Director so that these changes can be made before the programs are printed.

DRESS CODE

Student athletes are to follow the school dress code as listed in the school student handbook. Coaches must enforce this policy for their team. Coaches will set a good example by following the faculty and student dress codes while coaching and/or attending school activities.

SUSPENSIONS

Any coach suspending an athlete must inform the Activities Director in writing, explaining the circumstances for the suspension. Any area involving possible suspensions should be a part of the coach's rules explained to athletes prior to the beginning of the season. A student athlete suspended from a team for violations, may be asked to voluntarily quit the team following a second or subsequent suspension, with the severity of the violation taken into consideration.

DUE PROCESS

If it becomes necessary to enforce the suspension rule, the student shall be notified in writing of the offense and the student and his or her parents are entitled to a hearing with school authorities upon request. They should contact the activities director who shall act as the hearing officer and shall notify the student and the parents in writing of his decision. In the event that the student and his or her parents are not satisfied with the results of the initial hearing and decision, they may appeal the decision to the Superintendent of Schools. Any further appeal would have to come through judicial process.

STUDENT DRUG TESTING POLICY

Students who participate in school sponsored competitive extracurricular activities at the high school (Grades 9-12) level are eligible for random testing. School sponsored competitive extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. School sponsored competitive extracurricular activities include, but are not limited to, athletic programs, cheerleading, dance team, band, Student Council, National Honor Society, academic teams, One-Act, choir, Quiz Bowl, FBLA, FFA, and Speech Team. (See Board Policy 5306)

SPORTSMANSHIP POLICY

Sportsmanship is a primary concern in educational activities. The development of values and ethics does not occur by chance; rather, it is a product of the educational structure, the right perspective, effective leadership, and a true commitment to sportsmanship. The NSAA has enacted a sportsmanship policy that addresses the issue of sportsmanship and consequences for lack of sportsmanship demonstrated by student-athletes, coaches and spectators.

Unacceptable conduct shall include the following: fighting, verbal abuse or dissent toward an official/opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official/opponent and unauthorized leaving of the team bench area.

Any participant ejected from a contest for unsportsmanlike conduct shall be ineligible for the next contest at that level of competition and any other contest at any level during the interim, in addition to other penalties the NSAA or school may assess. Likewise, any coach ejected from a contest for unsportsmanlike conduct is subject to those same sit-out rules

Anytime a student-athlete or coach is ejected from a contest, every effort will be made to inform the Administration at Raymond Central High School as soon as possible, so that penalties for such ejections can be properly enforced with accordance to the NSAA policy. There is no appeal process for this legislation.

OFF-SEASON PROGRAMS

Coaches are expected to conduct off-season programs to promote increased athletic skills; however, these efforts are not to interfere with programs that are currently in-season. All coaches should encourage athletes to participate in sports that are in-season. In-season programs hold priority in terms of facility use.

The following guidelines are to be followed:

- Off-season/pre-season conditioning and open gyms may begin no sooner than the day after the first contest of the sports currently in-season.
- Athletes must be supervised at all times until all athletes have left the building.
- If the weight room is used, there must be a supervisor in the weight room at all times. When you are done, shut and lock the door.
- Coaches whose athletes compete in AAU, YMCA, Club, or other competitive teams in the off-season will contact these groups to discourage over practicing and to coordinate activities with in-season coaches.

VOLUNTEER COACHES

Volunteer Coaches are defined as a non-certified person employed by the school district, or a volunteer, who are helping with the athletic program. It is important all head coaches clearly communicate expectations, responsibilities, and protocols with these volunteers. Coach aides will not serve as supervisors for students. Volunteer coaches shall not initiate nor change instructions given by the head coach and must carry out specific directions given by the head coach. The volunteer may assist in starting, executing, and completing the specific plan of the learning

experience as defined and directed by the head coach. Generally speaking, keys and security access is not granted to volunteer coaches.

KEYS / FOBS

Keys are not to be loaned out to students for any reason. Head coaches are responsible for getting keys back from community coaches not returning the next year.

EQUIPMENT AND STORAGE

Each head coach is responsible for the distribution and collection of all uniforms and equipment. They are also responsible for collecting the amount due for any equipment not checked back in. It is very important to keep accurate records on your inventory and provide this information to the Activities Director.

Directors must be made aware of the location of the storage areas for all equipment and have access to the storage areas.

CHANGING SPORTS

No individual will be allowed to change sports during a season unless both coaches involved agree that changing sports is for the benefit of the student involved. Be sure that all NSAA sit-out times are followed and that the Activities Director is made aware of the change so that eligibility forms can be sent in.

NSAA RULES MEETINGS

Head coaches are reminded that they must attend one of the NSAA sponsored rules meetings for their particular sport. Head coaches are asked to relay any information on to their assistants.

NSAA MORATORIUM POLICY

The NSAA has adopted a 5-day moratorium in December. During these days, the following rules are to be followed by all levels of activities:

- All high school facilities and/or other facilities used by high schools for competitive or practice purposes are not to be used by high school students or coaches/sponsors for competitive or practice purposes.
- No staff members may be present for any interscholastic practice in activities, as defined by the NSAA.
- There shall be no interscholastic practice or competition, either on or outside school premises, under the supervision of school employees or anyone who is associated with the school team or group as a volunteer coach or coach's aide.

- No staff member may initiate, coordinate, provide transportation or have any comment about the use of an off-campus facility by athletes in the school during the moratorium. Any suggestion of impropriety will not be tolerated.
- Any questions on interpretation should be directed to the Activities Director.

HIRING OF OFFICIALS

The activities director will hire all officials with input from the head coaches. Concerns about officials shall be directed to the activities director.

SCHEDULING OF GAMES

Schedules are made by the activities director in cooperation with the head coach. Coaches are not to schedule any event without first getting authorization from the activities director. Input and ideas will be welcomed before any decisions will be made.

EVALUATIONS

Evaluations should be viewed as positive, necessary tools intended to assist coaches/sponsors in their efforts to make their specific programs the absolute best they can be. If handled professionally, the identification and discussion of a program's strengths and weaknesses should provide both the coach/sponsor and A.D. with a baseline of mutual agreement, and source of guidance, to initiate a plan to effectively and consistently better that program.

The activities director will conduct final evaluations for all head coaches. This will be a season-long process and will include practices, games, dealing with student-athletes, working with the Activities Director, and dealing with the community. A written evaluation will be completed at the end of the season. Coaches are to schedule a meeting with the Activities Director at the end of the season to review the evaluation.

COACHING CLINICS

Coaches are expected to attend clinics for their particular sport or activity. Coaches attending a clinic that will interfere with class time must request a substitute well in advance. All coaches in the district are strongly encouraged to attend the NCA Summer Clinic or any other clinic they would deem beneficial for their sport/activity.

CAMPS

Raymond Central coaches may conduct clinics in the summer as long as they follow NSAA guidelines. It is important that dates and facilities are scheduled early to avoid conflicts with other sports/activities. The first day that high school camps may be conducted is the Tuesday after Memorial Day and all camps must be concluded by July 31st.

STATE TOURNAMENTS

Coaches may attend state tournaments when their teams do not qualify and will follow district policy for leave. The superintendent and principal will have final approval on these types of leave.

NSAA CONSTITUTION AND BYLAWS

All coaches are responsible for knowing the rules and regulations regarding their activity. The NSAA Constitution and Bylaws can be found at nsaahome.org

RAYMOND CENTRAL HIGH SCHOOL ACTIVITIES EVALUATION



COACH TO BE EVALUATED: _____

DATE: _____

EVALUATED BY: Activities Director/Administration

Evaluation Scale: MS = Meets Standard, NI = Needs Improvement.

<i>PERSONAL CHARACTERISTICS</i>		
1. Grooming & Dress (school, practice, contests).	MS	NI
2. Demonstrates emotional control (poise, appropriate language, respect for competitors, coaches, referees)	MS	NI
3. Displays enthusiasm, energy, and motivation.	MS	NI
4. Displays integrity and professionalism.	MS	NI
<i>PROFESSIONAL CHARACTERISTICS</i>		
1. Communicates effectively with students, parents, and administration.	MS	NI
2. Works cooperatively with junior high and youth programs to develop an overall coordinated program.	MS	NI
3. Utilizes organizational skills in practices and contests.	MS	NI
4. Rapport with coaching staff.	MS	NI
5. Improvement of specific skill levels during season.	MS	NI
6. Knowledge of NSAA rules governing the activity.	MS	NI
7. Is accurate, professional, and timely dealing with AD/Administration.	MS	NI
8. Continues to improve through Professional Development (camps, clinics, and workshops).	MS	NI
9. Follows all district policies including student and activities handbooks.	MS	NI
10. Continually promotes sportsmanship at practices and games.	MS	NI
11. Promotes off-season development (skills, strength, conditioning, camps, honor activities).	MS	NI
<i>COACHING CHARACTERISTICS</i>		
1. Demonstrates active participation in practice & games.	MS	NI
2. Demonstrates knowledge of the activity.	MS	NI
3. Demonstrates & incorporates safety applications (practice, games, trips).	MS	NI
4. Utilizes consistent disciplinary actions (individual & team).	MS	NI
5. Supervision of participants before & after practices, contests, locker rooms, & bus trips.	MS	NI
6. Incorporates positive public relations (school, community, news, media, articles, participant recognition, etc.).	MS	NI
7. Administers proper care of equipment & facility.	MS	NI
8. Works to create team goals & expectations for their activity.	MS	NI
9. Promotes overall support of the Activities Program of the school district.	MS	NI
10. Supports the educational philosophy of the district, stressing academics.	MS	NI

What are two things to improve on for next season?

1.

2.

What are two strengths to build on for next season?

1.

2.

Activities Director Signature: _____ Date: _____

Coach's Signature: _____ Date: _____

ADDITIONAL COMMENTS:

**POST-SEASON HEAD COACH EVALUATION
(TO BE COMPLETED BY THE PARENT)**

HEAD COACH: _____ **GRADE YOUR CHILD IS IN:** _____

As a part of our continuing efforts to improve the extra-curricular programs at Raymond Central High School, we would appreciate your cooperation in completing this assessment on the sports program that your student-athlete has just completed.

Please respond to each of the following statements by selecting one of the numeric choices:

1= strongly disagree

3= slightly disagree

5= strongly agree

2= disagree

4= agree

NA=Not Applicable

GENERAL COMMUNICATION:

- | | | | | | | |
|--|---|---|---|---|---|----|
| 1. Coach provides clear rules and expectations to team members and parents. | 1 | 2 | 3 | 4 | 5 | NA |
| 2. Coach provides open lines of communication with parents. | 1 | 2 | 3 | 4 | 5 | NA |
| 3. Practice/game times, schedules, and itineraries are effectively communicated. | 1 | 2 | 3 | 4 | 5 | NA |
| 4. Coach acknowledges individual and team accomplishments. | 1 | 2 | 3 | 4 | 5 | NA |
| 5. Coach encourages and supports effort-not just outcomes. | 1 | 2 | 3 | 4 | 5 | NA |

COMMENTS: _____

PROFESSIONALISM:

The Coach:

- | | | | | | | |
|--|---|---|---|---|---|----|
| 6. Develops respect by appearance, behavior, language and conduct. | 1 | 2 | 3 | 4 | 5 | NA |
| 7. Maintains individual and team discipline and control. | 1 | 2 | 3 | 4 | 5 | NA |
| 8. Displays enthusiasm and interest in coaching. | 1 | 2 | 3 | 4 | 5 | NA |
| 9. Reinforces enthusiasm and positive attitudes. | 1 | 2 | 3 | 4 | 5 | NA |
| 10. Uses appropriate language. | 1 | 2 | 3 | 4 | 5 | NA |

COMMENTS: _____

OTHER COMMENTS: _____

**POST-SEASON HEAD COACH EVALUATION
(TO BE COMPLETED BY THE STUDENT-ATHLETE)**

HEAD COACH: _____ **GRADE YOUR CHILD IS IN:** _____

As a part of our continuing efforts to improve the extra-curricular programs at Raymond Central High School, we would appreciate your cooperation in completing this assessment on the sports program that you have just completed.

Please respond to each of the following statements by selecting one of the numeric choices:

1= strongly disagree

3= slightly disagree

5= strongly agree

2= disagree

4= agree

NA=Not Applicable

GENERAL COMMUNICATION:

- | | | | | | | |
|--|----|---|---|---|---|---|
| 1. Coach provides clear rules and expectations to team members and parents. | NA | 1 | 2 | 3 | 4 | 5 |
| 2. Coach provides open lines of communication with parents. | NA | 1 | 2 | 3 | 4 | 5 |
| 3. Practice/game times, schedules, and itineraries are effectively communicated. | NA | 1 | 2 | 3 | 4 | 5 |
| 4. Coach acknowledges individual and team accomplishments. | NA | 1 | 2 | 3 | 4 | 5 |
| 5. Coach encourages and supports effort-not just outcomes. | NA | 1 | 2 | 3 | 4 | 5 |

COMMENTS: _____

PLAYER COMMUNICATION:

- | | | | | | | |
|--|----|---|---|---|---|---|
| 6. Individual players' roles on the team are communicated. | NA | 1 | 2 | 3 | 4 | 5 |
| 7. Opportunities for constructive dialogue among players and coaches are provided. | NA | 1 | 2 | 3 | 4 | 5 |
| 8. Coaches give constructive feedback appropriately. | NA | 1 | 2 | 3 | 4 | 5 |
| 9. Coach communicates ideas and directions clearly and concisely. | NA | 1 | 2 | 3 | 4 | 5 |
| 10. Coaches use appropriate language. | NA | 1 | 2 | 3 | 4 | 5 |

COMMENTS: _____

GENERAL INSTRUCTION:

- | | | | | | | |
|--|----|---|---|---|---|---|
| 11. Coach is well-versed and knowledgeable in matters pertaining to the sport. | NA | 1 | 2 | 3 | 4 | 5 |
| 12. Coach is fair and understanding with team members. | NA | 1 | 2 | 3 | 4 | 5 |
| 13. Player's skill development improved over the course of the season. | NA | 1 | 2 | 3 | 4 | 5 |
| 14. The extent to which the team was prepared for contests. | NA | 1 | 2 | 3 | 4 | 5 |

COMMENTS: _____

PRACTICES:

- | | | | | | | |
|---|----|---|---|---|---|---|
| 15. Coach develops and utilizes a well-organized practice schedule. | NA | 1 | 2 | 3 | 4 | 5 |
| 16. Coach utilizes a variety of techniques and drills to instruct. | NA | 1 | 2 | 3 | 4 | 5 |
| 17. Practices maximize participation. | NA | 1 | 2 | 3 | 4 | 5 |
| 18. Coach utilizes effective conditioning practices. | NA | 1 | 2 | 3 | 4 | 5 |
| 19. Skills are taught in a safe manner. | NA | 1 | 2 | 3 | 4 | 5 |

COMMENTS: _____

PROFESSIONALISM:

The Coach:

- | | | | | | | |
|---|----|---|---|---|---|---|
| 20. Develops respect by appearance, behavior, language and conduct. | NA | 1 | 2 | 3 | 4 | 5 |
| 21. Maintains individual and team discipline and control. | NA | 1 | 2 | 3 | 4 | 5 |
| 22. Shows an interest in athletes in classroom efforts and off-season activities. | NA | 1 | 2 | 3 | 4 | 5 |
| 23. Displays enthusiasm and interest in coaching. | NA | 1 | 2 | 3 | 4 | 5 |
| 24. Maintains high standards for performance and conduct. | NA | 1 | 2 | 3 | 4 | 5 |
| 25. Reinforces enthusiasm and positive attitudes. | NA | 1 | 2 | 3 | 4 | 5 |
| 26. Discusses and expects good sportsmanship. | NA | 1 | 2 | 3 | 4 | 5 |

COMMENTS: _____

OTHER AREAS:

- | | | | | | | |
|--|----|---|---|---|---|---|
| 27. Opportunities for off-season conditioning. | NA | 1 | 2 | 3 | 4 | 5 |
| 28. Overall enjoyment of the season. | NA | 1 | 2 | 3 | 4 | 5 |

COMMENTS: _____

Please give us your input on the assistant coaches that worked with you during the season. It is fine to use their names:

OTHER COMMENTS:

**RAYMOND CENTRAL PUBLIC SCHOOLS
ACCIDENT REPORT**

REPORT OF STUDENT INJURY

(PLEASE CIRCLE SCHOOL WHERE ACCIDENT HAPPENED)
JR-SR HIGH SCHOOL CERESCO VALPARAISO BUS

STUDENT NAME _____ GRADE _____

DATE OF ACCIDENT _____ LOCATION _____

APPROXIMATE TIME OF ACCIDENT _____

NAME OF STAFF/BUS DRIVER SUPERVISING AT TIME OF INJURY _____

NAME OF ADMINISTRATOR NOTIFIED _____

ACTIVITY LEADING TO INJURY _____

DESCRIPTION OF INJURY _____

DESCRIBE FIRST AID GIVEN _____

WAS PROFESSIONAL HELP BEEN GIVEN? DESCRIBE _____

HOW WAS PARENT NOTIFIED? _____

WHO NOTIFIED PARENT? _____

WAS CHILD SENT HOME? _____

DO YOU HAVE ANY RECOMMENDATIONS THAT WOULD ELIMINATE OR REDUCE THE
FREQUENCY OF THIS TYPE OF ACCIDENT? _____

STAFF/BUS DRIVER

PRINCIPAL

PLEASE SEND COPY TO SUPERINTENDENT

RAYMOND CENTRAL
ELEMENTARY TEACHER
HANDBOOK

2024-2025

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



RAYMOND CENTRAL ELEMENTARY TEACHER HANDBOOK

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FOREWORD

Section 1 Intent of Handbook

Welcome to Raymond Central Public Schools! This handbook is intended to be used by teachers and other certificated staff to provide general information about Raymond Central Public Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. 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. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Raymond Central Public Schools and the Raymond Central Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: www.rcentral.org.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will decide based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

This handbook will be in effect for the 2024-2025 and subsequent school years unless replaced by a later edition.

Section 2 Information about Raymond Central Public Schools

The Raymond Central School District serves PK-12 students in portions of Lancaster, Saunders, Butler, and Seward Counties which includes the communities of Davey, Raymond, Agnew, Ceresco and Valparaiso. In 2017, a new preschool program was added to the Jr-Sr High campus. At the same time, the 6th grade transition program moved into new classrooms adjacent to the preschool. Elementary K-5 centers are located in both Ceresco and Valparaiso. All facilities have been updated allowing award winning programs, high quality academic instruction, innovative teaching and one-to-one technology integration. Raymond Central is classified as a Class III (K-12) district by the Nebraska Department of Education and a Class C school by NSAA. This district is a member of the Nebraska Capitol Conference for activities programs. Member schools include: Raymond Central, Ashland-Greenwood, Conestoga, DC West, Fort Calhoun, Logan View, Louisville, Raymond Central, Syracuse, and Yutan. Raymond Central Public Schools is recognized as an accredited school. The district serves over 700 students PK- 12.

Section 3 School Mission Statement

The mission of Raymond Central Public Schools is as follows:

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

KEY VALUES OF THE RAYMOND CENTRAL PUBLIC SCHOOLS

We identified the following Value Statements to guide and direct our work and our culture.

1. We will provide a quality education as the cooperative responsibility of students, staff, parents, and community.
2. We will provide a safe learning environment where all individuals are treated with dignity and respect.
3. We will encourage life-long learning and responsible citizenship.
4. We will empower students to be problem solvers and independent learners.
5. We will provide each student with the opportunity to learn and achieve success.
6. We will meet the needs of individual students through a variety of approaches to learning.
7. We will use available time and resources to stay on top of current educational practices.
8. We will continuously evaluate, update and assess our districts goals.

The central purpose of the Raymond Central Public Schools is to develop students who can demonstrate the knowledge, skills and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn all things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, Raymond Central Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child's unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Raymond Central Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community, and other community institutions.

Section 4 MEMBERS OF THE BOARD OF EDUCATION

Name	Contact Information
Brad Breitreutz, President	bbreitkr@rcentral.org
Cathy Burkland, Vice President	cburklun@rcentral.org
Bill Lange, Secretary	bill.lange@rcentral.org
Mary Benes, Treasurer	mary.benes@rcentral.org
Larry Heyen, Member	larry.heyen@rcentral.org
Derek Matulka, Member	derek.matulka@rcentral.org

Section 5 ADMINISTRATIVE STAFF

Name	Position
Bryon Hanson	Superintendent
Steve Rose	Elementary Principal (Valparaiso)
Deborah Kruse	Elementary Principal (Ceresco)
Troy Lurz	Secondary Principal
Tony Kobza	Assistant Principal 6-12/Activities Director
Breanne Poston	Assistant Principal 6-12/Preschool Director
Amanda Coufal	Special Education Director

Section 6 TEACHERS/CERTIFIED STAFF

Position	Ceresco	Valparaiso
Kindergarten	Makenzie Ronspies	Kendra Carlson
Grade 1	Shae Roth	Cindy Peterson
Grade 2	Kim Hudson	Jamie Enevoldsen Hannah Kring
Grade 3	Abby Spangler	Maggie Niewohner
Grade 4	Nikole Farr	Erin Gravatt-Brewer
Grade 5	Makenna Jones	Kathleen Cooper
STEM / Technology	Lori Morgan	Lori Morgan
Vocal Music	Zachary Ochsner	Zachary Ochsner
Instrumental Music	Melissa Nierman	Melissa Nierman
Physical Education	Michael Lucas	Michael Lucas
Guidance	Kris White	Kris White
Special Education	Paige Mestl	Nicole Kliment
Speech	Clair Turman	Clair Turman
School Psychologist	Caitlyn Roussan	Caitlyn Roussan
Title I	Monica Blank	Shelly Hlavaty
Media Specialist	Janet Dannelly	Janet Dannelly
Art	Andrea Rockemann	Andrea Rockemann
Technology Director	Jaxn Kobza	Jaxn Kobza

Section 7 SUPPORT STAFF

Position	Ceresco	Valparaiso
Administrative Assistant	Kindra Tvrdy	Melanie Schmalken
Paraprofessionals	Courtney Barry Cindy Kaiser Matt Smith Cherie Swanson	Yvonne Brenner Dorie Dickey Kristin Lovell Melani Nelson
Nurse / Health Tech	Amanda Ehlers / Jennifer Crees	Amanda Ehlers / Jennifer Crees
Custodians	Lucy Hanks	Sonya Matulka
Food Service Manager	Patty Hudson	Patty Hudson
Food Service	Sophie Custer Kathy Fredrickson	Lisa Pecka Sandy Novotny

Article 1 Contract Days

Section 1 SCHOOL CALENDAR

RAYMOND CENTRAL PUBLIC SCHOOLS 2024-2025 SCHOOL CALENDAR Approved 2/14/2024

School Start and End Times: Elementary: 8:15 AM - 3:15 PM
Junior/Senior High School: 8:10 AM - 3:30 PM PreSchool: 8:30 AM - 3:00 PM

AUGUST	ST	Tch		Tch	ST	JANUARY
M T W T F			AUGUST 2024			M T W T F
5 6 7 8 9	3		5-6 Monday & Tuesday - New Teacher Workdays	1		6 7 8 9 10
12 13 14 15 16	3.5	5	7-12 Wednesday, Thursday, Friday & Monday - Teacher Workdays	5	5	13 14 15 16 17
19 20 21 22 23	5	5	13 Tuesday - FIRST DAY OF SCHOOL - NOON DISMISSAL	5	5	20 21 22 23 24
26 27 28 29 30	5	5	13 Tuesday - Teacher Workday - Noon-3:45 pm	5	5	27 28 29 30 31
			SEPTEMBER 2024			
			2 Monday - NO SCHOOL - Labor Day			
SEPTEMBER			OCTOBER 2024			FEBRUARY
M T W T F			11 Friday - End of 1st Qtr - NO SCHOOL - Teacher Professional Development	5	5	M T W T F
2 3 4 5 6	4	4	17 Thursday - NO SCHOOL - Teacher Professional Development	5	5	3 4 5 6 7
9 10 11 12 13	5	5	17 Thursday - NO SCHOOL - Parent-Teacher Conferences 12:30-7:30	5	5	10 11 12 13 14
16 17 18 19 20	5	5	18 Friday - NO SCHOOL	4	4	17 18 19 20 21
23 24 25 26 27	5	5	NOVEMBER 2024	5	5	24 25 26 27 28
30	1	1	1 Friday - NO SCHOOL - Teacher Professional Development			
			27-29 Wednesday, Thursday & Friday - NO SCHOOL - Thanksgiving Break			
OCTOBER			DECEMBER 2024			MARCH
M T W T F			20 Friday - End of 2nd Qtr - Noon Dismissal	5	4	M T W T F
1 2 3 4	4	4	22-26 NSAA Moratorium - Gyms Closed	4.5	3	3 4 5 6 7
7 8 9 10 11	4	5	23-31 NO SCHOOL - Winter Break	4	4	10 11 12 13 14
14 15 16 17 18	3	4.5	JANUARY 2025	4	4	17 18 19 20 21
21 22 23 24 25	5	5	1-2 Wednesday & Thursday - NO SCHOOL - Winter Break	5	5	24 25 26 27 28
28 29 30 31	4	4	3 Friday - NO SCHOOL - Teacher Professional Development	1	1	31
			6 Monday - School resumes for students			
			20 Monday - NO SCHOOL - Teacher Professional Development			
NOVEMBER			31 Friday - Student Early Dismissal (1:15 Elementary / 1:30 Jr-Sr High)			APRIL
M T W T F			FEBRUARY 2025	4	4	M T W T F
1	1		17 Monday - NO SCHOOL	5	5	1 2 3 4
4 5 6 7 8	5	5	MARCH 2025	4	4	7 8 9 10 11
11 12 13 14 15	5	5	7 Friday - NO SCHOOL - End of 3rd Qtr - Teacher Professional Development	4	4	14 15 16 17 18
18 19 20 21 22	5	5	13 Thursday - NO SCHOOL - Teacher Professional Development	4	4	21 22 23 24 25
25 26 27 28 29	2	2	13 Thursday - NO SCHOOL - Parent-Teacher Conferences 12:30-7:30	3	3	28 29 30
			14 & 17 Friday & Monday - NO SCHOOL			
DECEMBER			APRIL 2025	2	2	MAY
M T W T F			18 & 21 Friday & Monday - NO SCHOOL	5	5	M T W T F
2 3 4 5 6	5	5	MAY 2025	5	5	1 2
9 10 11 12 13	5	5	10 Saturday - Graduation Ceremony at 2:00 pm	5	5	5 6 7 8 9
16 17 18 19 20	4.5	5	21 Wednesday - LAST DAY OF SCHOOL - NOON DISMISSAL	4	2.5	12 13 14 15 16
23 24 25 26 27			21 Wednesday - End of 4th Qtr / Teacher Workday - Noon-3:45 pm			19 20 21 22 23
30 31						26 27 28 29 30
	85.0	93.5		95.5	89.5	
				-3	-3	
				92.5	86.5	

- First Day of School
- Student Early Dismissal
- NO SCHOOL
- End of Quarters
- Possible Last Day of School
- Teacher Professional Development
- New Teachers Only
- Parent-Teacher Conferences

186.0 Teacher days
171.5 Student days

Section 2 Contract Days

Teachers are contracted for 186 days (hereinafter referred to as the “contract year”). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Section 3 Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

A teacher is employed by Raymond Central Public Schools when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year, the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after April 15 or after the teacher has signified acceptance of employment for the next school year and after April 15, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-820.

Section 2 Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file.

Section 4 Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Section 5 Compensation

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the district and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 20th of the month, or the last preceding school day, if the 20th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month's salary. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Section 6 Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is available in the Superintendent's Office.

Section 7 Payroll and Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 8 Expense Reimbursement

Teachers are required to request use of school transportation for purposes of school business. If school transportation is not available, reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regularly scheduled working hours between two or more work sites. Teachers shall receive approval from their supervisor before incurring any mileage. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. A request for reimbursement shall be accurate. Any teacher who falsifies a reimbursement request may be terminated from employment.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Building Principal and the District approved requisition process should be followed.

Reimbursement is not an approved District practice without prior administrative approval. Any preapproved reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Building Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include an itemized receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. Teachers should obtain prior authorization from the Building Principal before making such purchases.

Section 9 Injuries at Work

Accidents

Every accident which results in a personal injury or potential personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report. Incident Report forms are in the shared 'Safety' folder on the google drive.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 3 - ABSENCES FROM WORK

Section 1 Paid Leave

All leaves (paid or unpaid) are identified in the Negotiated Agreement. If any teacher has a question about their availability or access to leaves, the teacher must contact the business office for verification. Leave provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

A teacher who becomes ill and is unable to work is to contact their building principal before 6:30 a.m. on the day of absence before entering the information into the approved system. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the building principal as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as soon as possible.

For personal and other leaves, a teacher must request leave from his/her supervisor in writing (via email). Once approved, the request may be submitted by the teacher into the approved system.

Return from Leave

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) may be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator.

Section 3 Jury Duty

A teacher who is summoned for jury service must promptly notify the Building Principal. The teacher will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the teacher for time spent in jury service. The District may, at its discretion, reduce the teacher's salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service. The teacher should notify the Superintendent of this amount.

If a teacher reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the Building Principal. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be reassigned/dismissed.

Section 4 Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board Policy.

Teachers requesting to take military leave or family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days and consult with their Building Principal to schedule the leave to not unduly disrupt operations of the District. For leaves of less than 5 days, the teacher is to notify the Superintendent of the leave request as soon as practicable. Teachers are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Section 5 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as the teacher is permitted to take a leave of absence upon the birth of the teacher's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the teacher for purposes of adoption. The teacher shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the teacher may otherwise agree. Advance notice of an anticipated adoption shall be provided by the teacher to the Superintendent as early as possible.

Section 6 Subpoena to Testify Leave

A teacher must promptly notify the Building Principal when the teacher receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the teacher is testifying on behalf of the District, the absence will be treated like a jury duty leave.

In the event the subpoena involves a personal matter, the teacher will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the teacher.

Section 7 Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Raymond Central Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Raymond Central Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or Raymond Central Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Bryon Hanson at 402-785-2615.

Article 4 – DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher's employment position.

Certificated employees are required to serve and supervise at the playground, lunchroom, halls, parking lots, and assemblies as designated by the Principal. Duty assignments and specific responsibilities will be further detailed by the Principal.

Teachers shall attend meetings as assigned by the Superintendent of Schools, principals, team leaders and directors.

Section 2 Arrival to Duty Assignments

Full-time teachers have a designated on-site work day. All teachers (PK-12) are to be in the building by no later than 7:45 a.m. and to be in their classroom no later than 7:55 a.m. and to remain on duty until 3:45 p.m. unless adjusted otherwise by the building principal.

Teachers who are part-time or work on adjusted schedules are to be in the building at least 15 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 15 minutes after their assignment or class ends. During the school day, teachers are to be in their assigned classroom when each period begins to assure that students are not unsupervised within the classroom.

Section 3 Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office. This is asked for safety reasons so that we are aware of who is on campus at all times.

Leaving at any time other than the non duty lunch is not allowed unless given permission by the principal. If an absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reasons of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 Lesson Plans

Teachers will prepare written lesson plans which cover at least five days of advance instruction. Lesson plans are to be accessible to the principal upon request. The plans must include the elements of the district's adopted instructional model. Please keep the plans, including lesson plans, class rosters, etc. in an easy to find location in your teacher desk (preferably the right hand top drawer.) If that is not possible, the plans should be kept in a place in which they will be readily available in the teacher's absence. Teachers are encouraged to place and share (with the principal) lesson plans on a google document.

The lesson plans must be sufficiently clear in establishing learner objectives, state standards being addressed and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plans must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5 Daily Class Record Books

Every teacher is required to keep a complete and easily understandable digital record of the attendance and achievement of every student using the student information system (PowerSchool).

PowerSchool Gradebook

1. The names of all students enrolled in the class.
2. Updated weekly to accommodate submissions for the eligibility lists and to provide students/guardians with updated and accurate information via Online Access.
3. A complete report of all recorded grades for each student. A minimum of two grades per week is recommended for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you assess frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents/guardians.

PowerSchool Attendance

1. Teachers in grades 6-12 report absences and tardies on PowerSchool at the beginning of each period (first 10 minutes).
2. Elementary teachers report attendance to the building administrative assistant who records it in PowerSchool.

Section 6 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Student/Guardian Handbook
Each teacher is expected to be familiar with and enforce the guidelines and regulations that are described in the Student/Guardian Handbook.
2. Bulletin Boards/Learning Posters
Each teacher shall be responsible for completing appropriate bulletin boards and/or learning posters regarding curriculum related matters in their primary classroom.
3. Textbook and Room Inventory
All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered, stamped with the school stamp and should display the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note the condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, note the condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.
4. Use of Cell Phones
Teachers are not to use cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is in the case of emergencies. Teachers will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.
5. Use of Paraprofessionals
Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume a teacher's responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the para to work hours other than the assigned work hours or assigned work day, contact the administration for approval.
6. Use of Student Aides
Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aid should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.
7. Checking Out of Equipment
All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee without administrative approval.
8. Purchasing Guidelines
Any school employee who orders any supplies or equipment from any school account must first submit a requisition and that requisition must be approved by the principal/director authorizing the purchase prior to the purchase. Reimbursements to staff for purchases will not be part of our District's normal practice. An administrator or director can grant special permission for a reimbursement and that permission must be granted prior to the requisition and purchase. Failure to follow guidelines above will cause the employee to be personally responsible for payment of the order.

With principal approval, online purchases can be made using a school credit card. Employee's should consult with the District office to obtain information on how to avoid sales tax on these purchases. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases.

9. E-mail

Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mail throughout the day, and should timely respond to e-mails which require a response, but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited, and is subject to the rules governing overall computer usage found in Board policy and this handbook.

10. Teacher Mailbox

Each teacher will be assigned a mailbox located in the school office. Teachers should check for mail each morning and also later in the school day, if possible. If something requires an answer teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communicate regarding school business.

11. Teachers Meetings

Teachers' meetings will be held on an as needed basis. ALL teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements. Teacher collaboration meetings will take place as identified on the District Calendar.

12. Daily Bulletin/Announcements

At the elementary level, announcements will be made daily to students via the school's intercom system. Weekly announcements and bulletins will be posted on the school website and emailed to parents / guardians during the school day every Friday or last day of the school week. Individual teachers may choose to send bulletin announcements with their preferred communication platform such as SeeSaw, Google Classroom, Class Dojo, or email. The frequency of these communications are at the discretion of the individual classroom teacher.

13. Substitute Teacher File

Each teacher is to maintain an up-to-date substitute file which remains in their classroom and is easy to locate. The substitute file should contain the following information in addition to what the office has already submitted to the file:

- a. A current list of all students in class (including student picture) and a seating chart for each class.
- b. Rules and regulations that your classes routinely follow.
- c. Location of books, materials, and supplies.
- d. Lunch schedule and procedures.
- e. Any other information unique to your teaching assignment.

14. Classroom Environment

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

Section 7 Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

Proper Supervision

- a. Report to all duty assignments on time.
- b. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- c. Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on grounds, lunch, or hall duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.
- d. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- e. Be careful with touching students. Use of corporal punishment is prohibited at Raymond Central Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student

relationships.

- f. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

Proper Instructions

- a. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- b. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- c. When you go over safety rules with students, note it in your written records (e.g., your lesson plan book or planner).
- d. Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules, contact the student(s) to review the same information and also note that contact in your written records.

Proper Maintenance of Buildings, Grounds, and Equipment

- a. Conduct periodic inspections of equipment under your control or in your area of supervision.
- b. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- c. Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

- a. If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

1. Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.);
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

2. Student Searches

Office administration should be notified in the event that a student is suspected of having contraband. A teacher should not search a student unless they are assisting a school official, or in the event of an emergency. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

3. Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 Managing Student Conduct

Discipline is everyone's responsibility. It begins with the student being responsible for his/her own behavior and understanding the consequences it may cause. The teacher is responsible for articulating classroom expectations at the beginning of the school year, implementing the classroom expectations on a consistent basis, and being familiar with the student handbook. All staff is responsible for all students in the hallways, in the rest rooms, at assemblies, at pep rallies, and during lunch. Consequences for inappropriate behavior may include students making up time before or after school, a student or a parent conference, or a referral to an administrator.

The following guidelines will assist in maintaining appropriate student conduct and complying with the process required for student discipline.

1. On the first day of class make students aware of classroom expectations. It is important to document student behavior

in your classroom, calls to parents, referrals, and/or communications with a student.

2. If, after attempts to improve student behavior, the problems continue, talk to the student's counselor or the Principal about possible alternatives in discipline procedures. Be attentive and respond to "bullying."
3. If a student continues to cause problems, inform the administration for disciplinary action using the approved reporting forms. Be sure to state the problem clearly and expectations in terms of assistance, as at times the student's and teacher's stories are different. Be prepared to provide documentation.
4. Follow up on any referral. The student may not go to the principal or the counselor when sent. The administrator or attendance coordinator will inform the teacher of the consequences.
5. Refer students with continued and significant behavioral problems to the student assistance team for a determination of whether the student is in need of special services. Contact the counselor if you have questions as to the procedure.
6. Talk with other teachers about the classroom management techniques they use to establish an atmosphere conducive to learning in their classroom. A large repertoire of classroom management techniques always enhances learning.
7. Read and understand the student handbook and the student conduct rules of the District.
8. Use good judgment when dealing with difficult situations involving students. Be attentive to de-escalating behaviors as part of your normal protocol. Physical confrontation generally escalates tense situations. Corporal punishment is prohibited in our school district and is not to be used. Physical force may only be used to the extent reasonably necessary to protect the student, yourself and others, and to protect property as may be reasonable.
9. Violations of student rules which are also violations of state law are required to be reported to law enforcement. Make a report of such conduct to the Principal so this law may be followed.

Procedures for identifying unusual student behavior

Staff should use the following guidelines when you encounter students exhibiting unusual behaviors that merit further investigation. Your primary concern is to focus on student behavior, always remember there are a variety of potential causes leading to altered behaviors. Our responsibility is to protect all students and to remain aware and alert to potential problems.

1. The teacher's role is to explore/investigate in nonintrusive ways and then make administration aware of your findings. Your preliminary explorations should not alert a student to your concerns. It is not the teacher's role to approach and/or question a student about suspicions, leave that to the administration. Issues of this nature should remain confidential at all times. Do not draw unnecessary attention to the student.
2. Classroom teachers should observe students' behaviors, smell, visual appearance, motor skills, responsiveness, etc. when determining whether or not they need to forward a concern about a student to the administration.
3. The classroom teacher should determine the immediacy of the situation and contact the building administration accordingly. It may be something that can wait until after class, or it may be something that necessitates an immediate call to the office. Teachers are reminded to keep all communications and conversations private to protect the dignity of all students. In the event of an emergency the classroom teacher should refer to the crisis manual.
4. Staff members involved should prepare a written statement of their observations; including date, time, parties involved and any additional information.
5. Once the student has been referred to the office, the administration will make a determination of reasonable suspicion prior to proceeding to the next step in the investigation.
6. If possible, staff members will be notified of the situation at a later time.

Section 9 Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office; except for students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol. Any questions about these rules are to be addressed to the Principal.

Section 10 Reporting Child Abuse

Teachers are to promptly report to the appropriate law enforcement agency and the Principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. Administrative staff may sometimes choose to make a report for a teacher. However, simply informing a Principal or supervisor does not end the teacher's responsibility; teachers are obligated by law to make certain a report was made if they do not do it themselves.

Section 11 Safety and Security

All staff are responsible for reading, understanding, and executing the protocols described in the Raymond Central Crisis Response and Safety Manual as well as protocols that are expressed during specific drills and training. All classrooms will have a copy of the manual as well as up to date class rosters in the Emergency folder located in each classroom.

Article 5 - PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

The Raymond Central Public Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Teachers may access information regarding the 'Teacher Evaluation and Performance Framework' in a shared google drive titled the same. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model

At all times, teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

A. Notification of Arrest

Teachers must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The teacher is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration.
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct.
 - c. Conviction would impact performance of teacher’s job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of Raymond Central Public Schools;
 - ii. Would impact the teacher’s ability to operate a motor vehicle if the teacher at times needs to travel during duty time or the teacher at times drives students; or
 - iii. Would impact the teacher’s Commercial Drivers License if the teacher’s job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the teacher was on duty, on property of Raymond Central Public Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Teachers must also promptly report to the Superintendent whenever the teacher has been sentenced to be incarcerated for any period, even if the offense is not otherwise reportable.

2. Certificate or License. The teacher becomes aware that a complaint has been filed against the teacher that could affect a certificate or license required for the teacher’s position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the teacher’s position.
3. Child Abuse. The teacher becomes aware that a report of child abuse or neglect has been made against the teacher under the Child Protection Act.

Further, teachers must give full disclosure of any Child Protection Act investigation that resulted in an “inconclusive” determination that occurred at any time. Teachers must disclose such findings within ten days following the Teacher’s notice of such determination.

Teachers must give full disclosure of the existence and nature of the above proceedings and must also promptly notify the Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the teacher’s confidential criminal background file.

Failure to notify as required under this section may subject the teacher to disciplinary action, including termination.

B. Civility

Each teacher shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Raymond Central Public Schools. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, unprofessional, violent, or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, social media communications and email messages.

Any teacher aware of another teacher’s uncivil behavior shall report the conduct to the teacher’s immediate supervisor or to the Superintendent. There will be no retaliation against the person for making the report.

C. Tobacco

The use of tobacco products is prohibited on school grounds.

“Tobacco products” means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers must maintain appropriate relationships with students and the community, including parents and patrons. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being prompt and responsive to questions and concerns, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Professional Boundaries Between Employees and Students

All teachers are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that teachers are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging, or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships or communications with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topic that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A teacher seeking an exception must receive advance approval from his or her Principal. If a teacher is unable to communicate with their Principal in advance (such as in the event of an emergency), the teacher must notify the Principal as soon as possible, but not later than

24 hours immediately following the event.

A teacher who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline. A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Section 5 Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming is one of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 6 Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers and other certificated staff shall not act as agents, or accept commission, royalties, or other rewards for books or other school materials, the selection or purchases of which they may influence.

A professional employee may not provide private tutoring or professional services in exchange for compensation from a source other than the School District without advance approval of the Superintendent:

1. to a child that the employee teaches or provides professional services in the course and scope of the employee's duties to the School District; or
2. in a facility owned or under the control of the District; or
3. during the employee's duty hours.

Professional employees who accept engagements to provide private tutoring or professional services are to make clear that the services are not being provided on behalf of the School District to the extent the recipient of the services may in any way otherwise be caused to believe the services are provided through the School District.

Section 7 Safe Transportation

When driving a school vehicle or transporting students, teachers are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems must be utilized by all occupants.

When transporting students, teachers are not to use cell phones or otherwise engage in distractions. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception is in the case of emergencies.

Section 8 Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 9 Student Recognition

Teachers are responsible for participating in, promoting and supporting the Student Recognition Program that has been developed at Raymond Central Public Schools. A more detailed description of this program can be provided by the building principals. Graduation is considered a main event that all professional staff should attend.

Section 10 Intellectual Property

All items that are created in the fulfillment of identified job responsibilities and purchased by district funds are property of Raymond Central Public Schools. When permanently exiting the district staff should leave all district items for future use.

- Paper items that have been created by staff should be copied or scanned. All original hard copies should be left with the building administrator.
- Once copied, digital items should be consolidated into a file; identified on the server under the teachers last name. The teacher should provide their building principal with information as to location of the items on the APS server.
- Items that have been purchased by the district should be left in the teacher's room, or work area. This includes but is not limited to; textbooks, office supplies, computers, furniture, manuals, articles of clothing, electronic devices, etc...

Section 11 Fundraising

Fundraising is the selling of a product, providing a service or activity, or requesting donations of any kind. School fundraising directly funds school programs and student organizations.

Within District policies and regulations, all fundraising activities by school-sponsored groups must have the approval of the building principal. If questions arise about the appropriateness of a given activity, the principal is expected to consult with the Superintendent who, in turn, may seek reactions from the Raymond Central Board of Education.

General Guidelines:

- Must have prior building principal approval. Before approval, expenditure purpose must be given to the Principal and Activities Director. School District employees who supervise official school programs or extracurricular activities are directed to not organize, conduct, or involve students in fundraising activities unless the fundraising activity has been approved by the building principal.
- Fundraising activities are to be considered for approval based on the following criteria:
 - a) Students will not be exploited for sectarian, political, or commercial purposes.
 - b) The project will accomplish the goals for the fundraiser without undue risk of financial loss.
 - c) All students will benefit equally or the organization will benefit as specified in advance from fundraising proceeds.
 - d) All sales of food and beverages shall comply with District nutrition and wellness policies and regulations.
 - e) Organizations will be allowed one fundraiser involving the selling of a product or a good.
 - f) The project meets all legal requirements.
- Donations may be sought as part of fundraising efforts.

Sales and Fundraising in Schools Sales in schools shall be subject to the following guidelines:

- Students may not be required to participate in fundraising or to provide a donation if raising money is part of a class or curricular project.
- Students will not be required to sell a required amount nor will they be penalized for not selling a required amount (Example: lettering, etc.).
- Students cannot sell products or services during the time they are in class.

- Sales of food or beverages cannot occur during the breakfast and/or lunch period of a regular school day.
- Control of sales before, during and after school is in the hands of school principals or designees who are responsible for maintaining compliance with sales and fundraising policies and regulations.
- All sales of food and beverages shall comply with District nutrition and wellness policies and regulations.

Management of Funds and Records

- Must follow strict money collection policies and procedures as outlined by each building and district policy. See Board Policy 3200 Article 3.
- All funds collected must be given by the fundraiser sponsor intact (i.e., cash and checks must be deposited in the same cash/check mix in which they were received) to the building principal or designee for deposit into the School District depository account no later than the next school day following receipt.
- Funds may not be deposited into personal accounts and may not be taken home.
- The fundraiser sponsor shall submit all records related to the fundraising project at the conclusion of the project. The records to be maintained and submitted include:
 1. Fundraiser Approval
 2. Purchase order or procurement card receipt
 3. Invoices and Packing slips
 4. Student checkout sheets
 5. Deposit receipts
 6. Inventory of merchandise and records of credit or receipt for returned merchandise

Fundraising by Outside Organizations

Outside organizations are non school-funded groups such as parent/teacher organizations, sports booster groups, and commercial enterprises that provide supplementary services to existing school entities. Outside organizations are separate and apart from the School District. Examples of outside organizations are: PTO, Music Boosters, Athletic Boosters, Post Prom Committee, and Parents for Fine Arts.

Article 6 - ACADEMIC MATTERS

Section 1 Purpose and Goals of Academic Achievement

The Raymond Central Board of Education is committed to providing a quality education for all Raymond Central students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction using the Raymond Central Instructional Framework implemented by the District and instructional practices reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the Raymond Central Instructional Framework and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding both.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3 Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4 Measuring and Reporting Academic Achievement

Grades and Grading

Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each grading period to provide an accurate evaluation of each student's academic achievement for that period. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

Recording Grades

Each teacher shall **record grades in PowerSchool. PowerSchool grades must be updated weekly.** A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Reconsideration of Grades/Marks

Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Transfer Grades

A student transferring into Raymond Central Public Schools will have all grades awarded in accordance to Board Policy 5003.

Reports to Parents

Teachers are expected to keep parents advised of grades and progress. It is important that teachers provide students with opportunities to evidence their progress on the learning standards. Teachers should contact parents when students are failing their class and collaborate with parents/guardians on ways in which learning performance can be improved.

Grades and credit are assigned on a mid-semester (9 weeks) or semester basis (18 weeks). Reports will be made available to parents at the close of each quarter during the school year.

Section 5 School Improvement

Goals for improvement are defined and prioritized annually by the Board of Education. Campus School Improvement goals and action plans should be aligned with BOE goals and the PLC goals should flow from the Campus Goals. All staff are expected to be involved in the School Improvement Process.

Section 6 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, fall and spring Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. The appropriate attire for this event is business professional. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent- Teacher conferences for the school years is as follows:

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade reports and other necessary information by the Parent-Teacher conference.

Section 7 Field Trips

All field trips and subsequent activities must be tied to the curriculum. There must be academic expectations tied to these activities. Teachers should obtain permission from the building principal for field trips and should expect to provide sound rationale for the activity. Local community activities should be reported to the principal. Teachers must complete a field trip request at least two weeks in advance of the planned trip and they must communicate to all teachers a list of who will be absent one week prior to the trip.

A district application form is required for extended field trips. The school retains the right to deny a student the privilege of field trip participation. We encourage teachers to schedule field trips throughout the school year as transportation is problematic in the spring.

The teacher, coach, and/or adult sponsor are charged with the management and handling of students when on school transportation vehicles. As a sponsor you are charged with the following responsibilities:

SAFETY ITEMS:

1. Submit Transportation Manifest as required.
2. Keep the noise level down.
3. There should be 'no talking or noise' when the bus is stopped at railroad crossings.
4. Make sure students stay seated. Avoid standing, kneeling, changing seats, and peering over seats.
5. Sign activity sheet after trip as required.
6. Keep all aisles and emergency exits cleared.
7. All district transportation vehicles have forms entitled BASIC FIRST AID and EMERGENCY EVACUATION PROCEDURES. All sponsors should know where these forms are located and be informed on evacuation procedures.

COURTESY ITEMS:

1. Sponsors should sit in a location that ensures they can monitor students effectively. Sitting at front with all students behind you is not advised.
2. Sponsor is charged with ensuring that the bus/vans are picked up. That duty can be delegated to students but sponsor should perform a walkthrough to make sure it is appropriately executed.

Section 8 Nebraska State Assessment Requirements

All students in grades 3-8 will be required to take the Nebraska State Assessment, currently referred to as NSCAS. Students will test from late March to early May. Required tests will include NSCAS math, English language arts, and science.

Incoming ninth grade students who fail to meet the required state proficiency levels on any Nebraska state assessment may be remediated in the individual courses he/she did not meet proficiency standards. Remediation may include remedial courses in either summer skills, or during the regular semester. Please note; the additional course could possibly cause conflict in scheduling electives.

All juniors will be required to take the ACT test. The ACT test will be administered in the second semester and students will take all of the state required portions of the test. Currently, the required sections include English, Reading, Math, Science, and Writing.

Section 9 Dating Violence

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

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

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

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-parent handbook or an equivalent such publication. 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.

Article 7 – USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the workplace. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the workplace or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute arrest, citation, or conviction for a violation occurring in the workplace no later than 5 days after such arrest, citation, or conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products in the District's owned or leased facilities and vehicles is prohibited.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination. Teachers shall refer to the District's Board Policies on weapons to determine what qualifies as a weapon. If a teacher remains uncertain whether an object constitutes a weapon, the teacher must consult the Superintendent in advance for a final determination.

Section 4 Use of District Computer Network and Internet Safety Policy

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the District and are to be used for business purposes.

As a condition of using the computers and the Internet, teachers agree to all elements spelled out in board policy regarding acceptable use including the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene, or offensive toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.
4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
6. Teachers will not attempt to log in to the system as someone other than themselves without the other person's prior permission.
7. Teachers will not use the school network or computers for financial gain or for any commercial or illegal activity.
8. The District reserves the right to inspect a teacher's school computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy regarding use of the District's computers or Internet system.
9. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
10. Teachers shall not use or access the Internet for any reason that would violate the request that a teacher serve as a role model for students.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action.

Section 5 Use of School Facilities

A teacher who is issued school keys or fobs shall not lose their keys or fobs and shall not allow others to have access to or to use their keys or fobs. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes or has been approved in advance by the Principal.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without prior approval from the Principal.

Section 6 Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Use of Telephone/Cell Phone

Staff members will have access to a school phone and voicemail at their teaching stations. This phone is provided for your convenience in completing contacts to parents, vendors, and other school-related functions. Staff members should use discretion in taking and making calls during the school day. Please be aware of the following regulations:

1. Place personal or school calls during planning periods or before or after school. This includes use of cell phone calls and texting placed or received. *Only emergency calls will be forwarded to you and/or should be sent or received by you during your obligated duty time.* Do not discuss student progress over the phone where other students could overhear the conversation.
2. Long distance business calls will be logged and submitted upon request.
3. Long distance personal calls should be completed using a personal calling card or your cell phone.
4. Students should not be allowed to use school phones for personal use.
5. Voice mail should be checked regularly during the school day; use planning periods, lunch break or before and after school times to answer mail. All incoming personal and professional calls will be forwarded to your voice mailbox.
6. Staff members should regularly update their personal messages as schedules change (such as sports seasons) to reflect their availability.
7. Student cell phones and other devices should be turned off, (please note; OFF does not mean vibrate) prior to entering the classroom, media center or study hall. At no time should a student's cell phone interrupt the educational process. Student cell phones should not be on during scheduled class time. This means that students should not use their cell phone if they are excused to the restroom or any location outside the classroom. If a student is caught in the hallway during class time using their cell phone it will be confiscated.
8. To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare. **All visitors will be required to wear Identification badges during the scheduled day, while on school property.**

Section 9 Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 10 Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets and other such storage devices (“storage devices”) are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal’s office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 12 Copyright and Fair Use Policy

It is the District’s policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship.

Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

Section 13 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers’ association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers’ association representative of the safety committee, (2) contact the President of the teachers’ association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing,

typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

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

Emergency Backpack

Each classroom shall have an Emergency Backpack visibly located near the exit. Teachers should ensure that the following items are in this backpack: Emergency Response Manual, updated roster of students occupying the classroom, teacher identification badge, red and green card, paper and pencil. Teachers are to take these backpack with them during emergency evacuations of any nature.

Fire and Severe Weather exit routes and safety areas are to be visibly posted near the exit in each classroom. Guidelines for these procedures can be found in the Emergency Response Manual.

Security Measures

Entrance doors will be locked during school hours. The administrative assistant will check in all visitors and issue a visitor badge. Any teacher seeing a ‘stranger’ in the hallway will look for a visitor badge and if one is not visible you will direct and/or lead the visitor to the office.

Security System Procedures

Each individual staff member has been issued a key for entrance into the building and a security code to be used outside of school operational hours. Once in the building please make certain that the door shuts and locks behind you. At no time should the doors to the school be propped or left open. In an attempt to further ensure the safety of the staff and students, video cameras have been placed throughout the interior and exterior of the building.

Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants. When driving your personal vehicle, you are assuming an additional degree of personal liability for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Incidents

Every incident which results in a personal injury or could have resulted in a personal injury, must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Incident Report forms can be obtained from the building office and are located in the shared google drive titled “Safety Committee.”

Section 14 Video Surveillance

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

Section 15 Recording of Others

To ensure the privacy and confidentiality of student information, no person (including a teacher) is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Principal or Principal's designee. This prohibition applies to all persons, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Article 8 - State and Federal Programs

Section 1 Notice of Nondiscrimination

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected category in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Complaint and grievance procedures are provided for by the District and set forth in the Board of Education Policy. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin) or Section 504 (discrimination, harassment, or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights in the U.S. Department of Education (OCR)
One Petticoat Lane
1010 Walnut Street, 3rd Floor, Suite 320 Kansas City, Missouri 64106
(816) 268-0550; Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or
ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
Gateway Tower II
400 State Avenue, Suite 905 Kansas City, KS 66101
(800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

Section 2 Designation of Coordinators

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The Coordinator may be contacted at: 1600 W. Agnew Road, Raymond, NE 68428 telephone number (402) 785-2615.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Secondary Assistant Principal
Title IX	Discrimination or harassment based on sex; gender equity	Secondary Assistant Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Secondary Assistant Principal
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 Confidentiality of Student Records (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and family members and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

APPENDIX A

Notice of COBRA Continuation Coverage Rights

**** Continuation Coverage Rights Under COBRA** Introduction**

You are receiving this notice because you have recently become covered under [Insert Name of School] health plan (the "Plan"). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. **This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.** This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan's Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is [enter name, address and telephone number of Plan Administrator]. The Plan Administrator is responsible for administering COBRA continuation coverage.

COBRA Continuation Coverage

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you will lose your coverage under the Plan because any of the following qualifying events happens:

1. Your spouse dies;
2. Your spouse's hours of employment are reduced;
3. Your spouse's employment ends for any reason other than his or her gross misconduct;
4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they will lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his or her gross misconduct;
4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the plan as a "dependent child."

Sometimes, filing a proceeding in bankruptcy under title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed with respect to the employer and that bankruptcy results in the loss of coverage of any retired employee covered under the Plan, the retired employee is a qualified beneficiary with respect to the bankruptcy. The retired employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer to the extent retiree health coverage is provided, or enrollment of the employee in **Medicare (Part A, Part B, or both)**, **the employer must notify the Plan Administrator of the qualifying event within 30 days of any of these events.**

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin on the date of the qualifying event.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

Disability extension of 18-month period of continuation coverage

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

Second qualifying event extension of 18-month period of continuation coverage

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Administrator. Any additional Plan procedures for this notice must also be provided.

If You Have Questions

If you have questions about your COBRA continuation coverage, you should contact the Superintendent or Plan Administrator or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's web site at www.dol.gov/ebsa.

Keep Your Plan Informed of Address Changes

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administration.

Raymond Central Public Schools

Addition to Employee Code of Conduct

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Raymond Central Public School’s community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Raymond Central School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

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

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

Employee’s Name _____

Employee's Signature _____ Date _____

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

RECEIPT OF 2024-2025 TEACHER HANDBOOKS

of Raymond Central Public Schools

This signed receipt acknowledges receipt of the 2024-2025 Teacher Handbook. This receipt acknowledges that it is understood that I will read and be familiar with the handbook, I will familiarize myself with Board Policies, and that I understand that the District’s policies include specific complaint and grievance procedures that must be used for reporting harassment or discrimination. This signed receipt also acknowledges receipt of an electronic copy of the Teacher Evaluation and Performance Framework of Raymond Central Public School. This receipt acknowledges that it is understood that I am to read and be familiar with the framework

Teacher’s Signature _____

Date _____

Return to: Building Principal

**RAYMOND CENTRAL
ELEMENTARY
SCHOOL
STUDENT/GUARDIAN
HANDBOOK**

2024-2025

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



ELEMENTARY SCHOOL PARENT/GUARDIAN HANDBOOK

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Foreword

Section 1 Intent of the Handbook

This handbook is intended to be used by students, parents, and staff as a guide to the rules, regulations, and general information about Raymond Central 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 and the educational program. 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.

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at: www.rcentral.org.

Section 2 Members of the Board of Education

Name	Contact Information
Brad Breitzkreutz, President	bbreitkr@rcentral.org
Cathy Burkland, Vice President	cburklun@rcentral.org
Bill Lange, Secretary	bill.lange@rcentral.org
Mary Benes, Treasurer	mary.benes@rcentral.org
Larry Heyen, Member	larry.heyen@rcentral.org
Derek Matulka, Member	derek.matulka@rcentral.org

Section 3 Administrative Staff

Name	Position
Bryon Hanson	Superintendent
Steve Rose	Elementary Principal (Valparaiso)
Deb Kruse	Elementary Principal (Ceresco)
Troy Lurz	Secondary Principal
Tony Kobza	Assistant Principal 6-12/Activities Director
Breanne Poston	Assistant Principal 6-12/Preschool Director
Amanda Coufal	Special Education Director

Section 4 TEACHERS/CERTIFIED STAFF

Position	Ceresco	Valparaiso
Kindergarten	Makenzie Ronspies	Kendra Carlson
Grade 1	Shae Roth	Cindy Peterson
Grade 2	Kim Hudson	Jamie Enevoldsen Hannah Kring
Grade 3	Abby Spangler	Maggie Niewohner
Grade 4	Nikole Farr	Erin Gravatt-Brewer
Grade 5	Makenna Jones	Kathleen Cooper
STEM / Technology	Lori Morgan	Lori Morgan
Vocal Music	Zachary Ochsner	Zachary Ochsner
Instrumental Music	Melissa Nierman	Melissa Nierman
Physical Education	Michael Lucas	Michael Lucas
Guidance	Kris White	Kris White
Special Education	Paige Mestl	Nicole Kliment
Speech	Clair Turman	Clair Turman
School Psychologist	Caitlyn Roussan	Caitlyn Roussan
Title I	Monica Blank	Shelly Hlavaty
Media Specialist	Janet Dannelly	Janet Dannelly
Art	Andrea Rockemann	Andrea Rockemann
Technology Director	Jaxn Kobza	Jaxn Kobza

Section 5 SUPPORT STAFF

Position	Ceresco	Valparaiso
Administrative Assistant	Kindra Tvrdy	Melanie Schmalken
Paraprofessionals	Courtney Barry Cindy Kaiser Matt Smith Cherie Swanson	Yvonne Brenner Dorie Dickey Kristin Lovell Melani Nelson
Nurse / Health Tech	Amanda Ehlers / Jennifer Crees	Amanda Ehlers / Jennifer Crees
Custodians	Lucy Hanks	Sonya Matulka
Food Service Manager	Patty Hudson	Patty Hudson
Food Service	Sophie Custer Kathy Fredrickson	Lisa Pecka Sandy Novotny

Section 6 School Calendar

RAYMOND CENTRAL PUBLIC SCHOOLS
2024-2025
SCHOOL CALENDAR
 Approved 2/14/2024

School Start and End Times: Elementary: 8:15 AM - 3:15 PM
 Junior/Senior High School: 8:10 AM - 3:30 PM PreSchool: 8:30 AM - 3:00 PM

AUGUST					ST	Tch						Tch	ST	JANUARY					
M	T	W	T	F			AUGUST 2024							M	T	W	T	F	
				1 2			5-8 Monday & Tuesday - New Teacher Workdays					1					1	2	3
5	6	7	8	9		3	7-12 Wednesday, Thursday, Friday & Monday - Teacher Workdays					5	5	6	7	8	9	10	
12	13	14	15	16	3.5	5	13 Tuesday - FIRST DAY OF SCHOOL - NOON DISMISSAL					5	5	13	14	15	16	17	
19	20	21	22	23	5	5	13 Tuesday - Teacher Workday - Noon-3:45 pm					5	4	20	21	22	23	24	
26	27	28	29	30	5	5	SEPTEMBER 2024					5	5	27	28	29	30	31	
SEPTEMBER							2 Monday - NO SCHOOL - Labor Day							FEBRUARY					
M	T	W	T	F			OCTOBER 2024							M	T	W	T	F	
2	3	4	5	6	4	4	11 Friday - End of 1st Qtr - NO SCHOOL - Teacher Professional Development					5	5	3	4	5	6	7	
9	10	11	12	13	5	5	17 Thursday - NO SCHOOL - Teacher Professional Development					5	5	10	11	12	13	14	
16	17	18	19	20	5	5	17 Thursday - NO SCHOOL - Parent-Teacher Conferences 12:30-7:30					4	4	17	18	19	20	21	
23	24	25	26	27	5	5	18 Friday - NO SCHOOL					5	5	24	25	26	27	28	
30					1	1	NOVEMBER 2024							MARCH					
OCTOBER							1 Friday - NO SCHOOL - Teacher Professional Development							M	T	W	T	F	
M	T	W	T	F			27-29 Wednesday, Thursday & Friday - NO SCHOOL - Thanksgiving Break							3	4	5	6	7	
				1	4	4	DECEMBER 2024					5	4	10	11	12	13	14	
7	8	9	10	11	4	5	20 Friday - End of 2nd Qtr - Noon Dismissal					4	4	17	18	19	20	21	
14	15	16	17	18	3	4.5	22-28 NSAA Moratorium - Gyms Closed					5	5	24	25	26	27	28	
21	22	23	24	25	5	5	23-31 NO SCHOOL - Winter Break					1	1	31					
28	29	30	31		4	4	JANUARY 2025							APRIL					
NOVEMBER							1-2 Wednesday & Thursday - NO SCHOOL - Winter Break							M	T	W	T	F	
M	T	W	T	F			3 Friday - NO SCHOOL - Teacher Professional Development					4	4	1	2	3	4		
				1	1	1	6 Monday - School resumes for students					5	5	7	8	9	10	11	
4	5	6	7	8	5	5	20 Monday - NO SCHOOL - Teacher Professional Development					4	4	14	15	16	17	18	
11	12	13	14	15	5	5	31 Friday - Student Early Dismissal (1:15 Elementary / 1:30 Jr-Sr High)					4	4	21	22	23	24	25	
18	19	20	21	22	5	5	FEBRUARY 2025					3	3	28	29	30			
25	26	27	28	29	2	2	17 Monday - NO SCHOOL							MAY					
DECEMBER							MARCH 2025							M	T	W	T	F	
M	T	W	T	F			7 Friday - NO SCHOOL - End of 3rd Qtr - Teacher Professional Development					2	2					1	2
2	3	4	5	6	5	5	13 Thursday - NO SCHOOL - Teacher Professional Development					5	5	5	6	7	8	9	
9	10	11	12	13	5	5	13 Thursday - NO SCHOOL - Parent-Teacher Conferences 12:30-7:30					5	5	12	13	14	15	16	
16	17	18	19	20	4.5	5	14 & 17 Friday & Monday - NO SCHOOL					4	2.5	19	20	21	22	23	
23	24	25	26	27			APRIL 2025							26	27	28	29	30	
30	31						18 & 21 Friday & Monday - NO SCHOOL							MAY 2025					
JANUARY 2025							10 Saturday - Graduation Ceremony at 2:00 pm							M	T	W	T	F	
NOVEMBER							21 Wednesday - LAST DAY OF SCHOOL - NOON DISMISSAL												
DECEMBER							21 Wednesday - End of 4th Qtr / Teacher Workday - Noon-3:45 pm												
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Article 1 - Mission and Goals

Section 1 MISSION STATEMENT

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

Section 2 VALUES

- We will promote a quality education as the cooperative responsibility of students, staff, parents, and community.
- We will provide a safe learning environment where all individuals are treated with dignity and respect.
- We will encourage parents to reinforce skill building at home.
- We will promote life-long learning and responsible citizenship.
- We will empower students to be problem solvers and independent learners.
- We will provide each student with the opportunity to learn and achieve success.
- We will meet the needs of individual students through a variety of approaches to learning.
- We will use available time and resources to stay on top of current educational practices.
- We will continuously evaluate, update, and assess our district’s goals.

The central purpose of the Raymond Central Public Schools is to develop students who can demonstrate the knowledge, skills and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn all things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, the Raymond Central Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child’s unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Raymond Central Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community and other community institutions.

The following opportunity and means shall be provided whereby this philosophy may be realized.

- (a) Each student may search for the truth, find the truth, and incorporate this truth into his or her values, ambitions, and aspirations.
- (b) Each student may develop an attitude of personal worth and self-esteem and by doing so, may experience degrees of success and achievement within the bounds of his or her individual abilities and limitations.
- (c) Each student may learn to identify and cope with current trends in society.
- (d) Each student may experience an intellectual, technical and a social environment that enhances the possibilities for group interaction conducive to peaceful coexistence in the school, community, state, nation, and the world.
- (e) Each teacher may use his or her individual capabilities in establishing constructive attitudes toward students, administrative heads, and the community.
- (f) Each teacher may use the resources necessary for attaining the highest measure of success in his or her particular field.
- (g) The administration may promote and preserve the establishment of every possibility for better education.
- (h) The administration may serve as a channel of communication between the teachers and the school and the community.
- (i) The community may be given an integral part in the implementation and accomplishment of the objectives of the school.

The community may demonstrate this responsibility to the school by expressing to the administration its beliefs and desires concerning the educational programs and practices of the school. It shall be the responsibility of the administrative staff periodically to prepare formal statements defining and implementing the basic purposes of the schools as stated above. These statements shall be the basis for determining the content of the curriculum, the methods of instruction, and the means for evaluating the effectiveness of both.

Section 3 MUTUAL RESPECT

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

Section 4 COMPLAINT PROCEDURES

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

1. Complaint procedure:

Step 1. Have a scheduled conference with the staff person and the **student involved** in the complaint.

Step 2. Appeal to the Principal if the matter is not resolved at Step 1.

Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.

Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.

2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

Article 2 - School Day

Section 1 Daily Schedule

General School Information

School Day:

The Raymond Central Elementary school day runs from 8:15am to 3:15pm. All students should arrive at school no earlier than 8:00 a.m. each day. Supervision will not be provided before that time unless required by the district transportation schedules. Upon arrival children should line-up at designated entrances. Students are not to enter the building before the first morning bell at 8:10 a.m. unless teacher permission is granted, or a student is ill or injured. In the case of inclement weather or severe cold, students do line up inside the building. Teachers will escort students to their classrooms. If students participate in the breakfast program, they will enter at 8:00 a.m. After school, the outside playground is to be vacated after school until 3:45pm. Only the children riding the late bus are to be on the playground under the supervision of the school staff assigned to after school duty.

Lunch Schedules

Kindergarten: 11:10am - 11:30am

1st Grade: 11:50am - 12:10pm

2nd Grade: 11:20am - 11:40am

3rd Grade: 11:40am - 12:00pm

4th Grade: 12:05pm - 12:25pm

5th Grade: 12:10pm - 12:30pm

Section 2 Severe Weather and School Cancellation

School Closing Information. The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is posted to the website and social media accounts and it is generally on the local television stations. Parents will also receive a phone message and text message from our rapid notification system (Raymond Central App) indicating a late start or school closing. It is important that parents/guardians keep their contact information updated with the school so that they get these messages.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media and to parents/guardians through the rapid notification system when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, preschool, student activities, etc.).

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

Parental Decisions. Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

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

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

Severe Weather. Raymond Central Public Schools follow Standard Response Protocol (SRP). Staff and students are trained and practice these protocols during the school year. Tornado and/or severe weather may necessitate the implementation of shelter protocol.

Section 3 Open - Closed Campus

Closed Campus Policy

Providing a safe and orderly campus environment is important. Therefore, **all students are required to stay on campus upon arrival.** Students must check out through the office if it is necessary to leave campus for doctor or dental appointments or for reasons of illness.

Section 4 School Guidelines

Food and Drink

Drinks and snacks will not be allowed in classrooms, computer labs etc..., with exception to water. Students with medical conditions that require food may be exempt from this rule, however, pre-arrangements must be made with the school prior to having food and drink in the classrooms.

Recess

Children will be expected to go outdoors for recess periods. Parents' cooperation in seeing that children dress according to the weather is requested. In most cases if children are not well enough to play outside, they are not well enough to be in school. During winter months, either temperatures and/or ground conditions will dictate in or out play. Playground supervisors will use their judgment in deciding upon ground cover, wind-chill, and temperature.

Cold Weather

All students will be required to button, zip, or snap coats and tie hoods. Wearing hats and gloves are important when cold temperatures are here. The same rules apply for recesses. For playing outdoors in wet and snowy weather, children need to be equipped with boots and snow pants. Be sure both boots are marked as well as gloves, caps, coats, scarves, etc.

Celebrations and Parties

Celebrations and/or parties may be held during the year. The times and dates will be arranged before each event. Classroom Party Guidelines will be provided to parents. All foods offered during the school day must be "Smart Snack" compliant in accordance with the District Wellness policy (#5417). Please refer to <https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks> for more information. In addition, some classrooms may have students with food allergies. Please check with your student's teacher and/or the school office prior to bringing any food for classroom celebrations/parties including birthday treats. Small non-food items such as pencils, erasers, and stickers are encouraged.

Out of School Parties:

Party invitations **should not** be distributed in the classroom or on school property unless the party includes all children in that room. Gifts should not be sent to school unless the above conditions are met.

School Supplies

It is suggested that each pupil provide supplies recommended by the teachers for each home classroom. A suggested supply list will be communicated with all parents / guardians prior to the start of the school year.

Pets

Children must ask permission from the teacher who must request permission from the building administration prior to bringing animals to school. The teacher and parent can arrange a time for a short (10-15 minute) visitation. The parent or guardian must accompany pets and remain while the pet is on school grounds. All pets must be current on shots and vaccinations.

Section 5 Safety Drills

● **Fire Drills**

Fire drills will be conducted regularly. An electric horn indicates a fire drill. Upon hearing the fire drill signal, move quietly and quickly out of the building by the fire exit route posted near the door of your room. After the “all clear” is given, students may re-enter the building and proceed directly to their classrooms.

● **Safety Drills**

○ The District will follow state guidelines in the execution of annual safety drills. Raymond Central Public Schools has adopted the *‘I Love You Guys’* Standard Response Protocols (SRP) to be used in safety situations. These protocols are flexible, action-based, and easy to learn. Additionally, these protocols are generally accepted across the various emergency management entities. The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. Like the Incident Command System (ICS), SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple: there are five specific actions that can be performed during an incident. When communicating these actions, each is followed by a “Directive.” Execution of the action is performed by active participants, including students, staff, teachers and first responders.

- **Hold** is followed by “In your Room or Area. Clear the Halls” and is the protocol used when the hallways need to be kept clear of people.
- **Secure** is followed by “Get Inside, Lock Outside Doors” and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** may be followed by a location, and is the protocol used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by the hazard and a safety strategy and is the protocol for group and self protection.

Section 6 Fundraising

According to Board Policy (5303), solicitation of funds from or by students will be restricted at the Raymond Central Public Schools. **Students should not approach staff members or other students during school regarding the purchase of any items.**

Fundraising is the selling of a product, providing a service or activity, or requesting donations of any kind. School fundraising directly funds school programs and student organizations.

Within District policies and regulations, all fundraising activities by school-sponsored groups must have the approval of the building principal. If questions arise about the appropriateness of a given activity, the principal is expected to consult with the Superintendent who, in turn, may seek reactions from the Raymond Central Board of Education. School District employees who supervise official school programs or extracurricular activities are directed to not organize, conduct, or involve students in fundraising activities unless the fundraising activity has been approved by the building principal.

General Guidelines:

- Must have prior building principal approval. Before approval, expenditure purposes must be given to the Principal.
- Fundraising activities are to be considered for approval based on the following criteria:
 1. Students will not be exploited for sectarian, political, or commercial purposes.
 2. The project will accomplish the goals for the fundraiser without undue risk of financial loss.
 3. All students will benefit equally or the organization will benefit as specified in advance from fundraising proceeds.
 4. All sales of food and beverages shall comply with District nutrition and wellness policies and regulations.
 5. Organizations will be allowed one fundraiser involving the selling of a product or a good.
 6. The project meets all legal requirements.
- Donations may be sought as part of fundraising efforts.

Sales and Fundraising in Schools Sales in schools shall be subject to the following guidelines:

- Students may not be required to participate in fundraising or to provide a donation if raising money is part of a class or curricular project.
- Students will not be required to sell a required amount nor will they be penalized for not selling a required amount (Example: lettering, etc.).
- Sales of food or beverages cannot occur during the breakfast and/or lunch period of a regular school day.

- Control of sales before, during and after school is in the hands of school principals or designees who are responsible for maintaining compliance with sales and fundraising policies and regulations.
- All sales of food and beverages shall comply with District nutrition and wellness policies and regulations.

Fundraising by Outside Organizations

Outside organizations are non school-funded groups such as parent/teacher organizations, sports booster groups, and commercial enterprises that provide supplementary services to existing school entities. Outside organizations are separate and apart from the School District. Examples of outside organizations are: PTO, Music Boosters, Athletic Boosters, Post Prom Committee, and Parents for Fine Arts.

Article 3 - Use of Building, Grounds and Equipment

Section 1 Entering and Leaving the Building

Beginning of School: Students should not be on school grounds prior to 8:00 a.m. unless they are in an activity and are sponsored by a staff member.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day students are to sign in at the school office.

End of School: Our regular school day ends at 3:15 p.m. It is important that students who are involved in after school activities or clubs report directly to their designated location and check in with the supervising adult. Parents are expected to make necessary arrangements to ensure students leave the campus by 3:15 p.m. No after school supervision is provided. The school is not responsible for supervision of students once the students are to have left school grounds.

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than the normal schedule. Parents are strongly encouraged to be aware of those days, so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Section 2 School Visitors

All visitors to Raymond Central Public Schools are required to be buzzed into the building. Upon entering the building all visitors should report directly to the respective building office to sign in. We encourage parent visitation of classes and during lunch time but request that all parents that desire to visit classes or participate in lunch to make prior arrangements to ensure that we can facilitate the visit and to promote secure practices. No parent or visitor are to enter a class in session without permission of the Principal’s office. Interruption of classroom processes to confer with a teacher or student is not allowed without proper authorization. Visitors by teenagers are generally discouraged and requires pre approval by the Principal’s office.

Section 3 Smoke-Free Environment

Raymond Central Public Schools declares all of our school’s buildings and game facilities to be smoke-free. We would appreciate your help in meeting the goal of a smoke-free, tobacco-free, and vape free environment for our children. When you attend school events, including athletic events, please remember that our facilities are smoke-free, tobacco-free, and vape free and abide by our District’s policy.

Section 4 Care of School Property

- Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
- Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
- School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

Fines are determined on books according to the following criteria:

Lost/Ruined Book:	Replacement cost
Missing one or both covers:	Same as lost book
Loose Cover:	TBD – based on expense to repair
Missing Page:	50 cents per page (up to replacement cost)
Torn Page:	20 cents per page (up to replacement cost)
Marks that cannot be erased:	20 cents per mark (up to replacement cost)

Section 5 Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students, except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a staff member sees or learns of an image or message that may cause a disruption, the staff member may ask the student to remove the image or message from the locker. If the student refuses, then the administration will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Section 6 Searches of Lockers and Other Types of Searches

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities.
5. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 7 Video Surveillance

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

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

Section 8 Recording of Others

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 9 Use of Cell Phones

Students may not use cell phones during class time. A student who violates this rule may be required to turn their phone into the office or lose phone privileges for an extended period of time.

Section 10 Behavioral Points of Contact

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students should contact their building principal. This information, as well as the District's behavioral points of contact, are also listed on the District's website.

Section 11 Student Valuables

Raymond Central Public Schools is **NOT** responsible for the personal property of students. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 12 Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Lost and found items will be disposed of periodically if they go unclaimed. It is stressed:

1. That you encourage your child to be responsible for personal property.
2. That all articles are labeled.
3. That valuables and money are left at home.

Section 13 Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to administration. The individual staff member involved should complete an accident report immediately.

Section 14 Insurance

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

Section 15 Copyright and Fair Use Policy

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

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

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

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

Section 16 Technology and Computer Usage

School computers are to be used for school purposes only. Any student accessing the network must have the proper paperwork (Acceptable Use Policy) on file with the district. This policy provides more specific details governing acceptable use. The use of the internet and/or email is also reserved for school purposes. Students may not bring any computer applications, including games, to school for any reason. District workstations or assigned individual devices, may not be altered without direct teacher permission. Any vandalism (renaming, trashing, or moving files, illegal copying, etc.), intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution. Students are directed to limit printing to only information that is directly tied to school purposes.

Section 17 Internet Safety Policy

It is the policy of Raymond Central Public Schools to comply with the Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of

direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

Section 18 Computer Acceptable Use Policy

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

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

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

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

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

The following is a non-exhaustive list of unacceptable uses of technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

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

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

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

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 - 1) Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2) Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
 - 3) Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4) Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5) Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7) Users shall not engage in any form of vandalism of the technology resources.
 - 8) Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 - 1) to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - 2) to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - 3) to engage in violations of employee ethical standards and employee standards of performance, such as sending emails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
 - 4) to engage in or promote violations of student conduct rules.
 - 5) to engage in illegal activity, such as gambling.
 - 6) in a manner contrary to copyright laws.
 - 7) in a manner contrary to software licenses.

5. Disclaimer. The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

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

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

Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Section 19 1 to 1 Chromebook Policies and Procedures

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

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

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

Receiving Your Chromebook

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

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

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

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

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property.

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

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

Using Your Chromebook At School

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

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

Chromebook Repairs

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the Technology team, if available.
- Students will be expected to return the loaner Chromebook by the end of the school day until their issued Chromebook returns from repair. The student is financially responsible for all damages and repairs to the Chromebook.
 - Lost/Stolen/Destroyed \$225
 - Screen Repair \$100
 - AC Adapter \$25
 - Cosmetic Damage \$25
 - Upper / Lower Case \$40/60
 - Keyboard \$75

Screensavers and Background

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

Sound

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

Managing Your Files and Saving Your Work

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

Security

Chromebooks will be filtered by software for appropriate use at school and off campus. Parents/guardians are responsible for monitoring appropriate use while off school grounds.

The District is not responsible for any viruses that may be transferred to or from Student/Borrowers other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrowers possession.

Inspection

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

Chromebook Identification and Protection

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

Acceptable Use Guidelines

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

Integrity and Civility

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

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

Email

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

Technology Left in Unlocked Areas

- Under no circumstances should Chromebooks or other technology equipment be left in unlocked areas. Do not leave unattended in locker areas, PE or athletic locker rooms, classrooms, commons areas, cafeteria, bathrooms, busses, or hallways. Any Chromebook left in these areas is in danger of being stolen.
- Lockers are always to be locked. Do not share your locker combination with anyone, including "best friends."
- Unsupervised Chromebook will be confiscated by staff and taken to the administrative office. Disciplinary action may result from Chromebooks being left without supervision. Each student is responsible for his or her Chromebook once it has been issued to the student.

Chromebooks in the Classroom

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

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

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

Article 4 – Attendance

Section 1 Attendance

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations and staff are responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Section 2 Attendance and Absences

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

1. Excused Absences. Absences should be cleared through the Principal's office in advance, whenever possible. An absence or tardy, even with parental approval, may not be considered excused by the school. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be typically excused, provided the required procedures have been followed:
 - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
 - b. Illness which causes a student to be absent from school.
 - c. Doctor or dental appointment which requires a student to be absent from school.
 - d. Court appearances that are required by a court order.
 - e. School sponsored activities which require students to be absent from school.
 - f. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for a student's absence, depending on circumstances, such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and other relevant reasons.

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

Leaving School or Class. Students who leave school for any reason during the school day must check out of the office before leaving. Students leaving school must be cleared in advance by the student's parent or legal guardian. Upon returning to school that same day, students must check in at the office.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, may be considered truant.

Section 3 Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed for make-up work will be 2 days for every day of absence up to 10 to complete make-up homework. The student has the responsibility to contact teachers, initially, regarding make-up assignments. If the absence is due to disciplinary action, the makeup time will be determined by the teacher.

To receive credit for work missed due to a parent requested prearranged absence or a planned school activity, the student is responsible for a) requesting assignments for make-up work prior to his/her absence and b) for completing the make-up work on his/her own initiative by due date assigned by the teacher.

Section 4 Attendance is Required to Participate in Activities

Full-time students must attend school all day on the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A "school activity" includes athletic contests, practices, and dances. Failure to attend may result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 5 Truancy

A student who engages in unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequence of truanies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three (3) days report such violation to the Superintendent or designee. The Superintendent or designee shall immediately cause an investigation into any such report to be made. The Superintendent or designee shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent or designee believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such a meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

Section 6 Tardiness

Tardy to School: Students are considered tardy if they arrive after 8:15 a.m.

Article 5 - Scholastic Achievement and Student Recognition

Section 1 Student Academic and Discipline Records

The Raymond Central Public Schools Board of Education authorizes the school staff to collect, maintain, secure and disseminate information of a personal nature on students and former students in compliance with the provisions of the "Family Educational Rights and Privacy Act of 1974" and Nebraska State Statutes.

No staff member, other than the Superintendent or principal, shall release information from a student's personal file and then only when the provisions of state and federal law have been followed. Release of student records to anyone other than professional staff, other schools, parents or guardians shall require a signed release of information.

Section 2 Student Progress / Grading - Academic

The evaluation of student progress within each subject area shall be primarily the responsibility of the classroom teacher. Communicating student progress to parents shall be the responsibility of the building administrator and classroom teacher. Written reports of student progress should be sent to parents at the conclusion of each quarter. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

Section 3 Academic Integrity

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

Cheating and plagiarism violate the standards of academic integrity. Academic integrity offenses are a violation of school rules. Sanctions will be imposed against students who engage in such conduct. Sanctions may include a grade of zero, notification to parents/guardians, disciplinary measures up to and/or including expulsion.

Section 4 Pupil Progress

Parent-Teacher Conferences

Conferences for elementary children will be held a minimum of twice yearly. During these conferences, report cards will be distributed and the student's progress will be discussed. We utilize an online system for parents to sign up for conferences. Prior to each conference date, notice will be given to parents to sign up via the system. Parents who do not have online access may request assistance by calling the school office. All parents are encouraged to attend school-initiated conferences. If questions and/or concerns arise during the school year, please contact your child's teacher and request a conference.

Report Cards/Portfolios

The report card is only one means of informing parents about their child's development in school. Grading periods of approximately nine (9) weeks shall be used four (4) times per year. Report cards are distributed at parent-teacher conferences or are sent home with the student. A portfolio is a collection of your child's work. These collections will be shared with both parents and students. Portfolios and other types of authentic assessments will be used to provide more information about your child's academic progress.

Promotion and Retention

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the school's professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 5 Nebraska State Assessment Requirements

All students in grades 3-8 will be required to take a Nebraska assessment (NSCAS Growth). Students in Kindergarten through 5th Grade will be assessed through the FastBridge Assessment System in reading, and students performing below grade level in grades K-3 will be recommended for an individualized reading plan.

Article 6 - Support Services

Section 1 Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

Referrals are made by staff or parents to a Student Assistance Team. If the Student Assistance Team or comparable problem-solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is

completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

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

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the student's IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, is needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents will be given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents at a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website.

Section 2 Students with Disabilities: Section 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.

9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 Health Services

Student Illnesses

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

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If a student requests to take "over-the-counter" medication, a permission form must be signed by the parents and must be returned to the office before the medication can be administered. If a form has not been completed, the office must obtain verbal consent via phone from the parent/guardian. Students are encouraged to bring their own "over-the-counter" medication. **The school does not supply any medication.**

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

School Health Screening

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

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Summary of the School Immunization Rules and Regulations For 2024-25 School Year

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 st Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)

Updated 1/25/2017

Students must show proof of immunization upon enrollment in Raymond Central Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time.

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

Guidelines for Head Lice

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

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

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

Physical Restrictions

Any restrictions on a student's participation because of illness or injury in physical education or other classes which requires physical activity should be communicated to the instructor, preferably in writing. If a student is unable to participate in an activity class, he or she will be restricted from active participation in athletic, dance squad or cheerleader practices. Coaches will be informed by the classroom teacher of any temporary restriction on activity.

Section 4 Transportation Services

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the following rules while riding school buses:

1. Bus Safety

The transportation of students to school and home each day safely is our paramount concern. A successful school bus operation requires the combined efforts of the administration, bus drivers, students, and parents. We have identified bus conduct expectations, which will help bring about the safe transportation of bus riding students.

- Be Respectful and courteous
- Use Quiet Voices
- Stay seated and facing the front
- Isle must be kept clear and students should not put arms, hand, etc. outside of the window
- The driver is authorized to assign seats
- Eating and drinking is not allowed on the regular route buses unless there are preapproved special situations.
- Silence when crossing railroad tracks
- Students are expected to follow directions given to them by the driver or attendant.
- Since buses are an extension of school, bus expectations are consistent with those expected in school

2. Boarding and Leaving the Bus

- a. Cross the road at least 12 feet in front of the bus, but only after checking to be sure no traffic is approaching and /or receiving a signal from the driver.
- b. Help look after the safety and comfort of small children.
- c. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance.
- d. For students who are not regular bus riders, the school must receive a phone call or a written note from the parent before their child will be permitted to ride the bus and approval will be based on whether there is room on the bus.
- e. When possible, the bus will pick up students at regular stops. If, due to weather or road conditions, the bus is unable to reach the stop of a resident, it will stop for, pick up, and deliver at the closest, most convenient, and safest spot as determined by the driver.
- f. While waiting for the bus, students must conduct themselves in an orderly manner, forming a line off the traveled portion of the road.

3. Procedures for Disciplinary Actions

- a. The bus is an extension of the classroom with similar rules of behavior. If students choose not to follow the rules, appropriate discipline will be administered.
- b. It is important to note that the driver's goal is to change the behavior of a student violating bus rules using the least restrictive means possible. However, the District will take aggressive action to eliminate behaviors that are an impediment or distraction to the driver. **The driver may at any time refer a student to the building principal for disciplinary action. Disciplinary action may include suspension or expulsion of a student's riding privilege.**

These disciplinary actions are reserved for extreme or repeated infractions. In the case of suspension or exclusion of the student from riding privileges, the parents will be responsible to provide transportation for the term of the disciplinary action.

- c. In all cases, suspension or expulsion will be an administrative decision by the building principal.
- d. If a student violates a rule the bus driver will file a Discipline Report. The first offense will generally be a warning. The second and subsequent offenses will result in bus suspension. The first offense will be a warning. The second offense will be a 2-day bus suspension. The third offense will be a 5-day bus suspension. The fourth offense will be a 20-day bus suspension. The fifth offense will result in bus suspension for the remainder of the school year. If the offense is of a severe nature, bus privileges may be suspended immediately. If this occurs, parents will be contacted to arrange alternate transportation prior to the initiation of the suspension.

If your child rides the bus, it is important to remember that this is an extension of the classroom and the driver will treat his/her behavior as teachers do. The building principals will be contacted for incidents which require more severe discipline.

Parents of students who are suspended long term (6 or more days) or excluded for the semester may request, in writing to the superintendent, that a hearing be held with the administration.

4. Route Change

Following are procedures that are to be followed in the event a parent requests a change or alteration in an already established bus route.

Short Term Route Changes: Request involved a change or alteration for one day or less

- a. Short-term changes will be made only if the new pick-up or drop-off points are already an established stop on the present bus route.
- b. Parents wishing to change the pick-up or drop-off point of their children on a “short term” basis must write a note to their respective bus drivers indicating the requested change.
- c. Should a bus driver receive a written parent request for a change in a student’s pick-up/drop-off point and the requested change is already an established stop on their route, the driver may initiate the change without further approval. Once the driver approves a change, the driver must notify the office and place a written parent request in the gas log folder to be turned in monthly.

Long Term Route Changes: A change in a pick-up or drop-off point for more than one day and not less than six days. Long-term changes will be granted only if the requested change is already established stop on the present route, or the change does not substantially alter the present route. Parents wishing to change a child’s pick-up or drop-off point on a “long term” basis must submit the request in writing to the Superintendent.

5. BUS LOADING ZONES

Ceresco

The bus-loading zone is located along the entire south side of the building. This street is designated as **ONE WAY** going from East to West then continuing South. Parents bringing students to school or picking them up following dismissal should park along the south and east side next to the curb or use the diagonal parking located on the north side. The faculty parking lot should not be used as a loading or unloading zone by private vehicles.

Valparaiso

The bus-loading zone is located in the loop on the southeast side of the school facility. Third street is designated as **ONE WAY** access going west during bus loading times. Parents are asked to drop off or pick up students along the sidewalk located on the east side of the loop or in the diagonal parking located west of the loop; private vehicles are **NOT** to be in the loop during bus loading and unloading times. If parents need to visit with school staff or escort their students, they should park the vehicle in one of the designated areas. For safety, students should exit vehicles on the passenger side of the vehicle. Buses are **NOT** to be passed when dropping off or loading students. This is against the law and charges may be filed.

Section 5 Title I Reading

This program is offered to students in grades 1-3 who have specific needs in the area of reading. The program is designed to help each student gain and retain basic skills in reading. The program targets students in grades 1-3.. Both pullout and inclusion practices are used. The program is federally funded and meets all federal guidelines.

Section 6 Parent Powerschool Access

Authorized parent(s) and/or guardian(s) have access to various items of their child's school records via our online student information system named PowerSchool. This includes attendance, behavior, class schedule, student progress, report cards, transcripts, school lunch balance, etc). Parent(s)/Guardian(s) are encouraged to maintain an active account so that they have critical information in a timely manner.

Section 7 School Lunch Program

The Board of Education sets meal prices on an annual basis. Students and families are encouraged to apply for free and reduced lunches as applicable. Information can be found on our website and an application can be made from the website through your online PowerSchool account.

Parents and/or visitors are welcome to join their children for lunch. However, Raymond Central Elementary requests that the school hot lunch be purchased or a sack lunch be brought in. Lunch from fast food restaurants and soda is not permitted. Soda drinks are not allowed in the lunchroom. The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating in compliance with the District Wellness Policy (Policy #5417). **If parents/guardians would like to visit school and have lunch with students, please call the school to order lunch on that day.**

Article 7 – Drugs, Alcohol, and Tobacco

Section 1 Drug-Free Schools

The District is a safe and drug-free schools zone. Any use, possession, distribution, manufacture, sale, consumption, or ingestion of illicit drugs or tobacco products on school grounds, at a school activity, or in a school vehicle is strictly prohibited.

Section 2 Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students will be provided with an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor.

Safe and Drug-Free Schools—Parental Notice. Pursuant to the provisions of federal law, if, upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, then the parent may notify the District of such objection in writing. Upon receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

Section 3 Standards of Conduct; Notice to Students and Parents

The District prohibits the possession, use, or distribution of illicit drugs (including electronic nicotine delivery systems) and alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. The conduct prohibited includes, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited conduct will result in student discipline, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.
7. Possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances, and/or drug paraphernalia will typically result in:
 - a. 1st Offense is a minimum 5-10 day out of school suspension and
 - b. 2nd offense is a minimum of 10 day out of school suspension.
8. Possession or use of tobacco, tobacco products, electronic smoking devices with nicotine oil, or look-alike tobacco products, in any form (including smokeless tobacco products) by students is will typically result in:
 - a. 1st offense – minimum 3 day out of school suspension and
 - b. 2nd and additional offenses is a minimum of 10 day out of school suspension.

Article 8 – Student Conduct Rules

Section 1 Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of these student conduct rules will result in disciplinary action.

Section 2 Forms of School Discipline

Students who violate the student conduct rules may be subject to the following forms of discipline:

1. **Short-Term Suspension:** Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary, but not more than 48 hours, following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference. The Principal shall document their attempt to make a reasonable effort to hold a conference with the parent or guardian.
- e. A student on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

Notwithstanding the foregoing, no pre-kindergarten through second grade student may be short-term suspended from school, unless the student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity. Instead, the Principal or Principal's designee may implement alternative disciplinary measures on a case-by-case basis if a pre-kindergarten through second grade student engages in misconduct that would otherwise result in a short-term suspension. If a pre-kindergarten through second grade student brings a deadly weapon on school grounds, in a school vehicle, or to a school activity, then the student may be suspended or expelled in accordance with these disciplinary procedures.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. Pursuant to the Nebraska Student Discipline Act, a notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspension Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
 - c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal, or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) if the Superintendent approves the suspension of an expulsion. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one (1) of the six (6) regional accrediting bodies in the United States.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
 - a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student’s conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

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

If the emergency exclusion will be for five (5) school days or less, the procedures for a short-term suspension shall be followed. If the Superintendent or designee determines that an emergency exclusion shall extend beyond five days, a hearing may, upon a parent or guardian’s request, be held and a final determination made within ten (10) school days after the initial date of exclusion. Such appeal procedures shall substantially comply with the procedures set forth in this Handbook for a long-term suspension or expulsion and be modified by the Board of Education only to the extent necessary to accomplish the hearing and determination within this shorter time period.

5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular

hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

6. Student Conduct Expectations. Students are not to engage in conduct which causes, or which creates a reasonable likelihood that it will cause, a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff, or visitors.
7. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff, and other persons or to interfere with the educational process otherwise seriously. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
 - a. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 - b. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 - c. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 - d. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 - e. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
 - f. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
 - g. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
 - h. Public indecency or sexual conduct.
 - i. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
 - j. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
 - k. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
 - l. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
 - m. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
 - n. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.

- o. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- p. Willfully violating behavioral expectations for riding school buses or vehicles.

In addition to the foregoing, a student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The known and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace, and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device to school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

Further, a student will be expelled for one (1) calendar year if the student knowingly and intentionally possesses, uses, or transmits a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. The term "firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. The only exception to this rule is if the student obtains prior written permission to bring the firearm on school grounds by the Superintendent for a school-related purpose.

- 8. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules may be grounds for disciplinary action, up to and including an expulsion.
 - a. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. The following is a non-exhaustive list of examples of attire that are not appropriate at school:
 - i. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - ii. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horseplay" or that would damage property (e.g. cleats).
 - iii. Headwear including hats, caps, and bandannas.
 - iv. Clothing or jewelry which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
 - v. Clothing or jewelry that is gang related.
 - vi. Any other clothing that the administration deems inappropriate for the school setting.

The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.

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

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

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

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

- (1) “Cheating” means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - (a) Tests (includes tests, quizzes and other examinations or academic performances):
 - (i) Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - (ii) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - (iii) Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
 - (iv) Use of Other Student to Take Test. Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - (v) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
 - (b) Papers (includes papers, essays, lab projects, and other similar academic work):
 - (i) Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - (ii) Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - (iii) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially re-written by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.
 - (iv) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - (v) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student’s real reason for missing class was because the student had not finished the paper.
 - (c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher’s grade book or the school records is a serious form of cheating.
- (2) “Plagiarism” means to take and present as one’s own a material portion of the ideas or words of another or to present as one’s own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - (b) Falsely Presenting Work as One’s Own: Presenting work prepared by another in final or draft form as one’s own without citing the source, such as the use of purchased research papers or use of another student’s paper.
- (3) “Contributing” to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

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

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

- a. 1st Offense: Student will be directed to stop.
- b. 2nd Offense: Student will be directed to stop, and parents will be notified.
- c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with the administration to address the ongoing conduct.

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

10. Law Violations

Any act of a student which is a basis for expulsion and which the Principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible.

11. Anti-Bullying

One of the missions of the District is to provide safe and secure environments for all students and staff. Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. The school's anti-bullying is available for review on the District's website.

12. Network, E-Mail, Internet, and Other Computer Use Rules:

a. General Rules:

- i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
- ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
- iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
- iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
- v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

b. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:

- i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
- ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for

- authorized staff members).
- iii. Students shall not use or try to discover another user's account or password.
 - iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
 - v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
 - vi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
 - vii. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
 - viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

Article 9 – Student Fees Policy

Section 1 - Student Fees Policy

The District's general policy is to provide free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District has set forth in policy its guidelines or policies for specific categories of student fees. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The policy includes specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics. The District's entire Student Fees Policy is available on the District's website.

Elementary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
K-5 Technology Fee	For utilization of technology devices	\$20.00
Physical Education classes	Appropriate clothing (non- specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non- specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Music Honor Choir	Coordinating group attire	TBD
Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.

Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips.) Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (\$0.10) per page when charges apply.

Article 10 – State and Federal Programs

Section 1 Notice of Nondiscrimination

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District’s compliance with anti-discrimination laws or policies should contact the District’s designated Coordinator for the applicable anti-discrimination law.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Secondary Assistant Principal
Title IX	Discrimination or harassment based on sex; gender equity	Secondary Assistant Principal
Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Secondary Assistant Principal
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: 1800 W. Agnew Road, Raymond, NE 68428 telephone number (402) 785-2615.

Section 3 Multicultural

The philosophy of the District’s multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination, or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

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

Section 5 Notification of Rights Under FERPA

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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

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

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student's Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student's parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student's current grade;
4. Student's enrollment status (e.g. full-time or part-time);
5. Student's date of birth and place of birth;
6. Student's extra-curricular participation;
7. Student's achievement awards or honors;
8. Student's weight and height if a member of an athletic team;
9. Student's photograph; and
10. School or school district the student attended before he or she enrolled in Raymond Central Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

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

Section 6 Military Recruiters

The District will provide military recruiters with access to routine directory information of each high school student unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student's routine directory information.

Section 7 Combined District and School Title I Parent and Family Involvement

The written District parent and family engagement policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents is available for review on the District's website.

Section 8 Student Privacy Protection Policy

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal

information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and, Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above-listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 9 Homeless Students

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. Any person with knowledge of a homeless student in the District should contact the District’s Homeless Coordinator. A copy of the District’s Homeless Policy is available on the District’s website.

Dear Parent/Guardian:

This handbook is designed to inform you about the academic and activities programs and the student services available at this school. In addition, it outlines the student conduct rules and procedures that are important in maintaining a positive learning climate.

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the ongoing changes in legal requirements and regulatory procedures, the rules and information provided in this handbook may be supplemented or amended by the School District’s administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district’s regular means of contact and should note that the updated copy of handbooks will be housed online at the District Website. By signing above, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

Activity / Field Trip Release Form - By signing below, I hereby release my son/daughter to attend and to be transported to any school sponsored activity and/or event for which they are participating. Examples include field trips, performances, etc. It is understood that the student will be allowed to go and miss regularly scheduled classes as long as they are upholding their obligations.

NETWORK USAGE - By signing below, I acknowledge I have read the Student Electronic Network and Acceptable Use Policy for Network Access at Raymond Central Public Schools and agree to use the school network and Internet in an appropriate manner. I realize inappropriate use or destruction of the network will result in financial obligation for technician time to repair the network, legal prosecution for violation of any state or national laws, and or loss of suspension privileges.

WEB PAGE PERMISSION - Students at Raymond Central may be videotaped or photographed throughout the year. Your child’s image and name may be used in a school publication or on the school website (www.rcentral.org). By Signing in the handbook, your permission is assumed unless you contact the office to revoke permission for your child’s image or work to be placed on the website or in a school publication.

HANDBOOK RELEASE FORM

In accordance with Nebraska State Law, Section 79-4, 176 par. (3) which states in part: “Rules and standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

I have read a copy of the Raymond Central Elementary School Student/Guardian Handbook as provided in this handout or via the school website.

_____		_____	
Parent/Guardian		Signature Date	
_____		_____	
Student Signature	Grade	Student Signature	Grade
_____		_____	
Student Signature	Grade	Student Signature	Grade

RAYMOND CENTRAL

MIDDLE SCHOOL/ HIGH SCHOOL TEACHER HANDBOOK

2024-2025

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



RAYMOND CENTRAL MIDDLE SCHOOL/HIGH SCHOOL TEACHER HANDBOOK

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FOREWORD

Section 1 Intent of Handbook

Welcome to Raymond Central Public Schools! This handbook is intended to be used by teachers and other certificated staff to provide general information about Raymond Central Public Schools and to serve as a guide to the District's policies, rules, and regulations, benefits of employment, and performance expectations.

References in this handbook to "teachers" are intended to apply to all certificated staff. This includes administrative staff to the extent the handbook deals with professional expectations and conduct.

Each teacher is responsible for becoming familiar with the handbook and knowing the information contained in it. 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. This handbook is intended to supplement other documents that deal with your employment, including your employment contract, the negotiated agreement between the Raymond Central Public Schools and the Raymond Central Education Association, and the policies and regulations of the Board of Education. In reading this handbook, please understand that where a direct conflict exists, state or federal law, the negotiated agreement, and Board policies and regulations will control.

Every staff member is subject to the Policies of the Board of Education. As such, every classified staff member should review the Policies of the Board of Education, available online at: www.rcentral.org.

The administration will be responsible for interpreting the rules contained in the handbook and shall have the right to make decisions and make rule revisions at any time. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will decide based upon applicable school district policies, state and federal statutes and regulations, and the best interests of the District. In the event that a staff member does not understand a provision of this Handbook, it is the staff member's responsibility to seek the administration's interpretation of such provision.

This handbook will be in effect for the 2024-2025 and subsequent school years unless replaced by a later edition.

Section 2 Information about Raymond Central Public Schools

The Raymond Central School District serves PK-12 students in portions of Lancaster, Saunders, Butler, and Seward Counties which includes the communities of Davey, Raymond, Agnew, Ceresco and Valparaiso. In 2017, a new preschool program was added to the Jr-Sr High campus. At the same time, the 6th grade transition program moved into new classrooms adjacent to the preschool. Elementary K-5 centers are located in both Ceresco and Valparaiso. All facilities have been updated allowing award winning programs, high quality academic instruction, innovative teaching and one-to-one technology integration. Raymond Central is classified as a Class III (K-12) district by the Nebraska Department of Education and a Class C school by NSAA. This district is a member of the Nebraska Capitol Conference for activities programs. Member schools include: Raymond Central, Ashland-Greenwood, Conestoga, DC West, Fort Calhoun, Logan View, Louisville, Raymond Central, Syracuse, and Yutan. Raymond Central Public Schools is recognized as an accredited school. The district serves over 700 students PK- 12.

Section 3 School Mission Statement

The mission of Raymond Central Public Schools is as follows:

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

KEY VALUES OF THE RAYMOND CENTRAL PUBLIC SCHOOLS

We identified the following Value Statements to guide and direct our work and our culture.

1. We will provide a quality education as the cooperative responsibility of students, staff, parents, and community.
2. We will provide a safe learning environment where all individuals are treated with dignity and respect.
3. We will encourage life-long learning and responsible citizenship.
4. We will empower students to be problem solvers and independent learners.
5. We will provide each student with the opportunity to learn and achieve success.
6. We will meet the needs of individual students through a variety of approaches to learning.
7. We will use available time and resources to stay on top of current educational practices.
8. We will continuously evaluate, update and assess our districts goals.

The central purpose of the Raymond Central Public Schools is to develop students who can demonstrate the knowledge, skills and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn all things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, Raymond Central Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child's unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Raymond Central Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community, and other community institutions.

Section 4 MEMBERS OF THE BOARD OF EDUCATION

Name	Contact Information
Brad Breitreutz, President	bbreitkr@rcentral.org
Cathy Burkliind, Vice President	cburklun@rcentral.org
Bill Lange, Secretary	bill.lange@rcentral.org
Mary Benes, Treasurer	mary.benes@rcentral.org
Larry Heyen, Member	larry.heyen@rcentral.org
Derek Matulka, Member	derek.matulka@rcentral.org

Section 5 ADMINISTRATIVE STAFF

Name	Position
Bryon Hanson	Superintendent
Steve Rose	Valparaiso Elementary Principal/District Data Manager
Deborah Kruse	Ceresco Elementary Principal/District Curriculum and Instruction Director
Troy Lurz	Secondary Principal
Tony Kobza	Assistant 6-12 Principal/Activities Director
Breanne Poston	Assistant 6-12 Principal/Preschool Director
Amanda Coufal	Special Education Director

Section 6 TEACHERS, COUNSELORS, AND STAFF

Preschool - 3 yr olds	Megan Kemnitz	Spanish	Josh Karel
Preschool - 4 yr olds	Ariel Broekemeier	Speech	Carolyn Enevoldsen
6-8 ELA/STEM	Shelby Dowding	Library/Media	Janet Dannelly
6-8 ELA/Social Studies	Traci Hummel	Art	Taylor Craig
6-8 English	Jill Huck	Band	Melissa Nierman
6-8 Math	Adison Kenning	Music	Zach Ochsner
6-8 Math/PE	Megan Hansen	Physical Education - .5 FTE	Mark King
6-8 Science	Garrik Judkins	Physical Education	Trace Baasch
English	Alisha Starner	Physical Education	Taylor Vasa
English	Jenna Winfrey	Family & Consumer Science	Rebecca Parks
Math	Celia Newman	Ag Teacher	Katie Donahue
Math	Greg Wilmes	Industrial Tech	Elijah Hackbart
Science	Megan Aylward	Resource	Stacey Doan
Science	Jacob Staroscik	Resource	Andrea Hicks
Social Studies	Michael Henderson	Resource	Johanna Jackson
Social Studies	Andrew Placke	Resource	John Kliment
Social Studies	Courtney Polak	Resource	Shawn Semler
Business	Keely Schaffer	Counselor	Tasha Osten
Business	Ben Svehla	Speech Pathologist	Clair Turman
Technology	Jaxn Kobza	School Psychologist	Caitlin Roussan

Section 7 SUPPORT STAFF

Administrative Assistant	
Administrative Assistant	Laura Tvrdy
Business Manager	Peggy Breitreutz
Supt Administrative Asst	Cheryl Rieck
Nurse	Amanda Ehlers
Health Tech	Jennifer Crees
Food Coordinator	Patricia Hudson
Cook	Pam Hinrichs
Cook	Jennifer Hoffschneider
Cook	
Operations Manager	Jared Shanahan
Custodian	Jeff Elstun
Custodian	Bryon Miller
Custodian	Christine Miller
Custodian	Ron States

Paraeducator	Jody Albrecht
Paraeducator	Jessica Knopp
Paraeducator	Ashley Matulka
Paraeducator	Kara Nelson
Paraeducator	Teresa Pester
Paraeducator	Heather Potter
Paraeducator	Maggie Suchy
Paraeducator	Jil-Beth Svoboda
Paraeducator	Leann Wiese
Paraeducator - PK	Nikki Haas
Paraeducator - PK	Cindra Jensen
Paraeducator - PK	Kristy Sears
Paraeducator - PK	

Article 1 - SCHOOL CALENDAR & SCHEDULES

Section 1 Contract Days

Teachers are contracted for 186 days (hereinafter referred to as the “contract year”). Such contract days shall be serviced by individual teachers on varying schedules as established by the Board of Education and administration.

Section 2 Make-Up Days

In the event teachers are not required to report for duty due to inclement weather conditions or other circumstances whereby a duty day is canceled, such days shall not be credited as a contract day served. Make-up days may be scheduled by the administration during the contract year as needed to allow all teaching staff to serve the full number of contract days.

Section 3 School Calendar

RAYMOND CENTRAL PUBLIC SCHOOLS 2024-2025 SCHOOL CALENDAR Approved 2/14/2024

School Start and End Times: Elementary: 8:15 AM - 3:15 PM
Junior/Senior High School: 8:10 AM - 3:30 PM PreSchool: 8:30 AM - 3:00 PM

AUGUST				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AUGUST 2024
5-6 Monday & Tuesday - New Teacher Workdays
7-12 Wednesday, Thursday, Friday & Monday - Teacher Workdays
13 Tuesday - FIRST DAY OF SCHOOL - NOON DISMISSAL
13 Tuesday - Teacher Workday - Noon-3:45 pm

SEPTEMBER 2024
2 Monday - NO SCHOOL - Labor Day

OCTOBER 2024
11 Friday - End of 1st Qtr - NO SCHOOL - Teacher Professional Development
17 Thursday - NO SCHOOL - Teacher Professional Development
17 Thursday - NO SCHOOL - Parent-Teacher Conferences 12:30-7:30
18 Friday - NO SCHOOL

NOVEMBER 2024
1 Friday - NO SCHOOL - Teacher Professional Development
27-29 Wednesday, Thursday & Friday - NO SCHOOL - Thanksgiving Break

DECEMBER 2024
20 Friday - End of 2nd Qtr - Noon Dismissal
22-28 NSAA Moratorium - Gyms Closed
23-31 NO SCHOOL - Winter Break

JANUARY 2025
1-2 Wednesday & Thursday - NO SCHOOL - Winter Break
3 Friday - NO SCHOOL - Teacher Professional Development
6 Monday - School resumes for students
20 Monday - NO SCHOOL - Teacher Professional Development
31 Friday - Student Early Dismissal (1:15 Elementary / 1:30 Jr-Sr High)

FEBRUARY 2025
17 Monday - NO SCHOOL

MARCH 2025
7 Friday - NO SCHOOL - End of 3rd Qtr - Teacher Professional Development
13 Thursday - NO SCHOOL - Teacher Professional Development
13 Thursday - NO SCHOOL - Parent-Teacher Conferences 12:30-7:30
14 & 17 Friday & Monday - NO SCHOOL

APRIL 2025
18 & 21 Friday & Monday - NO SCHOOL

MAY 2025
10 Saturday - Graduation Ceremony at 2:00 pm
21 Wednesday - LAST DAY OF SCHOOL - NOON DISMISSAL
21 Wednesday - End of 4th Qtr / Teacher Workday - Noon-3:45 pm

JANUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- First Day of School
- Student Early Dismissal
- NO SCHOOL
- End of Quarters
- Possible Last Day of School
- Teacher Professional Development
- New Teachers Only
- Parent-Teacher Conferences

Article 2 – EMPLOYMENT, COMPENSATION AND BENEFITS

Section 1 Employment

A teacher is employed by Raymond Central Public Schools when the teacher signs the Teacher's Contract and the Board of Education approves such contract of employment. The teacher's employment continues absent action by the administration or the Board of Education to non-renew, terminate, amend or cancel the teacher's employment contract with the school district, or action by the Board of Education to accept a resignation of employment.

On or after March 15 of each school year a teacher may be requested to accept employment for the next school year and shall be required to signify such acceptance on or before April 1 or such other date after March 15 as may be designated in the notice. It is important for teachers to respond to the request to signify acceptance as a failure to signify acceptance of employment by the April 1 or other designated date shall constitute cause for amendment or termination of the teacher's contract. If a teacher signifies acceptance of employment for the next school year, the teacher may either be issued a new Teacher's Contract or a "Contract Renewal Agreement."

Should a teacher wish to resign from employment the teacher should give written notice of resignation to the Superintendent. The request to resign will be acted upon by the Board of Education. Mid-year resignations and resignations given late in the spring for the following school year can present significant planning problems for the District. If a mid-year resignation is submitted, or a resignation for the following school year is submitted after April 15 or after the teacher has signified acceptance of employment for the next school year and after April 15, the Board of Education may act to not accept the resignation unless a suitable replacement can be found. The District will enforce the continuing contract of teachers accepting employment for the next school year under the provisions of Neb Rev. Stat. §79-820.

Section 2 Assignments

The professional duties to be performed by a teacher with the District shall be subject to assignment by the Superintendent of the District with the approval of the Board of Education. A teacher will be expected to devote full time during days of school to the teacher's position and to diligently and faithfully perform the assigned duties to the best of the teacher's professional ability. Job descriptions, where available, provide additional information about the position duties.

In addition to the normal duties traditionally required of teachers, a teacher may be assigned such "extra duty" assignments to support the extra-curricular programs of the District, which shall be upon such terms and conditions and at such additional rate of compensation as the Teacher and the District may agree upon or as set forth in the negotiated agreement. The extra-curricular program of the school district is an integral part of the overall educational program of the school district. As such, a teacher shall not unreasonably refuse to accept such extra-duty assignments. In addition, performance in an extra duty assignment is a part of the evaluation of the teacher's overall performance to the District.

Section 3 Personnel File

The District will follow the requirements of state and federal law and regulation with regard to a teacher's personnel file.

Section 4 Grievances and Complaints

Teacher grievances regarding wages, hours, and conditions of employment set forth in the negotiated agreement shall be governed by the grievance or complaint procedure in the negotiated agreement. All other employment related grievances or complaints shall be addressed through the administrative chain of command following the process set forth in board policy.

Section 5 Compensation

Regular Salary and Extra-Duty Compensation. Compensation is paid only as authorized by the Board of Education. Teachers are paid a salary based on placement on the salary schedule set forth in the collectively bargained negotiated agreement between the district and the collective bargaining agent for the certificated teaching staff (referred to in this handbook as the "negotiated agreement"), and the extra-duty salary schedule also incorporated into the negotiated agreement.

Changes in Salary Schedule Placement. Changes in a teacher's placement on the salary schedule shall be governed by the provisions of the negotiated agreement. Teachers are expected to provide the Superintendent with a transcript for all graduate hours earned for purposes of advancement on the salary schedule on or before September 10 of the school year in which such hours are to be credited for the teacher's placement on the salary schedule. Failure to timely provide an official transcript from the post-graduate institution of the graduate hours earned will result in a loss of such credit for such school year.

Salary Payments. Salary is payable over twelve equal installments. Teachers will be paid on the 20th of the month, or the last preceding school day, if the 20th falls on a vacation or week-end day. In emergency cases exceptions may be made, subject to the approval of the Board. In no case shall the Board advance more than one month's salary. Upon separation of a teacher's employment, or upon fulfillment of the contract, the teacher may, at the option of the Board, be paid all salary due in one lump sum.

Additional compensation over and above regular compensation, extra-duty pay and supplemental pay shall be disbursed as it is earned and deductions from compensation due to unpaid leave shall be taken out as they are reported to the payroll office. Reimbursements for mileage or other expenses will be considered separate from compensation.

Section 6 Benefits

Teachers are provided benefits in accordance with the negotiated agreement, group health insurance plan requirements, and the school district's Section 125 Plan document. Teachers shall make annual fringe benefit elections by September 1 of each school year. Should a teacher fail to make such election, the teacher election from the immediately preceding school and contract year shall be continued. Each teacher is responsible for informing the Office of the Superintendent in writing of any changes in benefit status.

Continued health insurance benefits are available through COBRA subject to certain qualifying requirements. A Notice of COBRA Continuation Coverage Rights is available in the Superintendent's Office.

Section 7 Payroll and Payroll Deductions

Salary and benefits are paid in accordance with the individual employment contracts and negotiated agreement. Payroll deductions shall be made in accordance with law and the negotiated agreement.

Section 8 Expense Reimbursement

Teachers are required to request use of school transportation for purposes of school business. If school transportation is not available, reimbursement for authorized mileage will be paid to teachers required to drive their own vehicles during their regularly scheduled working hours between two or more work sites. Teachers shall receive approval from their supervisor before incurring any mileage. Claims for reimbursement should be submitted to the appropriate supervisor. The allowable rate shall be governed by Board policy, unless otherwise required by law. The District is not liable for physical damage to employee vehicles. A request for reimbursement shall be accurate. Any teacher who falsifies a reimbursement request may be terminated from employment.

Materials necessary for instruction are provided by the District. If teachers need additional materials for instruction or school-related purposes, the request should be made to the Building Principal and the District approved requisition process should be followed.

Reimbursement is not an approved District practice without prior administrative approval. Any preapproved reimbursement for purchase of materials or for meals or other expenses related to travel must be submitted to and approved by either the Building Principal or, if the expense relates to an activity, by the Athletic Director. The request for reimbursement should include an itemized receipt sufficient to establish that the expense was actually incurred and that the expense was reasonable and related to a school-purpose. Teachers should obtain prior authorization from the Building Principal before making such purchases.

Section 9 Injuries at Work

Accidents

Every accident which results in a personal injury or potential personal injury must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report. Incident Report forms are in the shared 'Safety' folder on the google drive.

Workers Compensation

Teachers are required to immediately report any work-related injury and/or work-related medical condition to their supervisor and complete all appropriate paperwork.

Article 3 - ABSENCES FROM WORK

Section 1 Paid Leave

All leaves (paid or unpaid) are identified in the Negotiated Agreement. If any teacher has a question about their availability or access to leaves, the teacher must contact the business office for verification. Leave provided by the District are to be used for the purpose intended. Abuse of leave privileges affects the students, other staff, and the entire District and will not be tolerated.

Requests for Leave

A teacher who becomes ill and is unable to work is to contact their building principal before **6:30** a.m. on the day of absence before entering the information into the approved system. Before the end of the school day on the first day of the sick leave, and on each subsequent day of absence, a report should be made to the building principal as to whether the teacher will be able to return to duty on the next duty day. For illnesses or medical situations where the need for the leave can be determined in advance, the teacher is to make such advance report of need for leave as soon as possible.

For personal and other leaves, a teacher must request leave from his/her supervisor in writing (via email). Once approved, the request may be submitted by the teacher into the approved system.

Return from Leave

Upon return from leave, teachers are to review information supplied by the substitute teacher as to progress made in the class and any student behavior concerns. The substitute should be contacted directly if the written information supplied is not adequate.

A teacher who is absent for any period of time because of injury requiring care from a physician or health care provider, or for a period of one week or more due to illness, must present a written statement to the Principal from the teacher's physician or health care provider stating that the teacher is physically able to return to duty. This statement is to be presented in person before the teacher returns to duty in order that the present stage of convalescence can be observed and discussed.

Section 2 Payroll Deductions for Absences in Excess of Paid Leave

Should a teacher be absent from work in excess of the teacher's accumulated sick leave or other paid leaves called for in the negotiated agreement, the teacher's salary and fringe benefits (including the cost of premiums for group health insurance) may be reduced by the day or days of work missed on a per diem basis calculated using the number of days missed as the numerator, and the number of total contract days for the school years as the denominator.

Section 3 Jury Duty

A teacher who is summoned for jury service must promptly notify the Building Principal. The teacher will be allowed time off for jury duty, pursuant to law.

There will be no loss of salary or deduction to the teacher for time spent in jury service. The District may, at its discretion, reduce the teacher's salary by an amount equal to any compensation, other than expenses, paid by the court for jury duty service. The teacher should notify the Superintendent of this amount.

If a teacher reports for jury duty in the morning and is then dismissed from jury duty for the remainder of the day, the employee is to report for work and resume duties for the balance of the day, except as may be otherwise arranged by the Building Principal. When a teacher is entirely dismissed from jury duty, the teacher is directed to report for duty and the substitute will be reassigned/dismissed.

Section 4 Military and Family Military Leave

Military leave and family military leave will be granted to the extent required by state and federal law and in accordance with Board Policy.

Teachers requesting to take military leave or family military leave under the Nebraska statutes must notify the Superintendent at least 14 days in advance of taking such a leave if the leave will be for 5 or more consecutive days and consult with their Building Principal to schedule the leave to not unduly disrupt operations of the District. For leaves of less than 5 days, the teacher is to notify the Superintendent of the leave request as soon as practicable. Teachers are to attach a copy of their orders to a leave request form when they prepare the request for military leave.

Section 5 Adoption Leave

Adoption leave will be permitted to be taken by an adoptive parent for the same time and on the same terms as the teacher is permitted to take a leave of absence upon the birth of the teacher's child.

The adoptive parent leave of absence begins following the commencement of the parent-child relationship. The parent-child relationship commences, for purposes of adoption leave, when the child is placed with the teacher for purposes of adoption. The teacher shall be deemed to have waived any adoptive leave days not taken following the commencement of the parent-child relationship, except as the Superintendent and the teacher may otherwise agree. Advance notice of an anticipated adoption shall be provided by the teacher to the Superintendent as early as possible.

Section 6 Subpoena to Testify Leave

A teacher must promptly notify the Building Principal when the teacher receives a lawfully issued subpoena to testify in court or to give a deposition that may require an absence from duty.

In the event the subpoena involves a job-related matter in which the teacher is testifying on behalf of the District, the absence will be treated like a jury duty leave.

In the event the subpoena involves a personal matter, the teacher will be required to use available leave days. The Superintendent shall make the final determination as to whether a matter is personal to the teacher.

Section 7 Employee Rights and Responsibilities under the Family and Medical Leave Act

Family and medical leaves shall be allowed under the terms and conditions of the Family and Medical Leave Act of 1993, as amended (FMLA).

Basic Leave Entitlement. FMLA provides up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for your child after birth, or placement for adoption or foster care;
- To care for your spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes you unable to perform your job.

The "leave year" for purposes of the FMLA is a "rolling" 12-month period, measured backward from the date of any FMLA leave usage.

Military Leave Entitlement. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections. During FMLA leave, your health coverage under a "group health plan" will be maintained on the same terms as if you had continued to work. Upon return from FMLA leave, most employees must be restored to their original or an equivalent position with equivalent pay, benefits, and other employment terms.

Your use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of your FMLA leave.

Eligibility Requirements. You are eligible if you have been employed with Raymond Central Public Schools for at least one year, for 1,250 hours over the previous 12 months, and if there are at least 50 employees of Raymond Central Public Schools within 75 miles of your work location.

Definition of Serious Health Condition. A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regiment of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave. You do not need to use FMLA leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. You must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave. You may choose or Raymond Central Public Schools may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, you must comply with the District's normal paid leave policies.

Employee Responsibilities. You must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. You also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. You also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities. The District must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District must provide a reason for the ineligibility.

The District must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District must notify the employee.

Unlawful Acts by Employers. FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

For additional information you may refer to FMLA posters on employee bulletin boards or contact the U.S. Wage and Hour Division at:

1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627

www.wagehour.dol.gov

To submit a request for use of FMLA, or to make arrangements for payment of benefits while on an FMLA leave, contact Bryon Hanson at 402-785-2615.

Article 4 - DUTIES AND RESPONSIBILITIES

Section 1 Hours of Work & Meetings

Regular, dependable attendance at work is an essential function of a teacher's employment position.

Certificated employees are required to serve and supervise at the playground, lunchroom, halls, parking lots, and assemblies as designated by the Principal. Duty assignments and specific responsibilities will be further detailed by the Principal.

Teachers shall attend meetings as assigned by the Superintendent of Schools, principals, team leaders and directors.

Section 2 Arrival to Duty Assignments

Full-time teachers have a designated on-site work day. All teachers (PK-12) are to be in the building by no later than 7:45 a.m. and to be in their classroom no later than 7:55 a.m. and to remain on duty until 3:45 p.m. unless adjusted otherwise by building principal.

Teachers who are part-time or work on adjusted schedules are to be in the building at least 15 minutes before their class or assigned duty begins, and to be in their classroom or assigned duty area at least 15 minutes after their assignment or class ends. During the school day, teachers are to be in their assigned classroom when each period begins to assure that students are not unsupervised within the classroom.

Section 3 Leaving School

Teachers are to be on duty at all times during the school day. Teachers are considered on duty even during designated planning periods. An uninterrupted lunch period of not less than 30-minutes each day is provided to teachers during which they are not assigned teaching, supervisory, or other duties. Teachers who leave the school during the designated lunch period must check out with the Principal's office.

Teachers may not leave school during duty hours without approval of the Principal. If the absence has been approved, the teacher must check out with the Principal's office when leaving, and check back in with the Principal's office upon return. Teachers who need to leave during the school day for reasons of illness or emergency are to check out with the Principal's office and make sure that a responsible person has been notified of their unexpected absence so student coverage may be provided.

Section 4 Lesson Plans

Teachers will prepare written lesson plans which cover at least five days of advance instruction. Lesson plans are to be accessible to the principal upon request. The plans must be in the district approved format. Please keep the plans, including lesson plans, class rosters, etc. in an easy to find location in your teacher desk (preferably the right hand top drawer.) If that is not possible, the plans should be kept in a place in which they will be readily available in the teacher's absence. Teachers are encouraged to place and share (with the principal) lesson plans on a google document.

The lesson plans must be sufficiently clear in establishing learner objectives, state standards being addressed and related activities so that they are easily used by a substitute teacher or other staff member not familiar with previous classroom activities or progress. The plans must give specific reference to other instructional sources immediately available which will enhance the instructional lesson.

Section 5 Daily Class Records

Every teacher is required to keep a complete and easily understandable digital record of the attendance and achievement of every student using the student information system (PowerSchool).

PowerSchool Gradebook

1. The names of all students enrolled in the class.
2. Updated weekly to accommodate submissions for the eligibility lists and to provide students/guardians with updated and accurate information *via Online Access*.
3. A complete report of all recorded grades for each student. A minimum of two grades per week is recommended for the frequency of recorded grades (or for the giving of written lessons or examinations). Be sure that you assess frequently enough and that you record grades frequently enough to readily and realistically justify the term and final grades which are reported to parents/guardians.

PowerSchool Attendance

1. Teachers in grades 6-12 report absences and tardies on PowerSchool at the beginning of each period (first 10 minutes).
2. Elementary teachers report attendance to the building administrative assistant who records it in PowerSchool.

Section 6 Classroom and School Procedures

Teachers are expected to adhere to the following classroom and school procedure in the performance of their duties:

1. Student/Guardian Handbook
Each teacher is expected to be familiar with and enforce the guidelines and regulations that are described in the Student/Guardian Handbook.
2. Bulletin Boards/Learning Posters
Each teacher shall be responsible for completing appropriate bulletin boards and/or learning posters regarding curriculum related matters in their primary classroom.
3. Textbook and Room Inventory
All school purchased materials must be inventoried with the building bookkeeper or secretary. Textbooks are to be numbered, stamped with the school stamp and should display the name of the student whom the book is assigned. Teachers should keep good records of who has which book. At the start of the year, note condition of the textbook on the inventory sheet and keep this sheet. When a book is turned in, note the condition, and if the book shows abuse (other than normal wear) assess a fine that you consider is fair. Insist that students put covers on their books by the end of the first week after receiving them.
4. Use of Cell Phones
Teachers shall not use personal cell phones for any non-school purpose during teacher duty time.

Teachers are not to use cell phones or otherwise engage in distracted driving while transporting students. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is in the case of emergencies. Teachers will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems will be utilized by all occupants.

5. Use of Paraprofessionals
Paraprofessionals provide valuable assistance in the educational process and allow teachers to carry out their responsibilities in a more efficient and effective manner. A paraprofessional must not, however, assume a teacher's responsibilities. The teacher must maintain the role of leadership and responsibility for the students, with the paraprofessional in a supportive role. Paraprofessionals may be used to assist the teacher by, among other tasks, assisting with instructional activities under the direction of the teacher, helping to supervise students, copying tests and other written material, organizing class materials, preparing bulletin boards, grading tests or class work, and calculate grades and record grades. Paraprofessionals are to work only on their assigned work days and within their assigned work day. If the teacher desires the para to work hours other than the assigned work hours or assigned work day, contact the administration for approval.
6. Use of Student Aides
Student aides are to be directly supervised by the teacher and are not to leave the building or be in the halls or anywhere they are not being supervised. Student aides are not to be used to assist the teacher by helping supervise another student, grade tests or class work, calculate student grades or record grades. Keys are NEVER to be given to students, whether they are student aides or not. A student aid should not be present and assisting a teacher without another adult present after the end of regular teacher duty hours.
7. Checking Out of Equipment
All equipment must be checked out through the building principal. All school equipment may be used only for school purposes. No school equipment may be directed to the personal use of a teacher or another District employee without administrative approval.
8. Purchasing Guidelines
Any school employee who orders any supplies or equipment from any school account must first submit a requisition and that requisition must be approved by the principal/director authorizing the purchase prior to the purchase. Reimbursements to staff for purchases will not be part of our District's normal practice. An administrator or director can grant special permission for a reimbursement and that permission must be granted prior to the requisition and purchase. Failure to follow guidelines above will cause the employee to be personally responsible for payment of the order.

With principal approval, online purchases can be made using a school credit card. Employee's should consult with the District office to obtain information on how to avoid sales tax on these purchases. An itemized receipt for purposes of tracking expenditures shall accompany all purchasing card purchases.

9. E-mail
Each teacher will be assigned a school e-mail address for purposes of intra-school and inter-school e-mail correspondence. Teachers should check for e-mails throughout the day and should timely respond to e-mails which require a response but should avoid checking and responding to e-mails during instructional time. Use of the District's e-mail system for personal communications should be limited and is subject to the rules governing overall computer usage found in Board policy and this handbook.
10. Teacher Mailbox
Each teacher will be assigned a mailbox located in the school office. Teachers should check mail each morning and also later in the school day. If something requires an answer, teachers are responsible for responding promptly. Teacher mailboxes are to be limited to communicate regarding school business.
11. Teacher Meetings
Teacher meetings will be held on an as needed basis. ALL teachers are expected to be present for the meetings, unless they are absent from school for good cause or have made prior arrangements. Teacher collaboration meetings will take place as identified on the District Calendar. Teachers are expected to be in assigned groups and meeting locations at 7:45 am.
12. Daily Bulletin/Announcements
Teachers should submit information for the daily announcements by 3:45 p.m. the day before or as otherwise arranged with the principal and/or his designee.
13. Student Passes
Students should not be in the hallway during class time unless they have a hall pass. Use discretion in issuing passes to student(s). Students have time to go to their lockers during passing time and should not need to go during class time.
14. Advisor Supervision
The purpose of advisor period is to provide time for a variety of student activities inclusive of study time on some occasions. Teachers are expected to supervise and execute the plans designed for Advisor in a professional and responsible manner. Teachers are expected to closely monitor students and ensure that they are on task as prescribed for the session.
15. Substitute Teacher File
Each teacher is to maintain an up-to-date substitute file which remains in their classroom and is easy to locate. The substitute file should contain the following information in addition to what the office has already submitted to the file:
 - a. A current list of all students in class (including student picture) and a seating chart for each class.
 - b. Rules and regulations that your classes routinely follow.
 - c. Location of books, materials, and supplies.
 - d. Lunch schedule and procedures.
 - e. Any other information unique to your teaching assignment.
16. Classroom Environment
At all times, teachers are expected to organize, maintain, and ensure that their classroom is in a safe, orderly, and clean condition for student learning. Classrooms should be free from distractions (such as inappropriate or unprofessional posters or other displays) and other apparatus that may cause student health problems (such as essential oils and/or essential oil diffusers). Teachers who are uncertain as to whether their classroom meets this requirement are encouraged to consult with their building principal in a proactive manner.

Section 7 Supervision of Students

Proper supervision of students is an important responsibility for teachers and other adults responsible for our students. Teachers and other adults responsible for student supervision are expected to meet the four "P's" for student supervision and safety.

Proper Supervision

- a. Report to all duty assignments on time.
- b. Circulate through your duty area. Pay particular attention to areas and activities that pose an increased risk of injury.
- c. Be vigilant while supervising students. Never leave your classroom unattended; the need to make a copy is not greater than the need to supervise your students. If an emergency requires that you leave your classroom, request that another nearby staff member cover your class, or notify the office so someone can provide assistance. If you are on grounds, lunch, or hall duty, your responsibility is to supervise the students in your assigned area. When talking with other adults or students, remember that your primary duty is supervision and make sure you are aware of what all students who you are to be supervising are doing.

- d. If you have seen or have been informed that a particular student has a propensity to act dangerously or in an unpredictable manner, your supervision of that student must increase with the known risk of injury. (Remember, though, that this type of information may be confidential—do not share confidential information about students except with other staff who need to know the information to perform their jobs).
- e. Be careful with touching students. Use of corporal punishment is prohibited at Raymond Central Public Schools. Touching students should be limited to that necessary to protect the student from harm (e.g., falling from playground equipment) and that which professional educators determine appropriate for purposes of proper student relationships.
- f. Be careful with your language. Profanity or abusive language should not be used by you. Be a good role model for students. If a student uses such language, you should correct the student and take such disciplinary action as is appropriate, which may include making a report to administration.

Proper Instructions

- a. Proper instructions are important to reduce the risk of injury when students undertake an activity, especially an activity that has an increased risk of harm to students.
- b. Repeat the instructions on how to complete a task that has a heightened risk of danger as often as needed. Do not assume because students heard the directions once that they will be remembered.
- c. When you go over safety rules with students, note it in your written records (e.g., your lesson plan book or planner).
- d. Review playground and classroom safety rules with students at least once each semester and note when you do it in your written records. Also, if any students are absent when you review the rules, contact the student(s) to review the same information and also note that contact in your written records.

Proper Maintenance of Buildings, Grounds, and Equipment

- a. Conduct periodic inspections of equipment under your control or in your area of supervision.
- b. If equipment is broken and presents a risk of injury, immediately take it out of service (if it can't be moved, tape a "Do Not Use" sign) and notify the office so those repairs may be undertaken.
- c. Check your communication device (whether it be a school phone in your supervision area, a walkie-talkie, or a cell phone) periodically to make sure you can communicate with the office immediately in the event of an emergency.

Proper Warnings

- a. If you have knowledge of a hazard that can likely cause injury, take steps to warn other staff and students. Tell the office so additional warnings may be given.

1. Contact the Office for Assistance

The office administration should be contacted immediately when a situation exists which could cause injury to students or others. Examples include:

- student fight
- student health problem (fainting, bleeding, high temperature, difficulty breathing, etc.);
- a report or a suspicion that a student has a weapon or other dangerous item or drugs, alcohol, or other illegal substances
- presence of an intruder (a non-student or staff member who refuses to go to the office)

2. Student Searches

Office administration should be notified in the event that a student is suspected of having contraband. A teacher should not search a student unless they are assisting a school official, or in the event of an emergency. You may direct a student suspected of having an item in violation of school rules to wait with you until another adult is present, or to follow you to the office if you can leave your assigned area without causing risk of harm to others. Do not use physical force to detain the student or to make the student accompany you except as reasonably necessary to protect the student or others.

3. Student Rights

Students should be treated fairly and given the same treatment without consideration of race, color, religion, gender, or disability. Students who need special accommodations should be given those accommodations as needed for them to participate in school and school activities. Further, students have the right to have their school records kept confidential. Such information should be shared only with other school staff with a need to know the information to perform their duties.

Section 8 Managing Student Conduct

Discipline is everyone's responsibility.

Section 9 Dispensing Medication

Teachers are not permitted to give any medication to students unless trained under the Medication Aid Act. Students who need to take prescription medicine must have a signed parent release form on file in the office. Medications are to be taken in the presence of the office staff, the nurse, or medication aide and are to be stored in the nurse's office; except for students who have a diabetes self-management or asthma self-management plan. Medical procedures are not to be administered in the classroom except in accordance with the District's Safety and Security Management Plan and the District's Emergency Protocol. Any questions about these rules are to be addressed to the Principal.

Section 10 Reporting Child Abuse

Teachers are to promptly report to the appropriate law enforcement agency and the Principal when they have reasonable cause to believe that a child has been subjected to abuse or neglect, including sexual abuse, or circumstances which reasonably would result in abuse or neglect. Administrative staff may sometimes choose to make a report for a teacher. However, simply informing a Principal or supervisor does not end the teacher's responsibility; teachers are obligated by law to make certain a report was made if they do not do it themselves.

Section 11 Safety and Security

All staff are responsible for reading, understanding, and executing the protocols described in the Raymond Central Crisis Response and Safety Manual as well as protocols that are expressed during specific drills and training. All classrooms will have a copy of the manual as well as up to date class rosters in the Emergency folder located in each classroom.

Article 5 - PERSONAL AND PROFESSIONAL CONDUCT

Section 1 Professional Ethics Standards

The Raymond Central Public Schools expects its certificated employees to adhere to the professional ethics standards established by the Nebraska Department of Education as such standards may be modified from time to time. The professional ethics standards which certificated employees are expected to adhere to include those set forth below. References to “educator” shall include all certificated employees of the District.

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, creed, sex, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.
- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the Superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions which interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.
- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications, nor those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

Section 2 Evaluations

Evaluations of teachers will be conducted in accordance with the District's evaluation policy. Teachers may access information regarding the 'Teacher Evaluation and Performance Framework' in a shared google drive titled the same. Supervisors reserve the right to observe, appraise or evaluate teachers more frequently than required by policy on an as-needed basis. Teachers are expected to participate constructively and positively in the evaluation process and to accept and implement constructive suggestions and improvement strategies developed by the administration.

Section 3 Role Model

At all times, teachers serve as role models for students and their actions and conduct reflect on the school as a whole. Teachers are in all respects to conduct themselves in a professional manner.

A. Notification of Arrest

Teachers must notify Superintendent by the next business day after:

1. Arrest or Criminal Charges. The teacher is arrested, ticketed, or issued a criminal charge where:
 - a. The maximum penalty for the crime equals or exceeds six months incarceration.
 - b. The crime relates to abuse, neglect or endangerment of a minor, a minor was allegedly a victim or a witness, or the crime involves alleged sexual misconduct.
 - c. Conviction would impact performance of teacher’s job responsibilities, including offenses that:
 - i. Would impact the responsibility to be a role model for students or relations with other employees of Raymond Central Public Schools;
 - ii. Would impact the teacher’s ability to operate a motor vehicle if the teacher at times needs to travel during duty time or the teacher at times drives students; or
 - iii. Would impact the teacher’s Commercial Drivers License if the teacher’s job requires that the employee have a CDL.
 - d. The arrest or the alleged criminal activity occurred while the teacher was on duty, on property of Raymond Central Public Schools, or in a school owned or utilized vehicle, or at a school-supervised activity or school-sponsored function.

Teachers must also promptly report to the Superintendent whenever the teacher has been sentenced to be incarcerated for any period, even if the offense is not otherwise reportable.

2. Certificate or License. The teacher becomes aware that a complaint has been filed against the teacher that could affect a certificate or license required for the teacher’s position. This includes proceedings of the Nebraska Department of Education related to an alleged violation of the NDE Standards of Conduct and Ethics, Chapter 27, and proceedings of the Health and Human Services related to an alleged violation of the professional standards of conduct for the teacher’s position.
3. Child Abuse. The teacher becomes aware that a report of child abuse or neglect has been made against the teacher under the Child Protection Act.

Further, teachers must give full disclosure of any Child Protection Act investigation that resulted in an “inconclusive” determination that occurred at any time. Teachers must disclose such findings within ten days following the Teacher’s notice of such determination.

Teachers must give full disclosure of the existence and nature of the above proceedings and must also promptly notify Superintendent of the disposition of the proceedings.

Legal documents relating to the proceedings shall be treated and maintained as part of the teacher’s confidential criminal background file.

Failure to notify as required under this section may subject the teacher to disciplinary action, including termination.

B. Civility

Each teacher shall behave with civility, fairness, and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with Raymond Central Public Schools. Uncivil behaviors are prohibited. Employees may be subject to disciplinary action up to and including termination for engaging in uncivil behaviors.

Uncivil behaviors are any behaviors that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, unprofessional, violent, or harassing. Such interactions are prohibited in all forms of communication, including telephone conversations, voice mail messages, face-to-face conversations, written communications, social media communications and email messages.

Any teacher aware of another teacher’s uncivil behavior shall report the conduct to the teacher’s immediate supervisor or to the Superintendent. There will be no retaliation against the person for making the report.

C. Tobacco

The use of tobacco products is prohibited on school grounds.

“Tobacco products” means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. This does not preclude adults from wearing non-visible nicotine patches, or using nicotine gum without displaying the product container, as part of a smoking cessation program.

Section 4 Relationships

It is important for teachers to maintain an effective working relationship with the administration and all co-workers, including other teachers and support staff. Teachers must maintain appropriate relationships with students and the community, including parents and patrons. Appropriate relationships are established by extending social courtesies, following through on commitments and promises, complying with administrative directives and Board policies, being prompt and responsive to questions and concerns, being honest and consistent, and not intruding into personal matters outside the scope of duties or gossiping or spreading rumors about others.

Professional Boundaries Between Employees and Students

All teachers are expected to observe and maintain professional boundaries between themselves and students. A violation of professional boundaries will be regarded as a form of misconduct and may result in disciplinary action.

The following non-exclusive list of actions will be regarded as a violation of the professional boundaries that teachers are expected to maintain with a student:

- Using e-mail, text messaging, instant messaging, or social networking sites to discuss with a student a matter that does not pertain to school-related activities, such as the student's homework, class activity, school sport or club, or other school-sponsored activity. Electronic communications with students are to be sent simultaneously to multiple recipients, not to just one student, except where the communication is clearly school-related and inappropriate for persons other than the individual student to receive (for example, e-mailing a message about a student's grades).
- Engaging in social-networking friendships or communications with a student on social networking sites. Material that employees post on social networks that is publicly available to those in the school community must reflect the professional image applicable to the employee's position and not impair the employee's capacity to maintain the respect of students and parents or impair the employee's ability to serve as a role model for children. Employees shall not friend, communicate with, or follow students on any social networking site.
- Engaging in sexual activity, a romantic relationship, or dating a student or a former student within one year of the student graduating or otherwise leaving the District.
- Making any sexual advance - verbal, written, or physical - towards a student.
- Showing sexually inappropriate materials or objects to a student.
- Discussing with a student sexual topic that are not related to a specific curriculum.
- Telling sexual jokes to a student.
- Invading a student's physical privacy (e.g., walking in on the student in a restroom).
- Hugging or other physical contact with a student that is initiated by the employee when the student does not seek or want this attention.
- Being overly "touchy" with a specific student.
- Allowing a specific student to get away with misconduct that is not tolerated from other students, except as appropriate for students with an IEP or 504 Plan.
- Discussing with the student the employee's problems that would normally be discussed with adults (e.g., marital problems).
- Giving a student a ride in the employee's personal vehicle without express permission of the student's parent or school administrator unless another adult is in the vehicle.
- Taking a student on an outing without obtaining prior express permission of the student's parent or school administrator.
- Inviting a student to the employee's home without prior express permission of the student's parent and school administrator.
- Going to the student's home when the student's parent or a proper chaperone is not present.
- Giving gifts of a personal nature to a specific student.
- Discussing alcohol, tobacco, or other illicit drugs in a non-instructional setting, such as describing a party that the employee attended.
- Discussing another student's or employee's personal matters when it is not appropriate outside of the instructional setting.
- "Grooming," which includes building trust with a student and individuals close to the student in an effort to gain access to and time alone with the student, with the ultimate goal of engaging in sexual contact or sexual penetration with the student, regardless of when in the student's life the sexual contact or sexual penetration would take place.

Appropriate exceptions are permitted to the foregoing for legitimate health or educational purposes and for reasons of family relationships between employees and their children who are students in the District. A teacher seeking an exception must receive advance approval from his or her Principal. If a teacher is unable to communicate with their Principal in advance (such as in the event of an emergency), the teacher must notify the Principal as soon as possible, but not later than 24 hours immediately following the event.

A teacher who violates this policy may face discipline, up to and including termination of employment, and may be referred to the appropriate certification or credentialing agencies for further discipline. A violation of this policy will result in referral to the Department of Health and Human Services, law enforcement, or both.

Section 5 Professional Attire

It is important for teachers to project a professional image to students, parents and co-workers. Appropriate attire and grooming are two of the means of projecting a professional image. Teachers are expected to maintain conservative and professional attire and grooming when on duty. As professionals, teachers are expected to be aware of the standard to be maintained. As a minimal guide, teachers should not wear clothing which students would not be permitted to wear at school. The administration may establish more detailed guidelines for individual teachers should that be necessary.

Section 6 Private Tutoring

Teachers are encouraged to provide individual assistance to students as a part of their duties. Teachers who engage in private tutoring for pay (compensation of any kind from a source other than the District) are subject to the following rules:

1. The teacher may not arrange to provide private tutoring for any child enrolled in the teacher's class.
2. The teacher is not to provide private tutoring in a school building.
3. The teacher is not to provide private tutoring during duty time.
4. The teacher is not to advertise or promote the teacher's private tutoring services in the school or in the school's communications systems except with the express permission of the Superintendent or designee.

Section 7 Safe Transportation

When driving a school vehicle or transporting students, teachers are to abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems must be utilized by all occupants.

When transporting students, teachers are not to use cell phones or otherwise engage in distractions. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception is in the case of emergencies.

Section 8 Outside Employment

Teachers shall not perform duties unrelated to District employment during duty hours. In addition, teachers shall not engage in employment which conflicts with their school duties. Teachers are not required to notify the District of outside employment except: (1) teachers who are also employed by another Nebraska school district in order to comply with Nebraska State Retirement System regulations and (2) teachers who have a work-related injury in order to comply with workers' compensation requirements.

Section 9 Student Recognition

Teachers are responsible for participating in, promoting and supporting the Student Recognition Program that has been developed at Raymond Central Public Schools. A more detailed description of this program can be provided by the building principals. Graduation is considered a main event that all professional staff should attend.

Section 10 Intellectual Property

All items that are created in the fulfillment of identified job responsibilities and purchased by district funds are property of Raymond Central Public Schools. When permanently exiting the district staff should leave all district items for future use.

- Paper items that have been created by staff should be copied or scanned. All original hard copies should be left with the building administrator.
- Once copied, digital items should be consolidated into a file; identified on the server under the teachers last name. The teacher should provide their building principal with information as to location of the items on the APS server.
- Items that have been purchased by the district should be left in the teacher's room, or work area. This includes but is not limited to; textbooks, office supplies, computers, furniture, manuals, articles of clothing, electronic devices, etc.

Section 11 Fundraising

Fundraising is the selling of a product, providing a service or activity, or requesting donations of any kind. School fundraising directly funds school programs and student organizations.

Within District policies and regulations, all fundraising activities by school-sponsored groups must have the approval of the building principal. If questions arise about the appropriateness of a given activity, the principal is expected to consult with the Superintendent who, in turn, may seek reactions from the Raymond Central Board of Education.

General Guidelines:

- Must have prior building principal approval. Before approval, expenditure purpose must be given to the Principal and Activities Director. School District employees who supervise official school programs or extracurricular activities are directed to not organize, conduct, or involve students in fundraising activities unless the fundraising activity has been approved by the building principal.
- Fundraising activities are to be considered for approval based on the following criteria:
 1. Students will not be exploited for sectarian, political, or commercial purposes.
 2. The project will accomplish the goals for the fundraiser without undue risk of financial loss.
 3. All students will benefit equally or the organization will benefit as specified in advance from fundraising proceeds.
 4. All sales of food and beverages shall comply with District nutrition and wellness policies and regulations.
 5. Organizations will be allowed one fundraiser involving the selling of a product or a good.
 6. The project meets all legal requirements.
- Donations may be sought as part of fundraising efforts.

Sales and Fundraising in Schools Sales in schools shall be subject to the following guidelines:

- Students may not be required to participate in fundraising or to provide a donation if raising money is part of a class or curricular project.
- Students will not be required to sell a required amount nor will they be penalized for not selling a required amount (Example: lettering, etc.).
- Students cannot sell products or services during the time they are in class.
- Sales of food or beverages cannot occur during the breakfast and/or lunch period of a regular school day.
- Control of sales before, during and after school is in the hands of school principals or designees who are responsible for maintaining compliance with sales and fundraising policies and regulations.
- All sales of food and beverages shall comply with District nutrition and wellness policies and regulations.

Management of Funds and Records

- Must follow strict money collection policies and procedures as outlined by each building and district policy. See Board Policy 3200 Article 3.
- All funds collected must be given by the fundraiser sponsor intact (i.e., cash and checks must be deposited in the same cash/check mix in which they were received) to the building principal or designee for deposit into the School District depository account no later than the next school day following receipt.
- Funds may not be deposited into personal accounts and may not be taken home.
- The fundraiser sponsor shall submit all records related to the fundraising project at the conclusion of the project. The records to be maintained and submitted include:
 1. Fundraiser Approval
 2. Purchase order or procurement card receipt
 3. Invoices and Packing slips
 4. Student checkout sheets
 5. Deposit receipts
 6. Inventory of merchandise and records of credit or receipt for returned merchandise

Fundraising by Outside Organizations

Outside organizations are non school-funded groups such as parent/teacher organizations, sports booster groups, and commercial enterprises that provide supplementary services to existing school entities. Outside organizations are separate and apart from the School District. Examples of outside organizations are: PTO, Music Boosters, Athletic Boosters, Post Prom Committee, and Parents for Fine Arts.

Article 6 - ACADEMIC MATTER

Section 1 Purpose and Goals of Academic Achievement

The Raymond Central Board of Education is committed to providing a quality education for all Raymond Central students consistent with the school's mission statement. Effective, quality instruction by teachers is an essential means of meeting the District's mission of providing a quality education.

Section 2 Teaching to Student Understanding to Assure Learning

Each teacher is responsible for teaching in a manner to meet the mission of the District and to assure student understanding and learning of the principles and concepts to be presented to students within the curriculum adopted by the District. Teachers will model classroom instruction using the Raymond Central Instructional Framework implemented by the District and instructional practices reflected in the teacher evaluation instrument adopted by the Board of Education. Teachers are responsible for familiarizing themselves with the Raymond Central Instructional Framework and the principles of instruction set forth in the evaluation instrument. The administration shall provide periodic in-services regarding both.

State and federal laws and regulations have been enacted which require that students with certain needs be provided instruction and services consistent with those special needs. Examples include students who have been verified as in need of special education ("special education students"), students with other disabilities which impact the educational program ("504 students"), and limited English proficient students ("LEP or ELL students"). The District's policy is to comply with the state and federal laws and regulations in all respects. Teachers who are assigned special education, 504, or LEP/ELL students are required to provide instruction and services consistent with legal requirements and the requirements of Board policy and regulation.

Section 3 Instruction in the Curriculum

Teachers shall instruct students in the curriculum, including the use of curriculum materials, adopted and implemented by the Board of Education and as directed by the administration.

Section 4 Measuring and Reporting Academic Achievement

Grades and Grading. Measuring and accurately reporting the level of each student's academic achievement is of critical importance to students, parents, staff, the board of education and community. To this end, each teacher shall develop a variety of assessment instruments and techniques to measure student achievement in the curriculum adopted and implemented by the school district, record the results of such assessment, and report such results on Report Cards. Teachers should endeavor to measure student learning and understanding on a frequent basis during each grading period to provide an accurate evaluation of each student's academic achievement for that period. It is generally preferable to give numerical grades for tests, quizzes, and daily work. **GRADES MUST BE RECORDED FOR ALL CURRICULAR AREAS.**

Recording Grades. Each teacher shall **record grades in PowerSchool. PowerSchool grades must be updated weekly.** A sufficient number of grades must be recorded in the grade book to justify all quarter and semester grades for each student. Please keep consistent and complete records. Teachers must be able to support and justify the grades that each individual student earns.

Reconsideration of Grades/Marks. Questions raised concerning duly assigned grades will be resolved cooperatively in a conference which includes the teacher(s) involved and the Principal. In the event a grade is questioned by parents or students, the parents/guardians and/or student may be included in the conference.

Failure to resolve the issue will result in a second conference involving the Superintendent or designee and the participants in the initial conference described above. The grades designated by teachers will not be changed unilaterally by the Superintendent unless the Superintendent determines that the grade is not consistent with the requirements of law, Board policy, or the best interests of the District.

Transfer Grades. A student transferring into Raymond Central Public Schools will have all grades awarded in accordance to Board Policy 5003.

Reports to Parents. Teachers are expected to keep parents advised of grades by posting grades to PowerSchool and keeping those grades updated weekly so that they accurately reflect student progress. It is important that teachers provide students with opportunities to evidence their progress on the learning standards. Teacher should contact parents when students are failing their class and work with collaborate with parents/guardians on ways in which learning performance can be improved.

Grades and credit are assigned on a mid-semester (9 weeks) or semester basis (18 weeks). Reports will be made available to parents at the close of each quarter during the school year.

Academic Eligibility. All students involved in activities will be held to a high standard academically in order to be able to participate. Student grades will be obtained every Monday at Noon. Any student with a failing grade in more than one class will be placed on academic probation. That probation will last for one full week. During that time, the student has the opportunity to improve their grades for one week. If the student still has failing grades in more than one class in any on the following Monday's grade report, that student is ineligible for the entire week, regardless of if grades are increased during the ineligible week. Students will be removed from the ineligible list once they have one F or fewer on the Monday grade report.

Academic eligibility for activity participants will be maintained on a weekly basis. All students involved in activities will be held to a high standard academically in order to be able to participate. Student grades will be obtained every Monday at Noon.

- a) Any student with a failing grade in more than one class will be placed on academic probation. That probation will last for one full week. During that time, the student has the opportunity to improve their grades for one week. If the student still has failing grades in more than one class on the following Monday's grade report, that student is ineligible for the entire week, regardless of if grades are increased during the ineligible week.
- b) Students will be removed from the ineligible list once they have one F or fewer on the Monday grade report.
- c) Resource students or Sec. 504 students who are not receiving a passing mark should only be placed on the ineligible list after consultation with the resource teacher and/or case manager. Referral must be made to the resource teacher.
- d) Teachers who submit names to the eligibility list will be responsible for personally contacting parents about the student's status. If a staff member has not informed the student and his/her parents/guardians during the probationary week(s) that the student is receiving an "F", the student will not be placed on the ineligible list the following week.

Section 5 School Improvement

Goals for improvement are defined and prioritized annually by the Board of Education. Campus School Improvement goals and action plans should be aligned with BOE goals and the PLC goals should flow from the Campus Goals. All staff are expected to be involved in the School Improvement Process.

Section 6 Parent-Teacher Conferences

Parent-Teacher conferences are a critical opportunity for teachers to dialogue with parents (or guardians) of students regarding student achievement and learning. To this end, fall and spring Parent-Teacher conferences will be scheduled and held during the school year. Teacher attendance at Parent-Teacher conferences is mandatory. The appropriate attire for this event is business professional. A teacher may only be excused from attendance at Parent-Teacher conferences in writing by the Superintendent. The schedule setting forth the dates and times for the Parent- Teacher conferences for the school years is as follows:

Teachers are expected to be prepared for such conferences. Being prepared includes having completed grade reports and other necessary information by the Parent-Teacher conference.

Section 7 Field Trips

All field trips and subsequent activities must be tied to the curriculum. There must be academic expectations tied to these activities. Teachers should obtain permission from the building principal for field trips and should expect to provide sound rationale for the activity. Local walking excursions should be reported to the principal. Teachers must complete a field trip request at least two weeks in advance of the planned trip and they must communicate to all teachers a list of who will be absent one week prior to the trip.

A district application form is required for extended field trips. The school retains the right to deny a student the privilege of field trip participation. We encourage teachers to schedule field trips throughout the school year as transportation is problematic in the spring.

The teacher, coach, and/or adult sponsor are charged with the management and handling of students when on school transportation vehicles. As a sponsor you are charged with the following responsibilities:

SAFETY ITEMS:

1. Submit Transportation Manifest as required.
2. Keep the noise level down.
3. There should be 'no talking or noise' when the bus is stopped at railroad crossings.
4. Make sure students stay seated. Avoid standing, kneeling, changing seats, and peering over seats.
5. Sign activity sheet after trip as required.
6. Keep all aisles and emergency exits cleared.
7. All district transportation vehicles have forms entitled BASIC FIRST AID and EMERGENCY EVACUATION PROCEDURES. All sponsors should know where these forms are located and be informed on evacuation procedures.

COURTESY ITEMS:

1. Sponsors should sit in a location that ensures they can monitor students effectively. Sitting at front with all students behind you is not advised.
2. Sponsor is charged with ensuring that the bus/vans are picked up. That duty can be delegated to students but sponsor should perform a walkthrough to make sure it is appropriately executed.

Section 8 Advisory Program

All students in grades 6-12 will participate in the advisory program. The activities of the advisory group may include but not be limited to the following:

1. Orientation to the school and its procedures and organization of academic materials, class preparation, and time.
2. Communication with the parents of advisees about academic and behavioral experiences.
3. Advocacy for the student with other staff members and students.
4. Delivery of designated curriculum.

Section 9 Nebraska State Assessment Requirements

All students in grades 3-8 will be required to take the Nebraska State Assessment, currently referred to as NSCAS. Students will test from late March to early May. Required tests will include NSCAS math, English language arts, and science.

Incoming ninth grade students who fail to meet the required state proficiency levels on any Nebraska state assessment may be remediated in the individual courses he/she did not meet proficiency standards. Remediation may include remedial courses in either summer skills, or during the regular semester. Please note; the additional course could possibly cause conflict in scheduling electives.

All juniors will be required to take the ACT test. The ACT test will be administered in the second semester and students will take all of the state required portions of the test. Currently, the required sections include English, Reading, Math, Science, and Writing.

Section 10 Dating Violence

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

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

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

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-parent handbook or an equivalent such publication. 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.

Article 7 - USE OF SCHOOL FACILITIES AND EQUIPMENT

Section 1 Drug-Free Workplace

The District has established the school as a drug-free workplace. The drug-free workplace for this purpose includes school grounds, school utilized vehicles, and places in which school activities are held.

The unlawful manufacture, distribution, disposition, possession, or use of a controlled substance is prohibited in the work place. The possession, use or distribution of illicit drugs or alcohol, the use of glue or aerosol paint or any other chemical substance for inhalation, and being under the influence of illicit drugs, alcohol, or inhalants, is prohibited in any place while teachers are on duty time. Any level of impairment from illicit drugs, alcohol, or inhalants, and the presence of any odor of illicit drugs (such as marijuana) or alcohol on a teacher in the work place or on duty time shall be a violation of the drug-free workplace. The possession or distribution of a look-alike drug or look-alike controlled substance is prohibited. In addition, teachers are expected to serve as role models for students and will be considered to have violated the District's expectations in the event the teacher commits a criminal drug or alcohol offense off the work place or off duty time.

As a condition of employment, teachers will abide by the District's drug-free workplace policies and notify the Superintendent of any criminal drug statute arrest, citation, or conviction for a violation occurring in the workplace no later than 5 days after such arrest, citation, or conviction. Disciplinary sanctions up to and including termination of employment and referral for prosecution will be imposed for violations of the District's drug-free workplace policies.

Section 2 Smoke and Tobacco-Free Workplace

The use of tobacco products in District buildings and all owned or leased facilities and vehicles is prohibited.

Section 3 Weapon-Free Workplace

The District prohibits any person from being in possession of a weapon at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any teacher found to be in violation of this policy shall be subject to disciplinary action, up to and including termination. Teachers shall refer to the District's Board Policies on weapons to determine what qualifies as a weapon. If a teacher remains uncertain whether an object constitutes a weapon, the teacher must consult the Superintendent in advance for a final determination.

Section 4 Use of District Computer Network and Internet Safety Policy

Teachers have access to the District's computer network and the Internet for the enhancement and support of student instruction. It is important to remember that the equipment and the software are the property of the District and are to be used for business purposes.

As a condition of using the computers and the Internet, teachers agree to all elements spelled out in board policy regarding acceptable use including the following:

1. Since copyright laws protect software, teachers will not make unauthorized copies of software found on school computers by any means. Teachers will not give, lend, or sell copies of software to others unless the original software is clearly identified as shareware or in the public domain.
2. If a teacher downloads public domain programs for personal use or non-commercially redistributes a public domain program, the teacher assumes all risks regarding the determination of whether a program is in the public domain.
3. Teachers shall not access material that is obscene, child pornography or otherwise inappropriate matter for educational or work-related uses or contrary to the District's mission. Teachers are not permitted to knowingly access information that is profane, obscene, or offensive toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), color, national origin, religion, disability, age, sex, or other protected category. Further, teachers are prohibited from placing such information on the Internet.
4. Teachers will protect the privacy of other computer users' areas by not accessing their passwords without written permission. Teachers will not copy, change, read, or use another person's files. Teachers will not engage in "hacking" or otherwise attempt to gain unauthorized access to system programs or computer equipment.
5. Teachers will not disclose their passwords and account names to anyone or attempt to ascertain or use anyone else's password and account name.
6. Teachers will not attempt to log in to the system as someone other than themselves without the other person's prior permission.
7. Teachers will not use the school network or computers for financial gain or for any commercial or illegal activity.
8. The District reserves the right to inspect a teacher's school computer and computer usage at any time. Teachers have no privacy rights or expectations of privacy regarding use of the District's computers or Internet system.
9. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.
10. Teachers shall not use or access the Internet for any reason that would violate the request that a teacher serve as a role model for students.

Any violation of any part of this agreement or any other activity which school administrators deem inappropriate will be subject to disciplinary action.

Section 5 Use of School Facilities

A teacher who is issued school keys or fobs shall not lose their keys or fobs and shall not allow others to have access to or to use their keys or fobs. Teachers are permitted to have access to school facilities during non-school time provided such access is for work-related purposes or has been approved in advance by the Principal.

Use of school supplies (paper, staples, etc.), school equipment (copiers, fax machines, telephones, etc.) and school postage is to be for approved school-related purposes only. Excess or surplus supplies or equipment, including items which have been placed in the trash, must not be removed for non-school use without prior approval from the Principal.

Section 6 Care of School Property

Teachers are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school. If an item is in need of maintenance or repair, report it to the Principal. If you learn that a student has damaged school property or equipment, or if you are responsible for damage to school property, promptly report it to the Principal so the item may be replaced or repaired if possible and appropriate responsibility for the cost of replacement or repair may be determined.

Section 7 Use of Telephone

Staff members will have access to a school phone and voicemail at their teaching stations. This phone is provided for your convenience in completing contacts to parents, vendors, and other school-related functions. Staff members should use discretion in taking and making calls during the school day. Please be aware of the following regulations:

1. Place personal or school calls during planning periods or before or after school. This includes use of cell phone calls and texting placed or received. *Only emergency calls will be forwarded to you and/or should be sent or received by you during your obligated duty time.* Do not discuss student progress over the phone where other students could overhear the conversation.
2. Long distance business calls will be logged and submitted upon request.
3. Long distance personal calls should be completed using a personal calling card or your cell phone.
4. Students should not be allowed to use school phone for personal use.
5. Voice mail should be checked regularly during the school day; use planning periods, lunch break or before and after school times to answer mail. All incoming personal and professional calls will be forwarded to your voice mailbox.
6. Staff members should regularly update their personal messages as schedules change (such as sports seasons) to reflect their availability.
7. To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 8 Visitors

Teachers are not to have visitors on school property except on a short-term basis and only with permission of the principal. Included in the definition of visitors are family members of the teacher. Visitors should follow posted procedures for being on school property. Teachers are not to bring their children to school with them in lieu of taking them to childcare. **All visitors will be required to wear Identification badges during the scheduled day, while on school property.**

Section 9 Salespersons

Teachers need not allow, and should not permit, any salesperson or representative or agent of any commercial enterprise or theatrical presentation to contact the teacher while engaged in the teacher's duties except for such times as may be designated by the Superintendent or designee. By law, the hours of no solicitation are between 8:30 a.m. and 5:00 p.m. on all days school is in session. If you are required to be at work earlier than 8:30 a.m., the hours are extended to that earlier time as well.

Teachers shall not use classrooms, buildings or other school property for personal use or profit without specific approval from the Superintendent or designee. Teachers shall not use time for which the teacher is on duty or paid by the District to engage in any activity for personal financial profit. Any violation of this policy will be held to be willful insubordination.

Section 10 Security of Desks and Lockers

Offices, teacher desks, lockers, file cabinets and other such storage devices (“storage devices”) are owned by the school and are to be properly cared for and maintained. Appropriate security measures should be used to protect school and personal property kept in storage devices from theft or vandalism and to protect confidential student records.

The school exercises exclusive control over school property and reserves the right to search offices and storage devices provided to or used by employees where permitted by law, such as where reasonable grounds exist for suspecting that a search will turn up evidence that the employee has committed work-related misconduct, or that a search is necessary for a non-investigatory work-related purpose, such as to retrieve a file. School-related documents or records must remain readily available to administration and other appropriate school staff. Any personal items a teacher wants to have kept private should be kept in a separate personal storage device, such as a brief case, purse or backpack.

The District is not responsible for any personal property teachers may bring to school. Teachers are cautioned not to bring large amounts of money or items of significant value to school.

Section 11 Bulletins and Announcements

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal’s office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 12 Copyright and Fair Use Policy

It is the District’s policy to follow the federal copyright law. Teachers are reminded that, when using school equipment and when performing school duties, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship.

Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

Section 13 Video Surveillance

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

Section 14 Recording of Others

To ensure the privacy and confidentiality of student information, no person (including a teacher) is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted, (2) by authorized staff for purposes of child welfare (for example, to record images of injuries to students caused or believed to be caused by another person), or (3) the Principal or Principal’s designee. This prohibition applies to all persons, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 15 Safety

Safety Program and Safety Committee

The District has established a Safety and Security Management Plan which includes safety and security plans and procedures, including plans and procedures to address emergency and crisis situations. Teachers are expected to be familiar with and to comply with the Safety and Security Management Plan. The Plan may be obtained for review or copy from the Principal or the Superintendent.

The District also has a safety committee to address employee accidents, injuries and work place conditions. A representative from each bargaining group plus representatives appointed by administration serve on the committee. If you have a desire to serve on the committee, you should contact the President of the teachers’ association. Teachers can make suggestions and/or report concerns to the safety committee in the following ways: (1) contact the teachers’ association representative of the safety committee, (2) contact the President of the teachers’ association, or (3) contact the Safety Committee in care of the Superintendent.

Safety Practices

Guidelines for safe work practices which teachers should follow include the following:

1. Never stand on chairs, counters, tables, etc. Only use step stools, ladders and locking stools to stand, climb, etc., to reach high places, put things on bulletin boards, etc.
2. Always wear protective equipment (i.e., goggles, aprons, gloves, and ear protection).
3. Wipe up spills or report promptly to appropriate personnel. DO NOT assume someone else will do it.
4. Be aware of your surroundings. Pick up clutter, keep your work area or room clean and free of clutter, debris, etc.
5. Identify and report all hazards (i.e., broken equipment, broken or uneven floor surfaces, non-operating tools, windows, doors, etc.). Follow up if not repaired.
6. Do not use equipment if you are not familiar with it or operate machinery without proper training.
7. Do not carry heavy or bulky objects. Get a cart, dolly or assistance. Know how to properly lift.
8. Report any injuries or medical problems to your supervisor immediately and complete the employee accident report.
9. Wear seatbelts when in vehicles where provided.
10. Do not do repetitive tasks for long periods of time (i.e., keyboarding, dipping cookies, cutting out things, filing, typing, etc.). Take breaks, learn and do stretching exercises, etc. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal.

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

Emergency Backpack

Each classroom shall have an Emergency Backpack visibly located near the exit. Teachers should ensure that the following items are in this backpack: Emergency Response Manual, updated roster of students occupying the classroom, teacher identification badge, red and green card, paper and pencil. Teachers are to take these backpacks with them during emergency evacuations of any nature.

Fire and Severe Weather exit routes and safety areas are to be visibly posted near the exit in each classroom. Guidelines for these procedures can be found in the Emergency Response Manual.

Security Measures

Entrance doors will be locked during school hours. The administrative assistant will check in all visitors and issue a visitor badge. Any teacher seeing a 'stranger' in the hallway will look for a visitor badge and if one is not visible you will direct and/or lead the visitor to the office.

Security System Procedures

Each individual staff member has been issued a key for entrance into the building and a security code to be used outside of school operational hours. Once in the building please make certain that the door shuts and locks behind you. At no time should the doors to the school be propped or left open. In an attempt to further ensure the safety of the staff and students, video cameras have been placed throughout the interior and exterior of the building.

Use of Personal Vehicles

Teachers who drive school vehicles or volunteer to use their personal automobile to transport students must have a valid driver's license and proof of insurance. Teachers will be provided a Driver's Certification form to verify this information and to be given instruction on emergency evacuation and first aid. Teachers who drive school vehicles or transport students in their personal vehicles are responsible for following safe driving practices, including use of seat belts by all occupants. When driving your personal vehicle, you are assuming an additional degree of personal liability for any injury or accident. Teachers are not to use cell phones while driving a school vehicle or while transporting children.

Incidents

Every incident which results in a personal injury, or could have resulted in a personal injury, must be reported to the Principal immediately. In the event the injury involves a student, the teacher responsible for the student either as teacher, coach or sponsor is responsible for making the report. If the injury occurs in the presence of the teacher, the teacher is also responsible for making a report.

Incident Report forms can be obtained from the building office and are located in the shared google drive titled "Safety Committee".

Article 8 - State and Federal Programs

Section 1 NOTICE OF NONDISCRIMINATION

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected category in admission or access to, or treatment of employment, in its programs and activities. The Coordinators listed in Section 2 have been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of nondiscrimination.

Complaint and grievance procedures are provided for by the District and set forth in the Board of Education Policy. If an employee does not feel that a complaint of nondiscrimination has been satisfactorily resolved at the school level, the employee may file a complaint with the appropriate federal or state agency. Complaints are to be filed with the regional Department of Education, Office for Civil Rights where the complaint relates to Title IX (discrimination, harassment or lack of equity based on gender), Title VI (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin) or Section 504 (discrimination, harassment, or failure to accommodate a disability). Complaints are to be filed with the regional U.S. Equal Employment Opportunity Commission (EEOC) if the complaint relates to Title VII (discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, gender, national origin, or religion), the Americans with Disabilities Act (discrimination, harassment or failure to accommodate a disability), or the Age Discrimination in Employment Act (discrimination based on age). The contact information for the OCR and the EEOC in this regard are:

Office for Civil Rights in the U.S. Department of Education (OCR)
 One Petticoat Lane
 1010 Walnut Street, 3rd Floor, Suite 320
 Kansas City, Missouri 64106
 (816) 268-0550; Fax (816) 268-0599, (800) 877-8339 (telecommunications device for the deaf), or
ocr.kansascity@ed.gov.

The U.S. Equal Employment Opportunity Commission (EEOC)
 Gateway Tower II
 400 State Avenue, Suite 905
 Kansas City, KS 66101
 (800) 669-4000; TTY: (800) 669-6820; Fax (913) 551-6957

Section 2 DESIGNATION OF COORDINATOR(S)

Any person having inquiries concerning the District's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies, or programs. The Coordinator may be contacted at: 1600 W. Agnew Road, Raymond, NE 68428 telephone number (402) 785-2615.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Secondary Assistant Principal
Title IX	Discrimination or harassment based on sex; gender equity	Secondary Assistant Principal
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Secondary Assistant Principal
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

Section 3 CONFIDENTIALITY OF STUDENT RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) gives parents and family members and students over 18 years of age rights of access and confidentiality with respect to education records. Employees are expected to provide access rights and maintain the confidentiality of education records in accordance with FERPA and Board policy. Further information about FERPA and the District's policies under FERPA are found in Board policy and in the student handbook.

ACCEPTABLE USE OF COMPUTERS AND NETWORKS

ADMINISTRATORS, FACULTY AND STAFF AGREEMENT

In order to make sure that all members of Raymond Central Public School’s community understand and agree to these rules of conduct for use of the e-mail and Internet systems of the school district, the Raymond Central School District asks that you, as an administrator, faculty member, or staff member user, sign the following statement:

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

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

Employee’s Name _____

Employee's Signature _____ Date _____

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

**RECEIPT OF 2024-2025 TEACHER HANDBOOK
OF RAYMOND CENTRAL PUBLIC SCHOOLS**

This signed receipt acknowledges receipt of the 2024-2025 Teacher Handbook. This receipt acknowledges that it is understood that I will read and be familiar with the handbook, I will familiarize myself with Board Policies, and that I understand that the District’s policies include specific complaint and grievance procedures that must be used for reporting harassment or discrimination. This signed receipt also acknowledges receipt of an electronic copy of the Teacher Evaluation and Performance Framework of Raymond Central Public School. This receipt acknowledges that it is understood that I am to read and be familiar with the framework.

Date: _____

Teacher’s Signature

**RAYMOND CENTRAL
MIDDLE SCHOOL/
HIGH SCHOOL
STUDENT/GUARDIAN
HANDBOOK**

2024-2025

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



MIDDLE SCHOOL/HIGH SCHOOL STUDENT/GUARDIAN HANDBOOK

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FOREWORD

Section 1 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 Raymond Central 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 and the educational program. 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.

The Policies of the Board of Education may cover areas not addressed in this Handbook. Every parent or guardian and student should familiarize themselves with Board Policies online at: www.rcentral.org.

Section 2 MEMBERS OF THE BOARD OF EDUCATION

Name	Contact Information
Brad Breitreutz, President	bbreitkr@rcentral.org
Cathy Burklund , Vice President	cburklun@rcentral.org
Bill Lange, Secretary	bill.lange@rcentral.org
Mary Benes, Treasurer	mary.benes@rcentral.org
Larry Heyen, Member	larry.heyen@rcentral.org
Derek Matulka, Member	derek.matulka@rcentral.org

Section 3 ADMINISTRATIVE STAFF

Name	Position
Bryon Hansen	Superintendent
Steve Rose	Elementary Principal (Valparaiso)
Deborah Kruse	Elementary Principal (Ceresco)
Troy Lurz	Secondary Principal
Tony Kobza	Assistant 6-12 Principal/Activities Director
Breanne Poston	Assistant 6-12 Principal/Preschool Coordinator
Amanda Coufal	Special Education Director

Section 4 TEACHERS, COUNSELORS, AND STAFF

Preschool - 3 yr olds	Megan Kemnitz
Preschool - 4 yr olds	Ariel Broekemeier
6-8 ELA/STEM	Shelby Dowding
6-8 ELA/Social Studies	Traci Hummel
6-8 English	Jill Huck
6-8 Math	Adison Kenning
6-8 Math/PE	Megan Hansen
6-8 Science	Garrik Judkins
English	Alisha Starner
English	Jenna Winfrey
Math	Celia Newman
Math	Greg Wilmes
Science	Megan Aylward
Science	Jacob Staroscik
Social Studies	Michael Henderson
Social Studies	Andrew Placke
Social Studies	Courtney Polak
Business	Keely Schaffer
Business	Ben Svehla
Technology	Jaxn Kobza

Spanish	Josh Karel
Speech	Carolyn Enevoldsen
Library/Media	Janet Dannelly
Art	Taylor Craig
Band	Melissa Nierman
Music	Zach Ochsner
Physical Education - .5 FTE	Mark King
Physical Education	Trace Baasch
Physical Education	Taylor Vasa
Family & Consumer Science	Rebecca Parks
Ag Teacher	Katie Donahue
Industrial Tech	Elijah Hackbart
Resource	Stacey Doan
Resource	Andrea Hicks
Resource	Johanna Jackson
Resource	John Kliment
Resource	Shawn Semler
Counselor	Tasha Osten
Speech Pathologist	Clair Turman
School Psychologist	Caitlin Roussan

Section 5 SUPPORT STAFF

Administrative Assistant	
Administrative Assistant	Laura Tvrdy
Business Manager	Peggy Breitreutz
Sup Administrative Asst	Cheryl Rieck
Nurse	Amanda Ehlers
Health Tech	Jennifer Crees
Food Coordinator	Patricia Hudson
Cook	Pam Hinrichs
Cook	Jennifer Hoffschneider
Cook	
Operations Manager	Jared Shanahan
Custodian	Jeff Elstun
Custodian	Bryon Miller
Custodian	Christine Miller
Custodian	Ron States

Paraeducator	Jody Albrecht
Paraeducator	Jessica Knopp
Paraeducator	Ashley Matulka
Paraeducator	Kara Nelson
Paraeducator	Teresa Pester
Paraeducator	Heather Potter
Paraeducator	Maggie Suchy
Paraeducator	Jil-Beth Svoboda
Paraeducator	Leann Wiese
Paraeducator - PK	Nikki Haas
Paraeducator - PK	Cindra Jensen
Paraeducator - PK	Kristy Sears
Paraeducator - PK	

Section 6 School Calendar

RAYMOND CENTRAL PUBLIC SCHOOLS
2024-2025
SCHOOL CALENDAR

Approved 2/14/2024

School Start and End Times: Elementary: 8:15 AM - 3:15 PM
 Junior/Senior High School: 8:10 AM - 3:30 PM PreSchool: 8:30 AM - 3:00 PM

AUGUST				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

AUGUST 2024
5-6 Monday & Tuesday - New Teacher Workdays
7-12 Wednesday, Thursday, Friday & Monday - Teacher Workdays
13 Tuesday - FIRST DAY OF SCHOOL - NOON DISMISSAL
13 Tuesday - Teacher Workday - Noon-3:45 pm

SEPTEMBER 2024
2 Monday - NO SCHOOL - Labor Day

OCTOBER 2024
11 Friday - End of 1st Qtr - NO SCHOOL - Teacher Professional Development
17 Thursday - NO SCHOOL - Teacher Professional Development
17 Thursday - NO SCHOOL - Parent-Teacher Conferences 12:30-7:30
18 Friday - NO SCHOOL

NOVEMBER 2024
1 Friday - NO SCHOOL - Teacher Professional Development
27-29 Wednesday, Thursday & Friday - NO SCHOOL - Thanksgiving Break

DECEMBER 2024
20 Friday - End of 2nd Qtr - Noon Dismissal
22-26 NSAA Moratorium - Gyms Closed
23-31 NO SCHOOL - Winter Break

JANUARY 2025
1-2 Wednesday & Thursday - NO SCHOOL - Winter Break
3 Friday - NO SCHOOL - Teacher Professional Development
6 Monday - School resumes for students
20 Monday - NO SCHOOL - Teacher Professional Development
31 Friday - Student Early Dismissal (1:15 Elementary / 1:30 Jr-Sr High)

FEBRUARY 2025
17 Monday - NO SCHOOL

MARCH 2025
7 Friday - NO SCHOOL - End of 3rd Qtr - Teacher Professional Development
13 Thursday - NO SCHOOL - Teacher Professional Development
13 Thursday - NO SCHOOL - Parent-Teacher Conferences 12:30-7:30
14 & 17 Friday & Monday - NO SCHOOL

APRIL 2025
18 & 21 Friday & Monday - NO SCHOOL

MAY 2025
10 Saturday - Graduation Ceremony at 2:00 pm
21 Wednesday - LAST DAY OF SCHOOL - NOON DISMISSAL
21 Wednesday - End of 4th Qtr / Teacher Workday - Noon-3:45 pm

JANUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

- First Day of School
- Student Early Dismissal
- NO SCHOOL
- End of Quarters
- Possible Last Day of School
- Teacher Professional Development
- New Teachers Only
- Parent-Teacher Conferences

ARTICLE 1 – PHILOSOPHY, GOALS, OBJECTIVES

Section 1 MISSION STATEMENT

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

Section 2 VALUES

- We will promote a quality education as the cooperative responsibility of students, staff, parents, and community.
- We will provide a safe learning environment where all individuals are treated with dignity and respect.
- We will encourage parents to reinforce skill building at home.
- We will promote life-long learning and responsible citizenship.
- We will empower students to be problem solvers and independent learners.
- We will provide each student with the opportunity to learn and achieve success.
- We will meet the needs of individual students through a variety of approaches to learning.
- We will use available time and resources to stay on top of current educational practices.
- We will continuously evaluate, update, and assess our district’s goals.

The central purpose of the Raymond Central Public Schools is to develop students who can demonstrate the knowledge, skills and competencies necessary to become productive and contributing members of our democratic society.

Although all children will not learn all things equally well, we recognize that all children should have an equal opportunity in the pursuit of educational qualifications for the world ahead. Recognizing the uniqueness of each student, Raymond Central Public Schools will attempt to balance the curriculum to provide for the varied interests and talents of all students. The school accepts the premise that the center of the school curriculum is the child and that the instructional program should be designed to fit each and every child's unique needs.

The education of children is a comprehensive program that must be undertaken in cooperation with other services and institutions within society and the local community. The Raymond Central Public Schools will seek to establish and maintain strong ties with parents, patrons, the business community and other community institutions.

The following opportunity and means shall be provided whereby this philosophy may be realized.

- (a) Each student may search for the truth, find the truth, and incorporate this truth into his or her values, ambitions, and aspirations.
- (b) Each student may develop an attitude of personal worth and self-esteem and by doing so, may experience degrees of success and achievement within the bounds of his or her individual abilities and limitations.
- (c) Each student may learn to identify and cope with current trends in society.
- (d) Each student may experience an intellectual, technical and a social environment that enhances the possibilities for group interaction conducive to peaceful coexistence in the school, community, state, nation, and the world.
- (e) Each teacher may use his or her individual capabilities in establishing constructive attitudes toward students, administrative heads, and the community.
- (f) Each teacher may use the resources necessary for attaining the highest measure of success in his or her particular field.
- (g) The administration may promote and preserve the establishment of every possibility for better education.
- (h) The administration may serve as a channel of communication between the teachers and the school and the community.
- (i) The community may be given an integral part in the implementation and accomplishment of the objectives of the school.

The community may demonstrate this responsibility to the school by expressing to the administration its beliefs and desires concerning the educational programs and practices of the school. It shall be the responsibility of the administrative staff periodically to prepare formal statements defining and implementing the basic purposes of the schools as stated above. These statements shall be the basis for determining the content of the curriculum, the methods of instruction, and the means for evaluating the effectiveness of both.

Section 3 MUTUAL RESPECT

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

Section 4 MULTICULTURAL EDUCATION

Raymond Central Public Schools incorporates multicultural education in all curriculum areas at all grades. Multicultural education includes, but is not limited to, studies relative to the culture, history, and contributions of African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans with special emphasis on human relations and sensitivity toward all races.

Section 5 COMPLAINT PROCEDURES

The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are other procedures identified in the Handbook to address specific complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

1. Complaint procedure

Step 1. Schedule a conference with the staff person most immediately or directly involved in the matter.

Step 2. Address the concern with the Principal if the matter is not resolved at Step 1.

Step 3. Address the concern with the Superintendent if the matter is not resolved at Step 2.

Step 4. Address the concern to the Board of Education if the matter is not resolved at Step 3.

2. Conditions Applicable to All Levels of Complaint Procedure

All information to be considered at each step should be placed in writing in order to be most effective. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint and the need for prompt resolution.

ARTICLE 2 – SCHOOL DAY

Section 1 DAILY SCHEDULE GENERAL SCHOOL INFORMATION SCHOOL DAY

Raymond Central High School runs a modified block schedule. There are eight periods that run on an A/B schedule every other day. Students are not to be in the building before 7:30 a.m. unless they have a before school class or activity. Prior arrangement should be made if there is a need to be in the building before this time. Students are to leave the building at the close of the school day unless they are under direct supervision of staff. Those students involved in extracurricular activities are to report directly to the sponsor of the activity at the close of the school day. The tardy bell for first period will ring at 8:10 a.m.

Raymond Central Middle School/High School 2024-2025 Bell Schedule

Middle School

Period 1	8:10-8:52
Period 2	8:55-9:37
Period 3	9:40-10:22
Period 4	10:25-11:08
Period 5	11:11-12:26
<u>Lunch</u>	
6 th -7 th	11:08-11:38
8 th -9 th	11:56-12:26
Period 6	12:29-1:14
Advisory	1:16-1:56
Period 7	1:59-2:43
Period 8	2:46-3:30

High School

Block 1/5	8:10-9:37
Block 2/6	9:40-11:08
Block 3/7	11:11-1:11
<u>Lunch</u>	
8 th -9 th	11:56-12:26
10 th -12 th	12:41-1:11
Advisory	1:16-1:56
Block 4	1:59-3:30

Section 2 SEVERE WEATHER AND SCHOOL CANCELLATIONS

School Closing Information. The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is posted to the website and social media accounts and it is generally on the local television stations. Parents will also receive a phone message and text message from our rapid notification system indicating a late start or school closing. It is important that parents/guardians keep their contact information updated with the school so that they get these messages.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media and to parents/guardians through the rapid notification system when schools will be closed.** In some instances, schools will be open, but certain services may be canceled (bus transportation, preschool, student activities, etc.).

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

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

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

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

Severe Weather. Raymond Central Public Schools follow Standard Response Protocol (SRP). Staff and students are trained and practice these protocols during the school year. Tornado and/or severe weather may necessitate the implementation of shelter protocol.

Section 3 OPEN-CLOSED CAMPUS

Providing a safe and orderly campus environment is important. Therefore, **all students are required to stay on campus upon arrival.** Students must check out through office if it is necessary to leave campus for doctor or dental appointments or for reasons of illness. In some cases, seniors may qualify for open campus. The principal will provide additional charges to those students.

Section 4 SCHOOL GUIDELINES

STUDENT VEHICLES AND PARKING LOT

All vehicles driven to school should be parked in designated student areas. Student parking is designated as the lot south and west of the Jr-Sr building. Cars which are inappropriately parked are subject to warnings, fines, and loss of privileges. All state and local traffic regulations should be observed on school property. Careless or reckless driving will be reported to the County Sheriff and can result in fines and/or court action as well as suspension from school. Parking guidelines apply to all school events including: after school practices, meetings, contests, etc.

Students should not loiter in the parking lot. The school parking lots and grounds are to be used only when school and/or school activities/events are taking place. Students should exit their vehicles and enter the building in a timely manner. Students are to observe all posted signs and should understand that failure to observe these signs could result in tickets and/or fines.

FOOD AND DRINK

Drinks and snacks will not be allowed in classrooms, computer labs, etc. with exception to water. Students with medical conditions that require food may be exempt from this rule, however, prearrangements must be made with the school prior to having food and drink in the classrooms. Food and liquids will however be allowed in the hallways. If food and drink become a problem at any point during the school year they may be banned from lockers as well.

SAFETY DRILLS

Raymond Central Public Schools follows state guidelines in regards to safety drills. We utilize the Standard Response Protocols (SRP) developed by the *I Love You Guys Association*. The drills that we practice and discuss include the following: HOLD, SECURE, LOCKDOWN, EVACUATE, SHELTER.

FIELD TRIPS

Field trip activities must be tied to the curriculum. As such, they are considered an extension of the school day and all school rules and regulations apply. Parents/guardians are providing permission to attend these school sponsored trips when signing the handbook signature form. The school retains the right to deny a student the privilege of field trip participation. The teacher, coach, and/or adult sponsor are charged with the management and handling of students when on school transportation vehicles.

SCHOOL SUPPLIES

Each pupil is expected to provide supplies required in specific classes. This will greatly facilitate the operation of all classes and ensure the pupil greater success in schoolwork.

Section 5 FUNDRAISING

All fundraising needs to be approved by the assistant principal/activities director. Funds will be secured in the office and deposited in appropriate activity accounts. All fundraising activities must be approved by the Principal a month in advance. The District has a policy that governs the types and frequency of fundraising activities. See Board Policy 5303 for more information.

Section 6 STUDENT COUNCIL/CLASS OFFICERS/CLASS GOVERNMENTS

The general purpose of the Student Council is to represent the student body, keep the lines of communication open between the students and the administration, and to plan and organize activities that promote school climate. The Student Council will be composed of three elected representatives from each class (Freshman, Sophomore, Junior and Senior), the class president of each class, and a student body president. Election of members: The three representatives and the class officers from each class will be elected in May for the upcoming year. The student body president will join the Student Council following their election in September.

ARTICLE 3 - USE OF BUILDING, GROUNDS AND EQUIPMENT

Section 1 ENTERING AND LEAVING THE BUILDING

Beginning of School: Students should not be on school grounds prior to 7:30 a.m. unless they are in an activity and are sponsored by a staff member. Students are to stay in the hall and are not to go to any other part of the building without permission.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day students are to sign in at the high school office.

End of School: Our regular school day ends at 3:30 p.m. Make-up work, special help, assignment after school, club meetings, and other school activities begin at 3:35 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible. The school is not responsible for supervision of students once the students are to have left school grounds.

Certain days on the calendar are “shortened days,” meaning that the school day starts or ends other than normal schedule. Parents are strongly encouraged to be aware of those days, so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

Section 2 SCHOOL VISITORS

All visitors to Raymond Central Public Schools are required to be buzzed into the building. Upon entering the building all visitors should report directly to the respective building office to sign in. We encourage parent visitation of classes and during lunch time but request that all parents that desire to visit classes or participate in lunch to make prior arrangements to ensure that we can facilitate the visit and to promote secure practices. No parent or visitor are to enter a class in session without permission of the Principal’s office. Interruption of classroom processes to confer with a teacher or student is not allowed without proper authorization. Visitors by teenagers are generally discouraged and requires preapproval by the Principal’s office.

Section 3 BUS LOADING AND UNLOADING

Each campus has specific bus loading times and zones. The bus loading zones are located on the drive through that is just northwest of the front entrance. This bus loading zone is closed to through traffic. Students and parents/guardians should pick up non bus riders on the west side of the auxiliary gymnasium.

Section 4 SMOKE-FREE ENVIRONMENT

Raymond Central Public Schools declares all of our school’s buildings and game facilities to be smoke-free. We would appreciate your help in meeting the goal of a smoke-free, tobacco-free, and vape free environment for our children. When you attend school events, including athletic events, please remember that our facilities are smoke-free, tobacco-free, and vape free and abide by our District’s policy.

Section 5 CARE OF SCHOOL PROPERTY

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

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued.

Section 6 LOCKERS

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students, except as assigned by school officials. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

Students may not display images, information or messages that may cause a substantial disruption to the operations of the school. If a staff member sees or learns of an image or message that may cause a disruption, the staff member may ask the student to remove the image or message from the locker. If the student refuses, then the administration will meet with the student and parents to discuss the situation. The principal shall have the final say on whether a student needs to remove the image or message from the locker.

Section 7 SEARCHES OF LOCKERS AND OTHER TYPES OF SEARCHES

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration.
3. Drug or alcohol tests may be conducted on students based on reasonable suspicion.
4. Drug or alcohol tests may be conducted on a random basis for students participating in extracurricular activities.
5. Searches of the District's computer system may be conducted at the discretion of the administration at any time.

Section 8 VIDEO SURVEILLANCE

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

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

Section 9 RECORDING OF OTHERS

To ensure the privacy and confidentiality of student information, no person is authorized to record or transmit any sound or image of any person (including themselves) without the prior consent or authorization of either (1) the person or persons being recorded or whose image or sound is being transmitted or (2) the Superintendent or Superintendent's designee. This prohibition applies to all persons, including staff, students and community members, regardless of the content or context of the image or sound; however, this provision shall not apply to District-sponsored athletic or activity events where the focus of the recording or transmission is on the student performances or activity. Nothing in this provision shall prohibit the recording of an Individualized Education Program meeting if the recording is necessary to ensure that the parent understands the IEP or the IEP process or to implement other parental rights guaranteed by the Individuals with Disabilities Education Act.

Section 10 USE OF CELL PHONES

Students may not use cell phones during class time. A student who violates this rule may be required to turn their phone into the office or lose phone privileges for an extended period of time.

Section 11 BEHAVIORAL POINTS OF CONTACT

The District maintains a registry of local mental health and counseling resources, including those resource services that can be accessed by families and individuals outside of school. To gain more information about these resources, parents and/or students should contact their building principal. This information, as well as the District's behavioral points of contact, are also listed on the District's website.

Section 12 STUDENT VALUABLES

Raymond Central Public Schools is **NOT** responsible for the personal property of students. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe-keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Section 13 LOST AND FOUND

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Lost and found items will be disposed of periodically if they go unclaimed. It is stressed:

1. That you encourage your child to be responsible for personal property.
2. That all articles are labeled.
3. That valuables and money are left at home.

Section 14 ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to administration. The individual staff member involved should complete an accident report immediately.

Section 15 LABORATORY SAFETY GLASSES

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

Section 16 INSURANCE

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

Section 17 BULLETINS AND ANNOUNCEMENTS

Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. Posters are not to be attached to any painted wall surfaces without approval from the administration. Place posters on marble, glass, metal, brick and wood. **The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.**

Daily Announcements will be available each morning.

Section 18 MEDIA CENTER

The High School Media Center is open from 7:50 A.M. to 3:50 P.M. on student days and by arrangement. The Media Center is a place for quiet study, reading, and research. Students must have passes to enter or leave the media center.

Section 19 COPYRIGHT AND FAIR USE POLICY

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

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

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

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

Section 20 TECHNOLOGY/COMPUTER USAGE

School computers are to be used for school purposes only. Any student accessing the network must have the proper paperwork (Acceptable Use Policy) on file with the district. This policy provides more specific details governing acceptable use. The use of the internet and/or email is also reserved for school purposes. Students may not bring any computer applications, including games, to school for any reason. District workstations or assigned individual devices, may not be altered without direct teacher permission. Any vandalism (renaming, trashing, or moving files, illegal copying, etc.), intentional copyright violations or attempted access to unauthorized data will result in disciplinary action, which may include restitution. Students are directed to limit printing to only information that is directly tied to school purposes.

Section 21 INTERNET SAFETY POLICY

It is the policy of Raymond Central Public Schools to comply with the Children’s Internet Protection Act (CIPA) and Children’s Online Privacy Protection Act (COPPA). With respect to the District’s computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called “hacking,” and other unlawful activities online; (d) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (e) obtain verifiable parental consent before allowing third parties to collect personal information online from students; and (f) implement measures designed to restrict minors’ access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. “Inappropriate material” for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
4. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent’s designees.
5. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent’s designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
6. Parental Consent. The District shall obtain verifiable parental consent prior to students providing or otherwise disclosing personal information online.
7. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.
8. The District shall comply with the Nebraska Student Online Personal Protection Act and will endeavor to take all reasonable and necessary steps to protect the online privacy of all students.

Section 22 COMPUTER ACCEPTABLE USE POLICY

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

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

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms,

procedures, guidelines, and standards to implement this Policy.

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

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

4. Unacceptable Uses.

The following is a non-exhaustive list of unacceptable uses of technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters unless the User has entered into a lease agreement or other similar agreement with the School District that makes such use permissible under law.

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

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

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

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation:
 - 1) Users shall not use another person’s name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members).
 - 2) Users shall not erase, remake, or make unusable another person’s computer, information, files, programs or disks.
 - 3) Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
 - 4) Users shall not engage in “hacking” to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
 - 5) Users shall not copy, change, or transfer any software without permission from the network administrators.
 - 6) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
 - 7) Users shall not engage in any form of vandalism of the technology resources.
 - 8) Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. **Other Policies and Laws:** Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
 - 1) to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
 - 2) to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
 - 3) to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political

candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.

- 4) to engage in or promote violations of student conduct rules.
- 5) to engage in illegal activity, such as gambling.
- 6) in a manner contrary to copyright laws.
- 7) in a manner contrary to software licenses.

5. **Disclaimer.** The technology resources are supplied on an “as is, as available” basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.

6. **Filter.** A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

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

7. **Monitoring.** Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and ensure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District’s computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent’s designees.

8. **Sanctions.** Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damage caused and injuries sustained by improper or non-permitted use.

Section 23 1 to 1 CHROMEBOOK INITIATIVE POLICIES AND PROCEDURES

Raymond Central Public Schools is proud to offer our students Chromebook devices for use at school. The 1 to 1 Chromebook program, which provides mobile computing and wireless technology to all grades 3-12 students, has been designed to enhance delivery and assist with individualized instruction.

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

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

stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

Receiving Your Chromebook

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

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

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

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

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property.

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

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

Using Your Chromebook At School

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

Chromebooks must be brought to class each day fully charged. Chromebooks have battery life of up to 10 hours, so charging should not be needed throughout the school day Only charge your Chromebook with the charger you are given at checkout, or a school provided charger.

Chromebook Repairs

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

Lost/Stolen/Destroyed	\$350
Screen Repair	\$100
AC Adapter	\$30
Cosmetic Damage	\$25
Upper / Lower Case	\$40/60
Keyboard	\$75

Screensavers and Background

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

Sound

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

Managing Your Files and Saving Your Work

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

Security

Chromebooks will be filtered by software for appropriate use at school and off campus. Parents/guardians are responsible for monitoring appropriate use while off school grounds.

The District is not responsible for any viruses that may be transferred to or from Student/Borrowers other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrowers possession.

Inspection

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

Chromebook Identification and Protection

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

Acceptable Use Guidelines

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

Integrity and Civility

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

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

Email

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

Technology Left in Unlocked Areas

- Under no circumstances should Chromebooks or other technology equipment be left in unlocked areas. Do not leave unattended in locker areas, PE or athletic locker rooms, classrooms, commons areas, cafeteria, bathrooms, busses, or hallways. Any Chromebook left in these areas is in danger of being stolen.
- Lockers are always to be locked. Do not share your locker combination with anyone, including “best friends.”
- Unsupervised Chromebook will be confiscated by staff and taken to the administrative office. Disciplinary action may result from Chromebooks being left without supervision. Each student is responsible for his or her Chromebook once it has been issued to the student.

Chromebooks in the Classroom

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

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

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

ARTICLE 4 – ATTENDANCE

Section 1 ATTENDANCE

Regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations and staff are responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Section 2 ATTENDANCE AND ABSENCES

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

1. Excused Absences. Absences should be cleared through the Principal's office in advance, whenever possible. An absence or tardy, even with parental approval, may not be considered excused by the school. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be typically excused, provided the required procedures have been followed:
 - a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
 - b. Illness which causes a student to be absent from school.
 - c. Doctor or dental appointment which requires student to be absent from school.
 - d. Court appearances that are required by a court order.
 - e. School sponsored activities which require students to be absent from school.
 - f. Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for a student's absence, depending on circumstances, such as the student's absence record, the student's academic status, the tests or other projects which may be missed, and other relevant reasons.

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

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

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

Leaving School or Class. Students who leave school for any reason during the school day must check out of the office before leaving. Students leaving school must be cleared in advance by the student's parent or legal guardian. Upon returning to school that same day, students must check in at the office.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, may be considered truant.

Section 3 MAKE-UP WORK

Written make-up work may be assigned for each day missed regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed for make-up work will be 2 days for every day of absence up to 10 to complete make-up homework. The student has the responsibility to contact teachers, initially, regarding make-up assignments. If the absence is due to disciplinary action, the makeup time will be determined by the teacher.

To receive credit for work missed due to a parent requested prearranged absence or a planned school activity, the student is responsible for a) requesting assignments for make-up work prior to his/her absence and b) for completing the make-up work on his/her own initiative by due date assigned by the teacher.

Section 4 ATTENDANCE IS REQUIRED TO PARTICIPATE IN ACTIVITIES

Full-time students must attend school all day on the day of any scheduled school activity in order to participate in the activity. Part-time eligible students must attend their classes on the day of the school activity in order to participate in the activity. A "school activity" includes athletic contests, practices, and dances. Failure to attend may result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Section 5 TRUANCY

A student who engages in unexcused absences may be considered truant under state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action up to expulsion and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child aged six (6) to eighteen (18) to attend school regularly without lawful reason, shall within three (3) days report such violation to the Superintendent or designee. The Superintendent or designee shall immediately cause an investigation into any such report to be made. The Superintendent or designee shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent or designee believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) unexcused absences or the hourly equivalent per year shall be deemed to be habitually truant. If the student continues to be or becomes habitually truant, the principal shall serve a written notice to the person violating the Nebraska truancy laws (i.e., the person who has legal or active charge or control of the student) warning him or her to comply with the provisions of that law. If within one (1) week after the time the notice is given such person is still violating the school attendance laws or policies, the Principal shall file a report with the county attorney of the county in which such person resides.

ARTICLE 5 - SCHOLASTIC ACHIEVEMENT AND STUDENT RECOGNITION

Section 1 GRADING SYSTEM

Students will receive letter grades on report cards and transcripts. Each teacher will define the grading procedures to be used in their classes. Unless notified otherwise, semester courses are calculated on a running grade basis not the average of two quarters.

Class rank and honor roll are determined by the cumulative grade point average. The class rank at the end of Q3 will be used to make the determination for Valedictorian and Salutatorian.

Seniors with a CPA of 3.5 or higher and an ACT score of 25 or higher will be named to Academic All-Conference and will receive a medal.

The following scale will be used to assign letter grades and a grade point average from a percent:

<u>Letter Grade</u>	<u>Numeral Grade</u>	<u>Grade Point Avg</u>	<u>Letter Grade</u>	<u>Numeral Grade</u>	<u>Grade Point Avg</u>
A	94-100	4.0	C	81	2.5
B+	93	3.9	C	80	2.4
B+	92	3.8	C-	79	2.2
B+	91	3.7	C-	78	2.0
B	90	3.6	D+	77	1.9
B	89	3.5	D+	76	1.8
B	88	3.4	D+	75	1.7
B-	87	3.2	D	74	1.6
B-	86	3.0	D	73	1.5
C+	85	2.9	D-	72	1.4
C+	84	2.8	D-	71	1.2
C+	83	2.7	D-	70	1.0
C	82	2.6	F	0-69	0.0

Section 2 HIGH SCHOOL YEARLY COURSE REQUIREMENTS

High school students in all grade levels are required to register in the following courses:

Raymond Central Graduation Requirements Standard Diploma		
230 Credits required for Graduation for Class of 2022 and older 240 Credits required for Graduation for Class of 2023 and younger		
Program	Course	Credits
Language Arts Exceptions: Life Skills Communications per IEP	English 9	10
	English 10	10
	English 11	10
	English 12	10
	+Optional to replace English 12 with SCC Comp and SCC Lit taught by our instructor	
	Personal Communications	5
	+Optional to replace Personal Communications with Competitive Speech per IEP	
	Total Credits 45	
Social Studies	Geography	10
	World History	10
	American History	10
	American Government	10
	Economics	5
	Total Credits 45	

<p>Math Students will continue on their Math track 30 credits of 3 separate math courses are required</p> <p>Algebra 1 is to be taken prior to General Math.</p> <p>Note: University of Nebraska System (UNL) requires 4 years of Math to be accepted. And must be Algebra 1, Geometry, Adv. Algebra and a year that builds on Adv. Alg.</p>	Pre Algebra	10
	Algebra 1	10
	Geometry	10
	Advanced Algebra	10
	PreCalculus	10
	Calculus	10
	General Math	10
		Total Credits 30
<p>Science Students will complete 30 credits of 3 separate science courses. *Physical Science and Biology will be two of them. Students have a choice for the last 10 credits.</p>	*Physical Science	10
	Life Science	10
	*Biology	10
	Earth and Space	10
	Chemistry	10
	Physics	10
	Advanced Biology	10
	Physiology	10
		Total Credits 30
<p>Physical Education/Health *Health is required</p>	*Health	5
	Physical Education and Fitness	5
	Strength and Conditioning	5
		Total Credits 10
<p>Business/Technology Graduating Class of 2022 only needs 5 total credits. *Class of 2023 and younger needs 15 with Computer Apps being 5 credits</p>	*Computer Apps	5
	Information Technology 1	5
	Information Technology 2	5
	Computer Science Principles	10
	Networking	5
	Foundations of Web Design	5
	Introduction to Business	5
	Business Management	5
	Business Law	5
	Accounting 1	10
	Advanced Accounting	10
	Total Credits 15	
<p>Family Consumer Science * Adult Living is a senior required course.</p>	*Adult Living	5
	Fundamentals of Foods and Nutrition	5
	Culinary 1	5
	Culinary 2	5
	Child Development	5
	Early Childhood Educational Services	5
	Early Childhood Practicum	5 or 10
	Home Design and Interior	5
	Textile Construction	5
	Interpersonal Relationships	5
	Total Credits 5	
<p>Fine Arts Students are required to complete 10 credits for graduation.</p>	Band	5 or 10
	Choir	5 or 10
	Beginning Art	5 or 10
	Ceramics	5 or 10
	Digital Photography	5 or 10
	Advanced Art	5 or 10
	Drama	5
		Total Credits 10

Electives

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

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

Foreign Language Most college will require 2 consecutive years of a foreign language for acceptance	Spanish 1	10
	Spanish 2	10
	Spanish 3	10
	Spanish 4	10
Agriculture Education Due to schedule rotations some classes will be offered every other year.	Introduction to Agriculture	5
	Welding	5 or 10
	Advanced Welding	5 or 10
	Small Engines	5
	Metals and Fabrications	5 or 10
	AFNRO	5 or 10
	Crop and Food Science	5
	Agri-Business	5
	Natural Resources	5
	Animal Science	5
	Advance Animal Science	5
	Horticulture	5
	Agri-Leadership	5
	Live Animal Selection & Carcass Evaluation	5
Plant Science	5	
Industrial Technology Due to scheduling, courses are offered on a rotating basis.	Introduction to Industrial Technology	5
	Electricity	5
	Advanced Industrial Technology	5 or 10
	Autobody	5 or 10
	Introduction to Construction	5 or 10
	Construction Projects	10 or 20
	Introduction to Woods	5
	Woods Projects	5
Social Sciences	Psychology	5
	Sociology	5
Language Arts	Creative Writing	5
	Journalism	5 or 10
	Holocaust Literature	5
	Reading	5
	SCC Public Speaking	5

Section 3 GRADUATION REQUIREMENT

To participate in commencement exercises or receive a Raymond Central Public Schools' diploma, a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

To be eligible for graduation from Raymond Central High School, a student must have earned a minimum of 240 semester hours credit in grades 9 through 12 inclusive. Credit hours will be computed in accordance with the Nebraska Department of Education. The courses necessary for graduation requirement are captured in the chart in the section above.

Section 4 SPECIAL EDUCATION GRADUATION OPTIONS

Students who have an IEP (Individualized Education Plan) according to Public Law (PL) 94-142 and Nebraska Department of Education (NDE) Rule 51 may receive Special Education services. Following are the graduation options that are offered to Special Education students. The program is arranged so that the qualified student receives individual instruction based upon his/her needs. Each student is mainstreamed as much as possible. The student is provided assistance with regular education classes and receives remedial instruction for material in a specific area.

#1 - Standard Diploma 240 hours - a student completed the required credits

- It is recommended that the IEP team review and document that all requirements for receipt of a signed, regular high school diploma have been met.

#2 - Certificate of Attendance - the student completed or progressed toward IEP/transition goals, but not the standard course of study.

- It is recommended that graduation be addressed in all transition plans. Plans for graduation should be considered in the development of the course of study and reviewed annually.
- A student on a Certificate of Attendance path shall receive a pass/fail grade for any courses where the curriculum is modified.
- The receipt of a signed, regular diploma terminates the service eligibility of students with special education needs.
- It is recommended that all diplomas awarded by a school district be identical in appearance, content and effect, except that symbols or notations may be added to individual student's diplomas to reflect official school honors or awards earned by students.
- A student who receives a document such as a certificate of attendance, unsigned diploma, or blank folder is eligible to continue receiving special education services until receipt of a signed, regular diploma or until the end of the school year in which the student turns 21.

Section 5 CUMULATIVE GPA

The cumulative grade point average is used in determining class rank and honor roll and is extremely important to students when they become seniors and begin making applications for jobs and higher education. The method for determining this is as follows.

The total number of credits attempted divided by the total number of mark points gives their grade point average. As they proceed through their career this accumulates at the end of each semester. Only semester grades are recorded in the students' records and only semester grades count toward his/her graduation and cumulative grade point average.

Academic All-Conference: Seniors with a GPA of 3.5 or higher and an ACT score of 25 or higher will be named to Academic All-Conference and will receive a medal.

<u>Letter Grade</u>	<u>Numeral Grade</u>	<u>Grade Point Avg</u>	<u>Letter Grade</u>	<u>Numeral Grade</u>	<u>Grade Point Avg</u>
A	94-100	4.0	C	81	2.5
B+	93	3.9	C	80	2.4
B+	92	3.8	C-	79	2.2
B+	91	3.7	C-	78	2.0
B	90	3.6	D+	77	1.9
B	89	3.5	D+	76	1.8
B	88	3.4	D+	75	1.7
B-	87	3.2	D	74	1.6
B-	86	3.0	D	73	1.5
C+	85	2.9	D-	72	1.4
C+	84	2.8	D-	71	1.2
C+	83	2.7	D-	70	1.0
C	82	2.6	F	0-69	0.0

The preceding grade scales are expected to be used according to the following guidelines:

1. No other grade scales are to be used on official records or reports.
2. "Failing," "unsatisfactory" or equivalent terms indicate that student performance does not meet the minimum requirements established for the course. A final mark of "failing" or "unsatisfactory" in a credit-bearing course means that credit hours will not be granted.
3. The mark given at the end of each reporting period is considered an evaluation of the pupil's status at the time (for example, the final mark in a semester course is an evaluation of the pupil's status as of the close of the semester; not an average of two nine-week marks).
4. Teachers may exercise professional judgment in distributing marks. Marks are not expected to be distributed on a normal curve.
5. A class that meets 5 days per week for one semester earns 5 hours of credit, and one class cannot satisfy two or more requirements.
6. Register requirements for each grade level are:
 - a. Freshman must register for: Math, English, Social Studies, Health, and Science.
 - b. Sophomore must register for: Math, English, Social Studies and Science.
 - c. Juniors must register for: English, Science, Math and American History
 - d. Seniors must register for: Economics/American Government, and English.

Section 6 DUAL CREDIT GUIDELINES

Dual/Online Credit Opportunity Types

1. **Students can take courses with our Raymond Central faculty who are approved to teach college equivalent courses.**
 - a. Students must meet the requirements set by the college and the high school to take these courses.
 - b. These classes will be scheduled into a student schedule.
 - c. Students will be granted high school credit for a passing grade in the course.
 - d. Students must follow the college requirements to earn college credit.
2. **Students can take online college credit courses via an online format through colleges.**
 - a. Students must meet the requirements set by the college and the high school to take these courses.
 - b. Students must be on track to graduate to take online college credit courses.
 - c. Students can receive an online college period in their schedule to work on this course during the school day.
 - d. Students must follow the college requirements to earn college credit.

Dual/Online College Credit fees

1. Dual/College Credit tuition fees will be paid by the student.
 - a. Students who qualify for free or reduced lunch can see the school counselor for scholarship opportunities.
1. Classes that are taught by Raymond Central Faculty will have books and supplies provided by the college.
2. Classes that are not taught by Raymond Central Faculty, students will be responsible for purchasing all books and supplies.

Attendance/Homework/ Deadlines for Dual/Online College Credit Classes

1. Students will follow all attendance policies provided by the college to earn college credit. College schedules may not align with the Raymond Central District calendar. It is the responsibility of the student to know their own college schedule. It is the student's responsibility to make up any late assignments as soon as possible. When absent, THE STUDENT must see THE INSTRUCTOR about what was covered in class. Obviously, unusual circumstances, extended illnesses, and/or prearranged absences will be handled individually. COLLEGE INSTRUCTORS are not obligated to give you any information that was covered during your absence. Any assignment that the student missed because of an absence is under faculty discretion as to whether the student can make it up. THE STUDENT needs to personally reach out to the teacher to inform them of an absence in order for any make up work to be approved.

Drop Policy for Dual Credit and Online College Credit Courses

1. Due to the impact of the college classes on the student's high school schedule, students who register are expected to commit to a full semester of the course.
2. Colleges offer withdrawal dates, however, the high school date for withdrawal from classes and a change of schedule is 1 week (7 days) after the start of the college credit course. (This means that if you, as a student, decide to withdraw from the college class, you must do so WITHIN the time requirements for RC.)
3. Any extenuating circumstances will need to be discussed with the school counselor and the principal.

Section 7 ACADEMIC ELIGIBILITY

Academic eligibility for co-curricular activity participants will be maintained on a weekly basis. All students involved in activities will be held to a high standard academically in order to be able to participate in competitions/performances. In addition to the NSAA guidelines applied to all eligible NSAA activities, Raymond Central Public Schools has additional participation guidelines. Student grades will be obtained every Monday at noon. Students with failing grades as described below will not be allowed to participate in performance/competitions but are required to continue to attend practices. These academic guidelines will apply to internal activities as well such as school dances.

- a) Any student with a failing grade in more than one class will be placed on academic probation. That probation will last for one full week. During that time, the student has the opportunity to improve their grades for one week. If the student still has failing grades in more than one class on the following Monday's grade report, that student is ineligible for the entire week, regardless of if grades are increased during the ineligible week.
- b) However, if a student is failing any single class for three consecutive grade reports, they will become ineligible.
- c) Students will be removed from the ineligible list once they have one F or fewer (as long as they haven't been failing for three consecutive weeks) on the Monday grade report.
- d) Resource students or Sec. 504 students who are not receiving a passing mark should only be placed on the ineligible list after consultation with the resource teacher and/or case manager. Referral must be made to the resource teacher.

Section 8 PROGRESS REPORTS

Report cards are issued every nine weeks. These always reflect the students' cumulative grade at that time. Progress reports are made available for each student at approximately the first quarter and third quarter through each year. Parents can always check grades through Powerschool throughout the semester. Teachers will update grades weekly.

Section 9 PROMOTION, RETENTION

Students will be placed at the grade level and in the courses best suited to them academically, socially, and emotionally as determined by the school's professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program.

Section 10 SCHEDULE CHANGES

Students needing schedule changes should notify the counselor. Schedule changes must be initiated by the teachers involved, the principal or guidance counselor, and students' parents. Final approval of all schedule changes will be made by the counselor only.

Section 11 INTERIM REPORTS

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

Section 12 REPORT CARDS

Report cards are issued at the end of each quarter, or nine-week sessions. Letter grades are used to designate a student's progress. Incomplete grades shall be designated by an "INC". Students have two weeks after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to a "NC" (No Credit). No incomplete grades will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter. All grades are subject to adjustment by the Principal for academic reasons.

Section 13 PARENT-TEACHER CONFERENCES

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

Section 14 STUDENT RECOGNITION

Part 1

Honor Roll:

At the end of each semester, honor roll lists will be published. These lists will recognize students' academic successes. They are as follows:

- Special Commendation** Grades are all A's
- Honor Roll** Two A's and no grade below an 86% (B)
- Honorable Mention** No more than one (1) C and it must be no lower than 80%

Part 2

Academic Recognition:

Valedictorian/Salutatorian - It is the policy of Raymond Central Public Schools that the Valedictorian and Salutatorian will be determined by overall GPA only, figured through the end of the 7th semester. The person with the highest overall GPA will be named Valedictorian, and the person with the second highest overall GPA will be named Salutatorian. In case of a tie, there; will be more than one named for the level where there is a tie (i.e. if the top two people in the class had the exact same GPA, they would both be named Valedictorian). If the tie is for Valedictorian, no Salutatorian will be named. Students must have attended Raymond Central for a minimum of 4 full semesters in order to be named Salutatorian or Valedictorian. Students who have a record of academic dishonesty will forfeit consideration for Valedictorian or Salutatorian. Administration will notify student and family when the forfeit is in effect. A copy of that official letter will remain in student file.

High Distinction/Distinction: Students with a GPA of 97-100 will graduate with High Distinction and receive a medal. Students with a GPA of 94-96.99 will graduate with Distinction and receive a medal.

Academic All-Conference: Seniors with a GPA of 3.5 or higher and an ACT score of 25 or higher will be named to Academic All-Conference and will receive a medal.

Section 15 NATIONAL HONOR SOCIETY

The National Honor Society chapter of Raymond Central Public Schools is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

Membership is open to those students who meet the required standards in four (4) areas of evaluation: scholarship, leadership,

service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five (5) member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experience and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two (2) forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four (4) criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service projects(s). **[Insert other member obligations here if they exist for your chapter.]**

Removal from National Honor Society

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

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

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten (10) calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established at the discretion of the Superintendent to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

Section 16 NEBRASKA STATE ASSESSMENT REQUIREMENTS

All students' grades 3-10 will be required to take the Nebraska State Assessment tests, NSCAS and 11 graders will be required to take the NSCAS ACT. Required tests currently include math, English/language arts, writing, and science.

Incoming ninth grade students who fail to meet the required state proficiency levels on any Nebraska state assessment may be remediated in the individual courses they are not proficient in. Remediation may include remedial courses in either summer skills or during the regular semester. Middle school students may be remediated during their scheduled learning lab. Please note; the additional course could possibly cause conflict in scheduling electives or study halls.

All juniors will be required to take the ACT test. The ACT test will be administered in the second semester and students will take all of the state required portions of the test. Currently, the required sections include English, Reading, Math, Science, and Writing.

ARTICLE 6 - SUPPORT SERVICES

Section 1 SPECIAL EDUCATION SERVICES

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

Referrals are made by staff or parents to a Student Assistance Team. If the Student Assistance Team or comparable problem-solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

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

Reevaluation

Students identified for special education will be reevaluated at least every three (3) years by the student's IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, is needed. The school district will obtain parental consent prior to conducting any reevaluation of a student with a disability.

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infants and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents will be given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment will occur only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents at a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent. A notice of parental rights, Rules 51 and 55 and more information about special education are also available at the Nebraska Department of Education's website.

Section 2 STUDENTS WITH DISABILITIES: SECTION 504

Accommodations and related services are made available to students with disabilities under Section 504 of the Rehabilitation Act of 1973. Under Section 504, parents have the following rights:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of your child's disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, or placement of your child.
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child receive services and be educated in facilities which are comparable to those provided to students without disabilities.
6. Have your child receive an individualized evaluation and receive special education and related services if your child is found eligible under Section 504.
7. Have evaluation, eligibility, educational and placement decisions made based on a variety of information sources and by persons who know your child and who are knowledgeable about the evaluation data and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if your child were placed in a program operated by the school district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the school district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, and placement. Obtain copies of educational records at a reasonable cost on the same terms as records are provided to students without a disability unless the fee would effectively deny you access to the records.
11. Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
12. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request, it shall notify you within a reasonable time, and advise you of the right to a hearing.
13. File a local grievance in accordance with school policy.
14. Request an impartial hearing related to decisions regarding your child's identification, eligibility, and educational program or placement with opportunity for participation by the person's parents or guardian and representation by counsel, and a review procedure. This is provided in the local grievance procedure.

Section 3 HEALTH SERVICES

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If a student requests to take "over-the-counter" medication, a permission form must be signed by the parents and must be returned to the office before the medication can be administered. If a form has not been completed, the office must obtain verbal consent via phone from the parent/guardian. Students are encouraged to bring their own "over-the-counter" medication. **The school does not supply any medication.**

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

School Health Screening

Children in Preschool and Kindergarten through fourth grade, as well as children in seventh and tenth grade are screened for vision, hearing, dental defects, height and weight. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends at the start of the school year. Because

Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six (6) months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician’s assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

Immunizations

Summary of the School Immunization Rules and Regulations

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 st Grade depending on the school district’s entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 th birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 th grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. . For additional information, call 402-471-6423. The School Rules & Regulations are available on the internet: http://dhhs.ne.gov/Pages/reg_t173.aspx (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011)
Updated 01/26/2018

Students must show proof of immunization upon enrollment in Raymond Central Public Schools. Any student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations may complete a waiver statement which is available in school health offices.

Students with a signed waiver statement may be excluded from school in the event of a disease outbreak.

Birth Certificate Requirements

State law requires that a certified copy of a student’s birth certificate be provided within 30 days of enrollment of a student in school for the first time.

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

Guidelines for Head Lice

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

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

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

Physical Restrictions

Any restrictions on a student's participation because of illness or injury in physical education or other classes which require physical activity should be communicated to the instructor, preferably in writing. If a student is unable to participate in an activity class, he or she will be restricted from active participation in athletics, dance squad or cheerleader practices. Coaches will be informed by the classroom teacher of any temporary restriction on activity.

Section 4 TRANSPORTATION SERVICES

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the following rules while riding school buses:

Behavior on School Buses

1. General Conduct Rules Apply: While riding a school bus, a student must follow the same student conduct rules which apply when the student is on school property or attending school activities, functions, or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.
2. Special Conduct Rules for Riding School Buses.
 - a. Rules for Getting On and Off the Bus
 - i. Be on time to be picked up. As a general rule, get to your bus stop five (5) minutes before your scheduled pick-up time. If you miss the bus, immediately return to your home, and tell your parents so they can take you to school.+
 - ii. While waiting for the bus, stay at least five (5) feet away from the street, road, or highway. Wait until the bus comes to a complete stop before approaching the bus.
 - iii. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
 - iv. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - b. Rules on the Bus
 - i. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
 - ii. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
 - iii. Talk quietly and use appropriate language.
 - iv. Keep all parts of your body inside the bus.
 - v. Keep your arms, legs, and belongings to yourself.
 - vi. No fighting, harassment, bullying, intimidation, or horseplay.
 - vii. Do not throw any object.
 - viii. No eating, drinking, use of tobacco, alcohol, drugs, or flammables.
 - ix. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
 - x. Do not damage the school bus.
 - xi. Keep silent when crossing railroad tracks.
 - xii. Keep aisles clear.

3. **Getting the Driver’s Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver’s attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance in an emergency, take all action needed to safely get the help of the driver.
4. **Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school. The driver may impose seating regulations and other measures to maintain behaviors and the drive can, at any time, refer a student to the principal for further disciplinary action.

Section 5 ADVISORY PERIOD

Students in seventh through twelfth grades will participate in an advisory period. Each student will be assigned to a faculty member to be part of a group made up of 6-8 graders and 9-12 graders. The activities of the advisory group may include but not be limited to the following:

1. Orientation to the school and its procedures and organization of academic materials, class preparation and time.
2. Advocacy for the student with other staff members and students.
3. A means of representation on student council and internal communication system.
4. Delivery of designated curriculum.
5. Implementation of the student academic monitoring program.
6. Homework help/make-up work with teachers.
7. Club and activity meetings.

Section 6 PARENT POWERSCHOOL ACCESS

Authorized parent(s) and/or guardian(s) have access to various items of their child’s school records via our online student information system named PowerSchool. This includes attendance, behavior, class schedule, student progress, report cards, transcripts, school lunch balance, etc). Parent(s)/Guardian(s) are encouraged to maintain an active account so that they have critical information in a timely manner.

Section 7 SCHOOL LUNCH PROGRAM

The Board of Education sets meal prices on an annual basis. Students and families are encouraged to apply for free and reduced lunches as applicable. Information can be found on our website and application can be made from the website through your online PowerSchool account.

Section 8 2024-2025 STUDENT FEES POLICY

RAYMOND CENTRAL PUBLIC SCHOOLS #161

Attention: K-12 Parents - If your child is on Free or Reduced Lunch status, he/she may qualify for a “waiver” for the student dues and fees listed below (no payment required). Please return the Student Fees Waiver Request Form with your Free or Reduced Price Lunch Application to your child’s respective school.

Elementary Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
K-5 Technology Fee	For utilization of technology devices	\$20.00
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged.
Music-Optional band Courses	Musical instruments	Musical instruments and accessories (reeds, valve oil, drum sticks, lyres, flip folders, slide grease, reed guards, cleaning swabs, mouthpiece brushes, pad savers, ligatures, and a "gig bag", etc.) Limited instruments available for use by any student.
Music Honor Choir	Coordinating group attire	TBD

Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.
Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips.) Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Summer school courses	Classes offered during the summer, or at night, if any	\$25.00 to \$200.00 per class.
Copies	Use of school copiers (except for one copy of the student file, which will be provided without charge).	Ten cents (\$0.10) per page when charges apply.
6-12 Program	General Description of Fee or Material	\$ Amount of Fee (Anticipated or Maximum) or Specific Material Required
6-12 Technology Fee	For utilization of technology devices	\$20.00
Physical Education Classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art Classes, Science Classes, and FCS Classes	Appropriate clothing (non-specialized attire). Goggles-1 pair provided per year. If lost or damaged, students are required to purchase a new pair.	Old shirt for painting; other clothing which may get paint on it or otherwise be damaged; protective clothing for shop classes; approved protective goggles for science classes.
Art Class Beginning	Art Supplies	\$10.00/Semester
Art Class Advanced	Art Supplies	\$15.00/Semester
Art Independent Study	Art Supplies	\$15.00/Semester
Ceramics	Materials for projects	\$25.00/Semester
Digital Photography	Materials for projects	\$20.00/Semester
Foods I/Textiles/Culinary I&II	Materials for projects	\$25.00/Semester
Drama Class		\$10.00
Competitive Speech Class		\$25.00/Semester
Agriculture and Industrial Technology Classes		
Ag Ed Labs	Supplies	\$20.00/Semester
Crop & Food Science	Supplies and materials	\$15.00/Semester
Horticulture/Plant Science	Seed and materials	\$15.00/Semester
Metal Fabrication	Metal and materials	\$25.00/Semester
Welding	Metal and materials	\$30.00/Semester
Industrial Tech Labs	Wood and other materials	\$30.00/Semester
Introduction to Construction	OSHA Fee and materials	\$45.00/Semester
Construction Projects	Wood and materials	\$30.00/Semester but may vary based on individual projects up to \$120.00
Autobody Class	Equipment	\$30.00/Semester

Classroom supplies	General supplies, such as writing instruments (pens, pencils, crayons, markers), notebooks, etc.	None--necessary classroom supplies will be made available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists.
Advanced Math or Science Classes	Specialized calculators	Some calculators will be available at school. If lost or damaged, a replacement fee will be assessed at a rate paid by the school. Students are encouraged but not required to purchase such equipment for their personal use.
College Now	Tuition and fees for college courses taken for credit	Any postsecondary education costs are to be paid directly by students to the college.
Dual Credit-Secondary Education Classes taught by Raymond Central Staff	Tuition and fees for college courses taken for credit	\$ xx Tuition \$ xx Book Fee Payments will be made prior to the start of the course.
End of year lost or damaged books	Damage fee or replacement cost	Fees and fines up to \$5.00 for damaged books. Lost books or ruined books are charged replacement cost.
Yearbooks - Optional	School Book	Yearbooks are published and made available for purchase every year. Cost is generally \$50.00.
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are optional and to be paid directly to the private companies involved.
Summer school courses	Classes offered during the summer or at night, if any	\$50.00 to \$200.00 per class
Locker usage	Use of school locker	Student will be responsible for replacement or repair cost to damaged locker.
Extracurricular & Athletic Programs	General Description of Fee or Material	Dollar Amount of Fee (Anticipated or Maximum) or Specific Material Required
Activity Fee for participants grades 7-12	Participation fee will also cover admission to events	\$40.00/annually for anyone participating in the following activities: Baseball, Softball, JH&SH Basketball, JH&SH Cross Country, JH&SH Football, JH&SH Track, JH&SH Volleyball, JH&SH Wrestling, Soccer, Cheerleading, Dance Team, JH&SH Speech & Debate, Competitive Drama (One Act)
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic.

Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity. Uniform items are checked out to students. If lost or damaged, students will be assessed fees in the amount of replacement cost. Basketball Football Speech Golf Track Volleyball Wrestling Baseball Cheer/Dance	Required items include athletic undergarments (supporter, bra, socks and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non- required gloves, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities include: No additional No additional Dress attire; copies of research Golf bag & clubs No additional Kneepads Headgear Hat & glove Shoes, approved uniforms (top & skirt; jacket), poms and other accessories up to \$1,200.00
Camps and clinics Travel meals Locker use	Registration and other costs of camps/clinics. Equipment and attire.	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense.
Travel meals Locker use	Meals Padlock for locker	
Marching Band and Musical Groups (optional)	Band Dry Cleaning Band Repair/Rental	\$11.00 \$50.00 Students will be responsible for supplying their own musical instruments and accessories and for their own uniforms. Uniforms for the marching band will be supplied by the school.
Choir Class	Dry Cleaning Robes	\$12.00
Music Optional Show Choir	Coordinating group attire	Students will pay for outfits selected by the group. Cost will be based on selection at a maximum of \$325.00.
Clubs/Organizations	State & National dues, meals and activities. Clothing/camps	Annual dues not to exceed \$50.00 per club.
All organizations		
FFA		\$25.00
FBLA		\$25.00
Spanish Club		\$8.00
Mock Trial		\$10.00
SkillsUSA		\$25.00
Dance Squad	Admission to events	\$10.00 per play or activity
Social & Recognition Activities	Admission to prom, homecoming, etc.	Up to \$25.00 per event
Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$50.
Picture packets	Optional - Pictures are still taken for use in school yearbook.	Students purchase packets as desired and pay directly to photo company.

Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to
Trips	Transportation, lodging, meals, admission to events, etc.	For the extracurricular and options trip - students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000.00 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.
* Cooperative Programs		Fees are established by the host school and paid to the host school.

ARTICLE 7 – DRUGS, ALCOHOL, AND TOBACCO

Section 1 DRUG-FREE SCHOOLS

The District is a safe and drug-free schools zone. Any use, possession, distribution, manufacture, sale, consumption, or ingestion of illicit drugs or tobacco products on school grounds, at a school activity, or in a school vehicle is strictly prohibited.

Section 2 EDUCATION AND PREVENTION

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades.

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. All students will be provided with an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the Counselor.

Safe and Drug-Free Schools - Parental Notice. Pursuant to the provisions of federal law, if, upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction, a parent objects to the participation of their child in such programs and activities, then the parent may notify the District of such objection in writing. Upon receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

Section 3 STANDARDS OF STUDENT CONDUCT PERTAINING TO DRUGS, ALCOHOL AND TOBACCO

The District prohibits the possession, use, or distribution of illicit drugs (including electronic nicotine delivery systems) and alcohol on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. The conduct prohibited includes, but not be limited to, the following:

1. Possession, use, distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions

Violation of any of the above prohibited conduct will result in student discipline, up to and including expulsion and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and unlawful substances will be turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardians will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.
7. Possession, use, or distribution of alcohol, drugs, look-alike drugs, look-alike alcoholic beverages, behavior-affecting substances, and/or drug paraphernalia will typically result in:
 - 1st Offense is a minimum 5-10 day out of school suspension and 2nd offense is a minimum of 10 day out of school suspension.
8. Possession or use of tobacco, tobacco products, electronic smoking devices with nicotine oil, or look-alike tobacco products, in any form (including smokeless tobacco products) by students is will typically result in:
 - 1st offense – minimum 3 day out of school suspension and 2nd and additional offenses is a minimum of 10 day out of school suspension.

ARTICLE 8 - STUDENT RIGHTS, CONDUCT, RULES AND REGULATIONS

Section 1 PURPOSE OF STUDENT CONDUCT RULES

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of these student conduct rules will result in disciplinary action.

Section 2 FORMS OF SCHOOL DISCIPLINE

Students who violate the student conduct rules may be subject to the following forms of discipline:

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five (5) school days but less than twenty (20) school days. A student who is on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. Pursuant to the Nebraska Student Discipline Act, a notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
 - b. Suspension Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers. If the student is suspended pending the outcome of the hearing, the student may complete classwork and homework, including, but not limited to, examinations, missed during the period of suspension. During this period, the student will not be required to attend the alternative programs for expelled students in order to complete classwork or homework.
 - c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education: Students who are expelled may be offered an alternative education program that will enable the student to continue academic work for credit toward graduation. A student will not be required to attend the alternative education program to complete classwork and homework. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal, or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") if the Superintendent approves the suspension of an expulsion. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Returning from Expulsion. At the conclusion of an expulsion, the District will reinstate the student and accept nonduplicative, grade-appropriate credits earned by the student during the term of expulsion from any Nebraska accredited institution or institution accredited by one (1) of the six (6) regional accrediting bodies in the United States.

4. Emergency Exclusion: A student may be excluded from school in the following circumstances:
 - a. If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or
 - b. If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.
5. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
6. Student Conduct Expectations: Students are not to engage in conduct which causes, or which creates a reasonable likelihood that it will cause, a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well-being or rights of other students, staff, or visitors.
7. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment: The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff, and other persons or to interfere with the educational process otherwise seriously. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
 - a. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 - b. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that a reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 - c. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 - d. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 - e. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
 - f. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
 - g. Engaging in selling, using, possessing, or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Tobacco means any tobacco product (including but not limited to cigarettes, cigars, and chewing tobacco), vapor products (such as e-cigarettes), electronic nicotine delivery systems, alternative nicotine products, tobacco product look-alikes, and products intended to replicate tobacco products either by appearance or effect. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
 - h. Public indecency or sexual conduct.
 - i. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
 - j. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
 - k. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
 - l. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.

- m. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
- n. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race (including skin color, hair texture and protective hairstyles), gender, disability, national origin, or religion.
- o. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
- p. Willfully violating behavioral expectations for riding school buses or vehicles.

In addition to the foregoing, a student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
- b. The known and intentional possession, use, or transmission of a dangerous weapon other than a firearm. The term "dangerous weapon" includes any personal safety or security device (such as tasers, mace, and pepper spray). If a student desires to carry or possess a personal safety or security device, the student must obtain prior approval from the building principal before bringing such device to school grounds. If a student obtains prior approval from the building principal, the student must store the device during the school day in the student's locker, in the main office or in another secure location designated by the building principal. A student shall not carry a personal safety or security device during the school day.

Further, a student will be expelled for one (1) calendar year if the student knowingly and intentionally possesses, uses, or transmits a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. The term "firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. The only exception to this rule is if the student obtains prior written permission to bring the firearm on school grounds by the Superintendent for a school-related purpose.

- 8. Additional Student Conduct Expectations and Grounds for Discipline: The following additional student conduct expectations are established. Failure to comply with such rules may be grounds for disciplinary action, up to and including an expulsion.
 - a. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. The following is a non-exhaustive list of examples of attire that are not appropriate at school:
 - i. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - ii. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horseplay" or that would damage property (e.g. cleats).
 - iii. Headwear including hats, caps, and bandannas.
 - iv. Clothing or jewelry which exhibits nudity, makes sexual references, or carries lewd, indecent, or vulgar double meaning.
 - v. Clothing or jewelry that is gang related.
 - vi. Any other clothing that the administration deems inappropriate for the school setting.
 The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school's guidelines, the student should contact the Principal for approval.

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

b. Academic Integrity:

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

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

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

1. "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
 - a. Tests (includes tests, quizzes and other examinations or academic performances):
 - i. Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
 - ii. Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
 - iii. Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
 - iv. Use of Other Student to Take Test: Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
 - v. Misrepresenting Need to Delay Test: Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.
 - b. Papers (includes papers, essays, lab projects, and other similar academic work):
 - i. Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
 - ii. Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
 - iii. Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - iv. Failure to Contribute to Group Projects: Accepting credit for a group project in which the student failed to contribute a fair share of the work.
 - v. Misrepresenting Need to Delay Paper: Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.
 - vi. Alteration of Assigned Grades: Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.
2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:
 - a. Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves the use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
 - b. Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another

student's paper.

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

c. Sanctions:

- i. Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standard, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - ii. (ii) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - iii. (iii) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for
 - iv. offenses involving altering assigned grades or contributing to academic integrity violations.
9. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:
- a. 1st Offense: Student will be directed to stop.
 - b. 2nd Offense: Student will be directed to stop, and parents will be notified.
 - c. 3rd Offense: Student will be suspended from school for a minimum of one (1) day, and parents and student will need to meet with the administration to address the ongoing conduct.
- If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.
10. Law Violations: Any act of a student which is a basis for expulsion and which the Principal or designee knows or suspects is a violation of the Nebraska Criminal Code will be reported to law enforcement as soon as possible.
11. Anti-Bullying: One of the missions of the District is to provide safe and secure environments for all students and staff. Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. The school's anti-bullying is available for review on the District's website.
12. Network, E-Mail, Internet, and Other Computer Use Rules:
- a. General Rules:
 - i. The network is provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Access for all staff and students is a privilege and not a right.
 - ii. Individual users of the district network are responsible for their behavior, actions, problems, and communications involving and over the network. Users will comply with district rules and will honor the agreements they have signed. Beyond clarification of such rules, the district is not responsible for restricting, monitoring, editing, or controlling the information, equipment or communications of individuals utilizing the network or the end product or result of such utilization.
 - iii. Network storage areas shall be treated like school lockers for students. Network administrators may review files, information, equipment, messages and communications of staff and students to maintain system integrity and ensure that users are using the network system responsibly. Users should not expect that files or any information stored or otherwise used or retained on the network, district servers, or in computers, will be private. No reasonable expectation of privacy shall exist in relation to network use.
 - iv. Users should not expect, and the district does not warrant, any information or products obtained from the network, that files or information stored, obtained, or used on the network will be private, and use of the network waives and relinquishes all such privacy rights, interests or claims to confidentiality the user may have under state or federal law.
 - v. The district will not be liable for, and does not warrant in any way, purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.
 - b. Rules for Acceptable Use of Computers and the Network: The following rules for acceptable use of computers and the network, including Internet, shall apply to all students:
 - i. Students shall not erase, remake, or make unusable anyone else's computer, information, files, or programs.
 - ii. Students shall not let other people use their name, account, log-on password, or files for any reason (except for authorized staff members).

- iii. Students shall not use or try to discover another user's account or password.
- iv. Students shall not use the computer for unlawful purposes, such as illegal copying or installation of unauthorized software.
- v. Students shall not copy, change, or transfer any software or documentation provided by teachers, or other students without permission from the network administrators.
- vi. Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code, software or information designed to self-replicate, damage, or otherwise hinder the performance of the network or any computer's memory, file system, or software.
- vii. Students shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access, accept, create, or send any obscene, vulgar, lewd, tasteless, or objectionable messages, information, language, or images.
- viii. Students shall not damage the network or equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.

ARTICLE 9 - EXTRA-CURRICULAR ACTIVITIES - RIGHTS, CONDUCT, RULES AND REGULATIONS

Section 1 EXTRA-CURRICULAR PROGRAMS

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. The Raymond Central Public Schools will adhere to the rules and regulations set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

Section 2 EXTRA-CURRICULAR ACTIVITY PHILOSOPHY

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

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

Section 3 CO-CURRICULAR CLUBS AND ACTIVITIES

The following are co-curricular activities currently available to Raymond Central students:

*Basketball-Girls/Boys (JH/SH)	*Wrestling Girls/Boys (JH/SH)	*Music-Band/Choir (JH/SH)
*Baseball (SH), NFL (SH)	*Cheerleading (SH)	FBLA (SH)
*Cross Country (JH/SH)	Dance Team (SH)	*Speech (JH/SH)
*Football (JH/SH)	*Soccer – Girls/Boys Coop (SH)	Yearbook (SH)
*Softball (SH)	SkillsUSA (JH/SH)	*Drama/One Act Play (SH)
*Volleyball (JH/SH)	FFA (JH/SH)	*Spring Musical
*Track (JH/SH)		

*NSAA Sanctioned

Organizations may also be deleted from the co-curricular based upon there being sufficient interest among the students, having competent staff to sponsor the organization, the purpose and objectives of the organization blending with overall school philosophy, potential to negatively impact existing programs, and ability to comply with Title IX.

Any organizations to be added to our offerings would need to be reviewed by the administration applying the same guidelines.

Section 4 ACADEMIC ELIGIBILITY

Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. All students involved in activities will be held to a high standard academically in order to be able to participate in competitions/performances. In addition to the NSAA guidelines applied to all eligible NSAA activities, Raymond Central Public Schools has additional participation guidelines.

Student grades will be obtained every Monday at noon and will be maintained on a weekly basis. Students with failing grades as described below will not be allowed to participate in performance/competitions but are required to continue to attend practices. These academic guidelines will apply to internal activities as well such as school dances.

- A. Any student with a failing grade in more than one class will be placed on academic probation. That probation will last for one full week giving the student the opportunity to improve their grades. If the student still has failing grades in more than one class on the following Monday's grade report, that student is ineligible for the entire week, regardless of if grades are increased during the ineligible week.
- B. However, if a student is failing any single class for three consecutive grade reports, they will become ineligible.
- C. Students will be removed from the ineligible list once they have one F or fewer (as long as they haven't been failing for three consecutive weeks) on the Monday grade report.
- D. Resource students or Sec. 504 students who are not receiving a passing mark should only be placed on the ineligible list after consultation with the resource teacher and/or case manager. Referral must be made to the resource teacher.

The Activities Director and the Principal, with the coaching staff, shall reserve the right to withhold any student from participation in practices and competitions should the classroom work indicate at any time that they are not working up to their ability.

Section 5 GENERAL GUIDELINES

ATTENDANCE: Participants are expected to attend school regularly and show evidence of sincere effort towards scholastic achievement. Participants are expected to be on time for all scheduled practices, contests, and departure for contests. In the event a participant is unable to attend a practice or contest, they should contact their sponsor in advance.

A team member is not allowed to practice or compete on a day he/she is unable to be in school because of illness, or unexcused absence, unless participation is approved by the Athletic Director and/or Principal. Students are to be in school for the last half of the day prior to practice or competition unless they have prior permission for a doctor's appointments, etc. A parent may contact the Principal prior to 8:30 am for the student to be excused because of an unexpected and uncontrollable situation, which will keep the student out of school all, or part of the school day.

All athletes are to be in school at the start of the next school day following an athletic event in which they participated unless they have administrative approval beforehand. Oversleeping will not be tolerated.

Students may not participate in a contest or a scheduled activity if they have been truant from school. All detention time assigned by the office because of truancy needs to be made up prior to a practice or an event.

SAFETY ITEMS: To ensure safety, participants are required to become fully familiar with the dangers and safety measure established for the activity in which they participate, to adhere to all safety instructions and to exercise common sense.

Concussion: In compliance with concussion law LB260, athletes presenting signs, or symptoms of a concussion will be a) removed from competition, b) may not return to participation until evaluated by an appropriate licensed health care professional, and c) must provide written and signed clearance from both the parents and licensed health care professional in order to return to play. Return to Learn protocol will be utilized for students who have sustained a concussion and return to school.

Injury Risk: Participation in any intramural or athletic activity may involve risk of injury. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility. The severity of injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord.

PRACTICE AND INCLEMENT WEATHER: There will be no **mandatory** practice sessions held on days when school has been called off because of inclement weather. If a practice is held, the coach should encourage the student to call the parent for permission to stay/not stay for the practice.

ACTIVITY INSURANCE: It is required that all students who participate in athletics be covered by insurance. (Not all co-curricular activities require insurance.) When parent/guardian insurance covers the student adequately, that coverage is acceptable. (Check with your agent or check your policy to be certain your students are covered.)

Any student wanting insurance may purchase coverage. The district deals with Mutual of Omaha and Student Insurance Services. Prices vary and policies are numerous. Information may be requested from the office.

ACTIVITY PASSES: Students may buy activity passes at the Principal's office. The cost is \$25.00 dollars and entitles that student to attend any activities sponsored by the school district. Students who are on free or reduced lunch may apply for a fee waiver and receive a free activity pass. Adult passes are available for \$45.00 and family passes for \$115.00. There will be a replacement charge of \$5.00 for lost or damage activity passes.

APPEARANCE: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and, well-groomed appearance.

CITIZENSHIP: Participants are expected to model good citizenship at all times by conducting themselves in a manner that reflects positively upon themselves, the school, and the central community. (Behavior representative of a good citizen shall generally mean, the following definition: "One who gives special emphasis to common honesty, morality, obedience to law, respect for the Constitution of the United States, respect for the Constitution of the State of Nebraska, and respect for parent (s), school home and other lessons of a steady influence which tend to promote and develop an upright and desirable citizenry.")

PHYSICAL AND PARENT PERMISSION: Raymond Central students who wish to participate in any athletic activity (dance team and cheerleading are included) are required to obtain a physical before practicing or playing in that activity. Included on the physical form, is a place for a parent(s)/guardian signature granting permission for the student to participate in the activity. The parent signature is required. NOTE: Only one form per year per participant needs to be completed. Physicals must be dated after May 1 in order to be in compliance with state law before a student may participate in a school activity. This requirement also applies to the 7th grade required physicals. A copy of a current health insurance card covering the student must accompany the physical.

If an athlete is under medical advice not to participate he/she will not be allowed to do so. Medical advice takes precedence over parent/guardian/coach opinion. Upon returning to practice he/she must have written a doctor's report to that nature.

Each student must have a parental permit slip signed prior to competing in practice or competition.

TRAVEL TO AND FROM CONTESTS: Team members travel to and from out-of-town events and contests as a unit on school provided transportation. If there is a particular reason why a student should be released to travel with their parent/guardian (emergency, hardship, unavoidable schedule conflict, etc.) then the parent/guardian should speak to the coach/sponsor in charge and provide them with a written request. Students will not be released to anyone other than their parent/guardian without prior approval by the administration. On the spot emergency situations may be handled by the coaching staff as they occur.

CUT POLICY: Raymond Central Athletic Department has a no cut policy in all sports. No student will be cut or dropped from a team because of lack of ability.

EQUIPMENT/UNIFORMS: All co-curricular participants will be charged for equipment and uniforms which were checked out to them but not returned because they were lost, stolen, damaged, etc. This will be decided by the coach, athletic director and or principal.

REENTRY AT AN ACTIVITY (Includes Dances and Social Events): Students attending a school activity may not leave and re-enter the activity. School activity will include but not be limited to, athletic events, dances, concerts, etc. This includes school dances and all athletic events except when the athletic contest is being held in multiple sites on the same date. Length of dances will always be established well in advance. If early departure from a school activity occurs, the student is expected to leave school property immediately.

ACTIVITY CALENDAR: Schedules of co-curricular activities are posted throughout the building, on www.rcentral.org.

SPORTSMANSHIP, ETHICS AND INTEGRITY: The Raymond Central Board of Education recognizes the value of co-curricular activities in the educational process and the values that young people develop through the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in Board approved co-curricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as in the classroom. The Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

EXTRACURRICULAR ACTIVITY CODE OF CONDUCT:

Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants not only represent themselves, but also their school and community in all their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures, and rules.

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

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

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

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

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

Where: The Code of Conduct rules apply regardless of whether the conduct occurs on and off school grounds. If the conduct occurs on school grounds, at a school function or event, or in a school vehicle, the student may also be subject to further discipline under the general student code of conduct. A student who is suspended or expelled from school shall not be permitted to participate in activities during the period of the suspension or expulsion and may also receive an extended activity suspension.

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

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, bullying, harassment, or similar conduct in a manner that constitutes a substantial interference with school or extracurricular activity purposes or making any communication that a reasonable person would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property, repeated damage or theft involving property or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including a school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect another person shall not constitute a violation.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from a student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon, or bringing or possessing any explosive device, including fireworks, on school grounds or at a school function or event, or in a manner that is unlawful or contrary to school activity rules.
7. Selling, using, possessing or dispensing alcohol, tobacco, narcotics, drugs, a controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. (Note: Refer to "Drug and Alcohol Violations" for further information).
8. Public indecency.
9. Sexual assault or attempting to sexually assault any person. Engaging in sexual conduct, even if consensual, on school grounds or at a school function or event.
10. Engaging in any activity forbidden by law which constitutes a danger to other students, interferes with school purposes or an extracurricular activity, or reflects a lack of high ideals.
11. Repeated violation of any of the school rules.
12. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
13. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to a school employee, school volunteer, or student. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
14. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school or of an extracurricular activity; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
15. Willfully violating the behavioral expectations for those students riding District buses or vehicles used for activity purposes.

16. Failure to report for the activity at the beginning of the season. Reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
17. Failure to participate in regularly scheduled classes on the day of an extracurricular activity or event.
18. Failure to attend scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach or sponsor. Every reasonable effort should be made to notify the coach or sponsor prior to any missed practice or meeting.
19. All other reasonable rules or regulations adopted by the coach or sponsor of an extracurricular activity shall be followed, if participants shall be advised by the coach or sponsor of such rules and regulations by written handouts or posting on bulletin boards prior to the violation of the rule or regulation.
20. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

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

This Code of Conduct, and all school, coach, and sponsor level codes of conduct for extracurricular activities, are to be interpreted in accordance with free speech rights. Using social media sites, even while not on school grounds or at a school activity, to engage in conduct or speech that constitutes bullying, harassment, threats, advocates or depicts illegal activity (e.g., illegal drug use, alcohol use, tobacco use or sexual activity), or causes a substantial disruption to school activities (or is reasonably forecast to create a substantial disruption) may result in discipline, including suspension or removal from the team or the activity, subject to free speech rights. These activities are to be reported to school administration.

Consequences will be determined by coaches, sponsors and/or administration. Students may be suspended from practices or participation in interscholastic competition or participation in co-curricular activities for violations of the Code of Conduct. The disciplinary consequence will be determined based on consideration of the seriousness of the offense, any prior violations, the student's compliance with the self-reporting obligations, the student's level of cooperation and willingness to resolve the matter, and the student's demonstration of a commitment to not commit future violations.

DRUGS, ALCOHOL AND TOBACCO VIOLATION:

Meaning of Terms.

Use or consume includes any level of consumption or use. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. Tobacco includes electronic nicotine delivery systems.

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

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

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

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

Consequences.

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

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

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

Drugs, Alcohol, Tobacco and Illegal Performance Enhancing Substances.

An activity participant who violates these rules shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation/Offense: 30 days. This may be reduced to 15 days with participation in a chemical dependency program.
2. Second Violation/Offense: 6 month.
3. Any Subsequent Violation/Offense: One calendar year
4. *Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 15 days for the first violation. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
5. *Reduction for Participation in Chemical Dependency Program: If the student and parents agree to participate in a school-approved program for chemical dependency, the consequence will be reduced to only the next activity in which the student was to participate (including at least one contest) in the case of a first violation, and to a commensurate reduction (approximately 80%, as determined by the administration, for a second or subsequent violation). The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year. All costs associated with the program are to be borne by the student/parent or guardian.
6. More Serious Violations: In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration.

(*Only one reduction can be utilized per violation/offense.)

When Suspensions Begin.

All suspensions begin with the next scheduled activity in which the student is a participant, after the determination by school officials of the sanction to be imposed; provided that the school officials shall have the discretion to establish a time period for the suspension that makes the suspension have a real consequence for the student. During a suspension, participants may be required or permitted to practice at the sole discretion of the coach or activity sponsor. Suspensions in the Spring will be carried over to the Fall when the suspension has not been fully served or when determined appropriate for the suspension to have a real consequence for the student.

Letters and Post-Season Honors.

A student who commits a Code of Conduct violation is:

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

Self-Reporting.

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

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

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

Determining a Violation Has Occurred.

A violation of the Code of Conduct will be determined to have occurred based on any of the following criteria:

1. When a student is cited by law enforcement and school officials have a reasonable basis for determining that grounds for the issuance of the citation exist.
2. When a student is convicted of a criminal offense. Conviction includes, without limitation, a plea of no contest and an adjudication of delinquency by the juvenile court.
3. When a student admits to violating one of the standards of the Code of Conduct.
4. When a student is accused by another person of violating one of the standards of the Code of Conduct and school officials determine that such information is reliable.
5. When school officials otherwise find sufficient evidence to support a determination that a violation has occurred.

Procedures for Extracurricular Discipline.

The following procedures are established for suspensions from participation in extracurricular activities:

1. Investigation. The school official(s) considering the suspension will conduct a reasonable investigation of the facts and circumstances and determine whether the suspension will help the student or other students, further school purposes, or prevent an interference with a school purpose.
2. Meeting. Prior to commencement of the suspension, the school official considering the suspension or their designee will provide the student an opportunity to give the student's side of the story. The meeting for this purpose may be held in person or via a telephone conference.
 - a. The student will be given oral or written notice of what the student is accused of having done, an explanation of the evidence the school has, and the opportunity to explain the student's version. Detail is not required where the activity participant has made a self-report or otherwise admits the conduct. Names of informants may be kept confidential where determined to be appropriate.
 - b. The suspension may be imposed prior to the meeting if the meeting can not reasonably be held before the suspension is to begin. In that case the meeting will occur as soon as reasonably practicable. The student is responsible for cooperating in the scheduling of the meeting.

Notice Letter.

Within two school days (two business days if school is not in session), or such additional time as is reasonably necessary following the suspension, the Athletic Director or the Athletic Director's designee will send a written statement to the student and the student's parents or guardian. The statement will describe the student's conduct violation and the discipline imposed. The student and parents or guardian will be informed of the opportunity to request a hearing.

Informal Hearing Before Superintendent.

The student or student's parent/guardian may request an informal hearing before the Superintendent. The Superintendent may designate the Athletic Director or another administrator not responsible for the suspension decision as the Superintendent's designee to conduct the hearing and make a decision.

1. A form to request such a hearing must be signed by the parent or guardian. A form will be provided with the notice letter or otherwise be made available by request from the Principal's office.
2. The request for a hearing must be received by the Superintendent's office within five days of receipt of the notice letter.
3. If a hearing is requested:
 - a. The hearing will be held within ten calendar days of receipt of the request; subject to extension for good cause as determined by the Superintendent or the Superintendent's designee.
 - b. The Superintendent or the Superintendent's designee will notify the participants of the time and place of the hearing a reasonable time in advance to allow preparation for the hearing.
 - c. Upon conclusion of the hearing, a written decision will be rendered within five school days (ten calendar days if school is not in session). The written decision will be mailed or otherwise delivered to the participant, parents or guardian.
 - d. A record of the hearing (copies of documents provided at the hearing and a tape recording or other recordation of the informal hearing) will be kept by the school if requested sufficiently in advance of the hearing by the parent/guardian.

No Stay of Penalty.

There will be no stay of the penalty imposed pending completion of the due process procedures.

Opportunity for Informal Resolution.

These due process procedures do not prevent the student or parent/guardian from discussing and settling the matter with the appropriate school officials at any stage.

OPTIONAL - DRUG AND ALCOHOL TESTING

1. Need for Random Testing.

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that student substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner.

2. Eligibility for Random Testing.

Students who participate in school sponsored competitive extracurricular activities at the high school (Grades 9-12) level are eligible for random testing. School sponsored competitive extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. School sponsored competitive extracurricular activities include, but are not limited to, athletic programs, cheerleading, dance team, band, Student Council, National Honor Society, academic teams, One-Act, choir, Quiz Bowl, FBLA, FFA, and Speech Team.

Any student participating in school sponsored competitive extracurricular activities during the school year must submit a completed Consent to Test Form on or before the first scheduled Fall contest date. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school sponsored competitive extracurricular activities. If a student submits a form after the deadline, the student will be required to serve the equivalent of a 1st offense of a positive test. This will go into effect during the initial activity(s) that the student participates in and will NOT take the place of a 1st offense. If a student transfers into the district, that student will have ten (10) school days from his/her start date to submit the Consent to Test Form to the school.

If a student who submits his/her form after the deadline has a positive test result later in the year, that student will still serve a 1st offense consequence.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored competitive extracurricular activities for 12 months from the date the Drop Form is submitted. Students have a fourteen (14) calendar day grace period for reconsideration of a Drop Form. Students' names will remain in the pool for the duration of the fourteen (14) calendar days.

Students who are not participants in a school sponsored competitive extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

3. Testing Procedure

a. Random Testing

A confidential testing schedule will be created by the Superintendent or designee, or an outside testing organization, to ensure that the testing of eligible students is conducted in a manner that is random and not predetermined. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program. The Superintendent or designee shall coordinate the random testing schedule and procedures with the outside testing organization.

No less than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year as determined by the Superintendent and outside testing organization.

b. Collection

The District may contract with an outside testing organization to perform the random testing. The testing collection process will be conducted in a manner that protects student privacy, will also guard against tampered specimens and ensure an accurate chain of custody of the specimen. To the extent the testing involves the collection of urine, an adult monitor is to wait outside a closed restroom stall and listen for the normal sounds of urination. The Superintendent is authorized to develop and implement rules and procedures to maintain the integrity of the collection process, along with any rules or procedures requested or required by an outside testing organization.

c. Testing

The outside testing organization shall handle, store, and test samples in accordance with industry standards and best practices for ensuring samples are tested accurately. Nonnegative results require confirmation testing from the lab for a lab confirmed positive. This result will then be sent on to the medical review officer for further analysis. The

medical review officer is a licensed physician who has their MRO certification and can medically review the drug test result and if positive, determine if the student has a prescription for the substance and is taking it as prescribed or does not have a prescription and is abusing the drug. The testing organization shall provide sufficient information to the Superintendent upon reasonable request.

Confidentiality.

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), the Health Insurance Portability and Accountability Act (HIPAA), and any other applicable confidentiality laws.

Test results will be shared only with staff who have a legitimate educational interest in having access to the information, on a “need to know” basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such. An outside testing organization will only be permitted to communicate test results and procedures with those individuals designated by the Superintendent.

Test results will be kept in confidential files separate from the students’ other records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

Consequences for Positive Tests.

Any of the following shall be considered to be a positive test result:

- A confirmed positive alcohol or drug test as determined by the outside testing organization;
 - Refusal to participate in testing when selected, including the submission of a Drop Form upon being requested to be tested; and/or
 - Tampering with the specimen collection process; and/or
 - A student or parent admitting that the student tested positive, admitting to the student’s recent consumption of a banned substance, or the student admitting that he/she would test positive due to recent consumption of a banned substance.
-
- The following shall result from a positive test result:
 - The student’s parents or guardians will be contacted and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse.
 - The student’s privilege of participating in extracurricular activities will be restricted as described elsewhere in board policy and/or student handbook.

The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up testing described above.

Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above described limitations on the privilege to participate in extracurricular activities.

Finality of Procedures.

In the event a student or the student’s parents or guardians wish to challenge a positive test result, the student and parents or guardians may meet with the Activities Director to discuss the test and results. However, the results of the random test by the outside testing organization’s tests will not be changed. The meeting with the Activities Director may involve ways to support the student moving forward.

Article 10 - State and Federal Programs

Section 1 NOTICE OF NONDISCRIMINATION

The School District does not discriminate on the basis of sex, disability, race (including skin color, hair texture and protective hairstyles), color, religion, veteran status, national or ethnic origin, age, marital status, pregnancy, childbirth or related medical condition, sexual orientation or gender identity, or other protected status in the admission, access to its facilities or programs or activities, treatment, or employment.

Section 2 DESIGNATION OF COORDINATOR(S)

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy, or Program	Issue or Concern	Coordinator
Title VI	Discrimination or harassment based on race (including skin color, hair texture and protective hairstyles), color, or national origin; harassment	Secondary Assistant Principal
Title IX	Discrimination or harassment based on sex; gender equity	Secondary Assistant Principal
Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA)	Discrimination, harassment, or reasonable accommodations of persons with disabilities	Secondary Assistant Principal
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free Schools and Communities	Safe and drug free schools	Superintendent

The Coordinator may be contacted at: 1600 W. Agnew Road, Raymond, NE 68428 - telephone number (402) 785-2615.

Section 3 **Multicultural**

The philosophy of the District's multicultural education program is that students will have improved ability to function as productive members of society when provided with: (a) an understanding of diverse cultures and races, the manner in which the existence of diverse cultures and races have affected the history of our Nation and the world, and of the contributions made by diverse cultures and races (including but not be limited to African Americans, Hispanic Americans, Native Americans, Asian Americans and European Americans) and (b) with the ability and skills to be sensitive toward and to study, work and live successively with persons of diverse cultures and races. The mission shall also include preparing students to eliminate stereotypes and discrimination, or harassment of others based on ethnicity, religion, gender, socioeconomic status, age, or disability.

Section 4 NOTICE TO PARENTS OF RIGHTS AFFORDED BY SECTION 504 OF THE REHABILITATION ACT OF 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

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

identification, evaluation, educational program, or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent.)

11. File a local grievance.

Section 5 NOTIFICATION OF RIGHTS UNDER FERPA

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

Parents or eligible students may ask the School District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another School District in which a student seeks or intends to enroll.

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

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

Notice Concerning Directory Information

The District may disclose directory information. The types of personally identifiable information that the District has designated as directory information are as follows:

1. Student’s Name, address, telephone listing, and the name, address, telephone listings (if not unlisted), e-mail address and work or other contact information of the student’s parent/guardian or other adult acting in loco parentis or with authority to act as parent or guardian in educational matters for the student;
2. School and dates of attendance;
3. Student’s current grade;
4. Student’s enrollment status (e.g. full-time or part-time);
5. Student’s date of birth and place of birth;
6. Student’s extra-curricular participation;
7. Student’s achievement awards or honors;
8. Student’s weight and height if a member of an athletic team;
9. Student’s photograph; and
10. School or school district the student attended before he or she enrolled in Raymond Central Public Schools.

Notwithstanding the foregoing, the District does not designate as directory information personally identifiable information

from students' education records where the District determines that the disclosure to the potential recipient poses a risk to student safety or well-being, including but not limited to circumstances where the potential recipient is a registered sex offender and the personally identifiable information would permit the potential recipient to communicate with or otherwise contact the student.

A parent or eligible student has the right to refuse to let the District designate information about the student as directory information. The period of time within which a parent or eligible student has to notify the District in writing that he or she does not want information about the student designated as directory information is as follows: two (2) weeks from the time this information is first received. Please contact the Superintendent's office to indicate your refusal to have your child's information designated as directory information.

The District may disclose information about former students without meeting the conditions in this section.

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

Section 6 MILITARY RECRUITERS

The District will provide military recruiters with access to routine directory information of each high school student unless the student's parent or guardian requests in writing that their student's information not be shared with a military recruiter. Parents and guardians who do not want their student's information to be shared with a military recruiter must notify the high school principal in writing. If a parent or guardian does not notify the high school principal in writing, the District will provide a military recruiter with the student's routine directory information.

Section 7 COMBINED DISTRICT AND SCHOOL TITLE I PARENT AND FAMILY INVOLVEMENT

The written District parent and family engagement policy has been developed jointly with, updated periodically, and distributed to parents and family members of participating children and the local community in an understandable and uniform format. This policy agreed on by such parents is available for review on the District's website.

Section 8 STUDENT PRIVACY PROTECTION POLICY

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties:

Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Right of Parents to Inspect Instructional Materials: Parents have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable time and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern and assist the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and

practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above-listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated

student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 9 PARENTAL INVOLVEMENT POLICIES

A. General - Parental/Community Involvement in Schools:

Raymond Central Public Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is Raymond Central Public Schools’ policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the students’ wellbeing.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.
9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children’s education with board members, administrators and staff.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

B. Title I Parental Involvement Policy:

This Title I Parental Involvement Policy is established in compliance with Federal law. Raymond Central Public Schools has a parental involvement policy applicable to parents of all children. The parental involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Raymond Central Public Schools to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

Expectations for Parental Involvement: It is the expectation of Raymond Central Public Schools that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of the District’s Title I program. The term “parental involvement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child’s learning; (B) that parents are encouraged to be actively involved in their child’s education

at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. The District intends to meet this expectation through the following activities:

1. Involving parents in the joint development of the District's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of the District.
6. Involving parents in the activities of the schools served under Title I.

Policy Involvement: Each school served under the Title I program shall:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, the District may assist parental involvement in such meetings by offering transportation, child care, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of participating children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.
5. If the District operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the District.

Shared Responsibilities for High Student Academic Achievement: As a component of the District's parental involvement policy, each school served under the Title I program shall jointly develop with parents for all children served under the Title I program a school-parent compact that outlines how parents, the entire 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 to help children achieve the State's high standards. Such compact shall: (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State's student academic achievement standards and the ways in which each parent will be responsible for supporting their children's learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum: (i) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement; (ii) frequent reports to parents on their children's progress; and (iii) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.

Building Capacity for Involvement: To ensure effective involvement of parents and to support a partnership among the District, parents, and the community to improve student academic achievement, each school participating in the Title I program and the District: (1) shall provide assistance to participating parents, as appropriate, in understanding such topics as the State's academic content standards and State student academic achievement standards, State and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children; (2) shall provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement; (3) shall educate teachers, student service personnel, principals, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners,

implement and coordinate parent programs, and build ties between parents and the school; (4) shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teacher Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children; (5) shall ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practicable, in a language the parents can understand; (6) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training; (7) may provide necessary literacy training from funds received under Title I if the District has exhausted all other reasonably available sources of funding for such training; (8) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions; (9) may train parents to enhance the involvement of other parents; (10) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation; (11) may adopt and implement model approaches to improving parental involvement; (12) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I; (13) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and (14) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

Accessibility: In carrying out the parental involvement activities for this Title I Parental Involvement policy, the District shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

Use, Distribution, and Updating of this Policy: This Title I Parental Involvement Policy shall be incorporated into the District's Title I plan, shall be distributed to parents of participating children, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

Section 10 HOMELESS STUDENTS

The District shall ensure that homeless children and youths shall have equal access to the same free, appropriate public education, including public preschool education, as provided to other children and youths. Any person with knowledge of a homeless student in the District should contact the District's Homeless Coordinator. A copy of the District's Homeless Policy is available on the District's website.

Dear Parent/Guardian:

This handbook is designed to inform you about the academic and activities programs and the student services available at this school. In addition, it outlines the student conduct rules and procedures that are important in maintaining a positive learning climate.

At the bottom of this page, you will find two release forms. It is requested that the Handbook Release form be jointly signed by each Raymond Central student and parent/guardian and returned to the student’s advisor by Friday, August 16, 2024. The Activity Release is signed by only the parent/guardian. This will assure the school that all parties have studied and understand the procedures, regulations and policies contained within the student/guardian handbook.

HANDBOOK RELEASE FORM

In accordance with Nebraska State Law, Section 79-4, 176 par. (3) which states in part: “Rules and standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment...”

I have read a copy of the Raymond Central High School Student/Guardian Handbook as provided in this handout or via the school website.

Parent/Guardian Signature

Date

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

Student Signature

Grade

RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS

In light of the ongoing changes in legal requirements and regulatory procedures, the rules and information provided in this handbook may be supplemented or amended by the School District’s administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district’s regular means of contact and should note that the updated copy of handbooks will be housed online at the District Website. By signing above, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

ACTIVITY RELEASE

I hereby release my son/daughter to attend and to be transported to any school sponsored activity and/or event for which they are participating. Examples include field trips, performances, etc. It is understood that the student will be allowed to go and miss regularly scheduled classes as long as they are upholding their obligations.

Parent/Guardian Signature

Date

Student being released

Grade

Parent/Guardian Signature

Date

Student being released

Grade

RAYMOND CENTRAL PUBLIC SCHOOLS
NETWORK USAGE, WEB PAGE PERMISSION STUDENT PARENT HANDBOOK ACKNOWLEDGMENT

Student Name _____ Current Grade _____
(Please Print)

In accordance with the Nebraska State Law, Section 79-4, 176 par (3) which states in part: “Rules for standards which form the basis for discipline shall be distributed to each student and their parent or guardian at the beginning of each school year or at the time of enrollment...”

Parent/Guardian: I am aware the handbook is posted on the school website and have knowledge of the regulations in the Raymond Central Jr-Sr High School Student and Parent Handbook.

Student: I have read and understand the Raymond Central Jr-Sr High School Student and Parent Handbook. I agree that I will abide by the rules while in school or when involved in school related activities. I further understand that should there ever be a time whereby I am not in accordance with these guidelines, I may request a conference within three calendar days of such time with school personnel to discuss the matter further.

NETWORK USAGE - I have read the Student Electronic Network and Acceptable Use Policy for Network Access at Raymond Central Public Schools and agree to use the school network and Internet in an appropriate manner. I realize inappropriate use or destruction of the network will result in financial obligation for technician time to repair the network, legal prosecution for violation of any state or national laws, and or loss of suspension privileges.

Parent/Guardian - Please check one: _____ **I give** _____ **I do not give**

the school permission to issue a network and Internet account to my child. I realize inappropriate use will result in financial obligation for technician time to repair the network, legal prosecution of my child for violation of any state or national laws or loss of privileges, and/or suspension of privileges.

WEB PAGE PERMISSION - Students at Raymond Central may be videotaped or photographed throughout the year. Your child’s image and name may be used in a school publication or on the school website (www.rcentral.org). Your permission is needed if your child’s image or work is to be placed on the website or in a school publication.

___ Yes, you may use my child’s picture or work on the school website or school publication.

___ No, you may not use my child’s picture or work on the school website or school publication.

The signatures below indicate the student/parent/guardian have received and have knowledge of the regulations in the Raymond Central Jr-Sr High School Student/Parent Handbook, understand the Network Policy, and Web Page Policy.

Student Signature _____

Parent Signature _____

11.5. Discuss and Consider the Annual review of the Anti-Bullying Policy 5415 and the Parent Involvement in Schools Policy 6400

Anti-Bullying Policy

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

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

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

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

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

Date of Adoption: April 20, 2009
Date of Revision: December 13, 2023

Parental/Community Involvement in Schools

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

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests. When reasonable to do so or required by law the parents will be notified of where a sample of such a test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.
6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment of the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

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

Date of Adoption: May 18, 2009
Date of Revision: February 14, 2024

12. Next Regular Board Meeting

13. Adjournment