

Centura Board of Education Regular Meeting
Monday, June 15, 2026 6:00 PM
Centura Public Schools: District Board Room
201 N. Hwy 11
Cairo, NE 68824

Agenda

1. Opening The Meeting:
 - 1.1. Call to order: The regular June Meeting of the Centura Public Schools' Board of Education is called to order on Monday, June 15, 2026 at 6:00 P.M. in the Board Room 201 Highway 11, Cairo, NE 68824.
 - 1.2. Pledge of Allegiance and Recognition of Nebraska Open Meetings Act.
 - 1.3. Roll Call of Board Members:
 - 1.3.1. Motion to excuse or not excuse absent Board Members.
 - 1.4. Centura Vision Statement: A Community About Students, Excellence and Innovation!
 - 1.5. Centura Mission Statement: Centura and its collaborative partners are an innovative community empowering all students to be successful today and in the future.
2. Approval of the Agenda.
3. Recognition of visitors and public comment per Centura Public Schools Policy No. 2009.
4. Discuss monthly financial reports:
5. Approval of Consent Agenda:
 - 5.1. Minutes from previous month's meeting(s):
 - 5.2. General Fund Claims Total: \$674,752.85 (Payables = \$118,137.83; Payroll = \$556,615.02)
 - 5.3. Building Fund Claims Total: \$3,420.00
 - 5.4. Depreciation Fund Claims Total: \$0
6. Information Items: Reports
 - 6.1. Superintendent Report:
 - 6.2. Board President Report:
 - 6.3. Board Committee Reports:
 - 6.3.1. Facilities, Finance and Transportation Committee:
7. Action Items:
 - 7.1. Human Resources:
 - 7.1.1. Approval of certified staff resignation(s).
 - 7.1.2. Approval of certified staff contract(s).
 - 7.2. Discuss, review, and take all necessary action regarding new policies required to meet state mandates.
 - 3061 ACH Originator Policy
 - 4065 Staff Use of AI Tools
 - 6046 Right to Access School Library Materials
 - 7.3. Discuss, review, and take all necessary action regarding required policy revisions:
 - 2008 Meetings
 - 3003 & 3003.1 Bidding for Construction, Remodeling, Repair, or Site Improvements; Bidding for Construction, Remodeling, Repair, or Related Projects
 - 3004.1 Fiscal Management for Purchasing and Procurement Using Federal Funds

- 3048 Communicable Disease
 - 4017 Relations with Employee Collective Bargaining Associations
 - 4019 Workplace Injury Prevention and Safety Committee
 - 4056 Resignation of Certificated Staff
 - 5001 Compulsory Attendance and Excessive Absenteeism
 - 5003 Admission of Part-Time Students
 - 5004 Option Enrollment
 - 5048 Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions
- 7.4. Review, discuss, and take all necessary action regarding the 2026-2027 Student/Parent Handbook.
- 7.5. Review, discuss, and take all necessary action regarding the Johnson Control renewal.
- 7.6. Discuss, review and take all necessary action on setting the school meal prices for School Year 2026/2027.
8. Discussion/Information Items:
- 8.1. Review the 2024-2025 Annual Report.
9. Advanced Planning:
- July 13, 2026 5pm Committee of the Whole
 - July 13, 2026 6pm Regular Board Meeting
 - July 16, 2026 3:30pm Board Retreat
 - August 6, 2026 Staff Return
 - August 10, 2026 5pm Committee of the Whole
 - August 10, 2026 6pm Regular Board Meeting
 - August 20, 2026 Area Membership Meetings
 - September 23, 2026 School Pictures
10. Meeting Adjournment.

Centura Public Schools

MONTHLY FINANCIAL REPORT TO THE BOARD

June 2026

General Fund Expenses for June		
	2024-2025	2025-2026
GF Payable	\$174,014.86	\$118,137.83
GF Payroll	\$539,513.91	\$556,615.02
Total	\$713,528.77	\$674,752.85

General Fund Receipts for May		
	2024-2025	2025-2026
State Aid	\$109,125.00	\$90,977.00
SPED State Pmt	\$22,483.00	\$103,009.00
Buffalo County	\$103,925.66	\$137,567.28
Hall County	\$1,028,100.48	\$1,143,129.23
Howard County	\$1,091,044.11	\$1,261,207.44
Sherman County	\$30,039.79	\$38,243.48
Other Receipts	\$2,631.83	\$36,922.55
Total	\$2,387,349.87	\$2,811,055.98

GENERAL FUND			
Three Year Comparison			
EXPENSES			
MONTH	2023-24	2024-2025	2025-2026
September	\$739,055	\$728,156	\$755,284.37
October	\$663,668	\$667,145	\$655,756.03
November	\$655,628	\$648,094	\$648,054.11
December	\$715,008	\$729,498	\$714,464.92
January	\$632,011	\$635,889	\$733,184.87
February	\$613,913	\$737,187	\$660,730.33
March	\$596,945	\$608,934	\$611,351.87
April	\$602,092	\$639,431	\$696,195.77
May	\$629,941	\$645,331	\$651,113.34
June	\$650,136	\$713,529	\$674,752.85
YTD Total	\$7,058,797	\$8,270,518	\$6,800,888
Annual Budget	\$8,282,000	\$9,145,550	\$10,003,717
Budget % Spent	85.23%	90.43%	67.98%

GENERAL FUND			
Three Year Comparison			
REVENUE			
MONTH	2023-24	2024-25	2025-26
September	\$1,527,019.03	\$1,429,688.29	\$1,025,216.95
October	\$365,893.40	\$524,689.88	\$411,806.30
November	\$195,581.90	\$193,179.68	\$102,859.92
December	\$392,528.41	\$374,442.70	\$393,039.47
January	\$1,340,823.48	\$945,361.77	\$949,881.42
February	\$759,909.13	\$1,491,463.11	\$1,466,867.70
March	\$323,589.33	\$614,778.41	\$355,369.81
April	\$424,447.71	\$408,919.15	\$422,466.12
May	\$2,176,961.83	\$2,387,349.87	\$2,811,055.98
YTD Total	\$8,553,696.26	\$9,293,137.78	\$7,938,563.67

Items to Note:

Summit Academy LLC	\$26,224.77
SPED Tuition for April & May	
Savvas	\$8,840.00
Science PD	
Computer Hardware	\$7,160.00
Computer Cart	
Midwest Floor	\$6,034.00
Gym Floor Maintenance for both gyms	
MBA	\$4,800.00
Part of PowerSchool Report Creator and Cafe	

**Treasurer's Report for the 2025-26 School Year
as of May 31, 2026**

General Fund

Beginning Balance		<u>\$1,913,955.37</u>	
May	Income	<u>\$2,811,055.98</u>	
May	Expenses	(\$670,773.29) <	\$0.00 May expenditures
May	Adjustments		<u>\$0.00</u> May Pre-pay
Ending Balance		<u>\$4,054,238.06</u>	<u>\$0.00</u>

Cash Found In: Balance Per Bank		\$4,116,631.29	
	Outstanding Checks	(\$62,393.23)	
	Adjustments		
	Total	<u>\$4,054,238.06</u>	

General Fund CD's

#202828	\$209,127.68	Western National	3.6%. Matures 04-11-2027
#15608	\$158,916.36	Pathway Bank	3.55% Matures 04-19-2027
#45419	\$108,769.44	Pathway Bank	3.6% Matures 01-23-2027
#45435	\$108,769.45	Pathway Bank	3.6% Matures 01-23-2027
#118240	\$178,246.58	Pathway Bank	3.55% Matures 04-11-2027
#881244 (MM)	\$274,174.18	Pathway Bank	1.66% Money Market
Total	<u>\$1,038,003.69</u>		

Building Fund

Beginning Balance		\$908,533.83	
May	Income	\$103,780.21	
May	Expenses	(\$3,420.00)	
May	Adjustments	\$0.00	
Ending Balance		<u>\$1,008,894.04</u>	

Cash Found In:			
	Checking Acct.	\$1,008,894.04	
	Outstanding Checks	\$0.00	
	Total	<u>\$1,008,894.04</u>	

Depreciation Fund

Beginning Balance		<u>\$235,964.58</u>	
May	Income	\$6,171.23	
May	Expenses	\$0.00	
Ending Balance		<u>\$242,135.81</u>	

Cash Found In: Checking Acct.		\$242,135.81	
	Outstanding Checks	\$0.00	
	Total	<u>\$242,135.81</u>	

Unemployment Fund

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

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

Student Fees

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

Cash Found In:		
	Checking Acct.	<u>\$0.00</u>
	Total	<u><u>\$0.00</u></u>

Activity Accounts

Beginning Balance		\$119,814.91
May	Income	\$62,010.67
May	Expenses	(\$48,004.61)
May	Adjustments	
Ending Balance		<u><u>\$133,820.97</u></u>

Cash Found In:		
	Checking Acct.	\$60,006.05
	Outstanding Checks	(\$11,980.89)

Activity Fund CDS

#118	\$10,000.00	Boelus State Ban 1.5%. Matures 03/4/27
#259	\$20,000.00	Boelus State Ban 3.7% Matures 09/24/2026
#427	\$20,000.00	Boelus State Ban 3.75% Matures 6/18/2026
#1229	\$23,181.47	Boelus State Ban 1.50% Matures 07/19/26
Money Market	<u>\$12,614.34</u>	Boelus State Bank
	\$133,820.97	

Lunch Account

Beginning Balance		\$51,323.58
May	Income	\$40,282.46
May	Expenses	(\$32,244.41)
May	Adjustments	
Ending Balance		<u><u>\$59,361.63</u></u>

Cash Found In:		
	Checking Acct.	\$59,413.11
	Outstanding Checks	<u>(\$51.48)</u>
	Total	<u><u>\$59,361.63</u></u>

Fund: 01 General Fund

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 1100	Taxes Levied by School District	0.00	1,755,813.15	3,960,704.60	0.00	(3,960,704.60)
01 1115	Carline Taxes	0.00	5,433.72	6,665.42	0.00	(6,665.42)
01 1125	Motor Vehicle Taxes	0.00	19,005.44	213,668.07	0.00	(213,668.07)
01 1140	PENALTIES & INTEREST ON TAXES	0.00	0.32	4,627.48	0.00	(4,627.48)
01 1510	Interest on Investments	0.00	1,871.80	12,530.45	0.00	(12,530.45)
01 1740	Student Fees	0.00	0.00	2,571.65	0.00	(2,571.65)
01 1800	REVENUE FROM COMMUNITY SERVICES ACTIVITIES	0.00	715.00	7,335.00	0.00	(7,335.00)
01 1911	Local License Fees	0.00	0.00	710.00	0.00	(710.00)
01 1990	Miscellaneous Local Revenue	0.00	0.00	13,697.80	0.00	(13,697.80)
	Subtotal: LOCAL RECIEPTS	0.00	1,782,839.43	4,222,510.47	0.00	(4,222,510.47)
01 2110	County Fines and License Fees	0.00	2,462.98	23,042.42	0.00	(23,042.42)
	Subtotal: COUNTY AND ESU RECEIPTS	0.00	2,462.98	23,042.42	0.00	(23,042.42)
01 3110	State Aid	0.00	90,977.00	818,793.00	0.00	(818,793.00)
01 3120	Special Education-School Age	0.00	103,009.00	612,047.00	0.00	(612,047.00)
01 3125	SPED Transportation-School Age	0.00	28,220.00	28,220.00	0.00	(28,220.00)
01 3130	Homestead Exemption	0.00	24,717.66	74,305.50	0.00	(74,305.50)
01 3131	Property Tax Credit	0.00	772,714.16	1,897,250.51	0.00	(1,897,250.51)
01 3180	Pro-Rate Motor Vehicle	0.00	0.00	14,576.15	0.00	(14,576.15)
01 3400	State Apportionment	0.00	0.00	102,312.71	0.00	(102,312.71)
01 3535	High Ability Learners	0.00	0.00	3,801.00	0.00	(3,801.00)
01 3551	Career Education (CTE)	0.00	0.00	7,500.00	0.00	(7,500.00)
	Subtotal: STATE RECEIPTS	0.00	1,019,637.82	3,558,805.87	0.00	(3,558,805.87)
01 4505	Title I-Part A ESSA	0.00	0.00	36,768.00	0.00	(36,768.00)
01 4516	IDEA PART B PRESCHOOL	0.00	0.00	805.00	0.00	(805.00)
01 4518	IDEA Part B (611) Base/EP	0.00	0.00	69,827.00	0.00	(69,827.00)
01 4521	IDEA Non-Public	0.00	0.00	3,392.00	0.00	(3,392.00)
01 4708	MEDICAID IN PUBLIC SCHOOLS	0.00	6,115.75	23,412.91	0.00	(23,412.91)
	Subtotal: FEDERAL RECEIPTS	0.00	6,115.75	134,204.91	0.00	(134,204.91)
	Fund Total:	0.00	2,811,055.98	7,938,563.67	0.00	(7,938,563.67)

Revenue Summary Report

Processing Month: 05/2026

User ID: STUBANDR

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	0.00	2,811,055.98	7,938,563.67	0.00	(7,938,563.67)

Vendor Name	Invoice Number	Description	Amount
Checking Account ID 1	Fund Number 01	General Fund	
AGRICULTURAL SERVICES, INC.	26000331	Grounds - Weed Spray	222.13
Total AGRICULTURAL SERVICES, INC.			<u>222.13</u>
Amazon Capital Services	11GV-3JQ9-4XY7	Cash Counter Machine	74.18
Amazon Capital Services	1CLY-LQ9C-JTGQ	Amazing Gen/Curriculum Elm Tech Steffen	265.50
Amazon Capital Services	1DXK-6J4J-6LXF	L. Hermann Yrs of Service Appreciation	29.44
Amazon Capital Services	1F9H-XPG4-WY7G	Wrist sweat bands for Weights Class	152.80
Amazon Capital Services	1LM6-FM1X-RC17	Cleaning Supplies	57.96
Amazon Capital Services	1PQN-3W61-CVQC	M. Beberniss Portable Desk	195.49
Amazon Capital Services	1QPF-7KMC-7WDK	A. Kroeger File Cabinet Locks	20.89
Amazon Capital Services	1W3N-F3WW-CRG3	Cleaning Supplies	103.96
Amazon Capital Services	1YM4-XR1X-Q9TX	Yrs of Service Appreciation Gifts	45.99
Total Amazon Capital Services			<u>946.21</u>
Amplify Education, Inc.	INV-465722	mCLASS math 2nd Edition (1year)	2,652.00
Total Amplify Education, Inc.			<u>2,652.00</u>
AS Central Services	April & Ma-0001	Distance Education Services	635.74
Total AS Central Services			<u>635.74</u>
Aurora Coop	7,367,265	Gasoline	758.00
Total Aurora Coop			<u>758.00</u>
Black Hills Energy	May 2026-0001	Natural Gas	2,100.98
Total Black Hills Energy			<u>2,100.98</u>
BLUE CROSS BLUE SHIELD OF NE	Balance Forward	Balance Forward Correction Mid Yr Change	313.24
Total BLUE CROSS BLUE SHIELD OF NE			<u>313.24</u>
Bomgaars	43239587	Supplies Voigt's Class	23.98
Bomgaars	43241790	Supplies Voigt's Class	31.48
Total Bomgaars			<u>55.46</u>
Boys Town	CINV-00020-0003	SPED Tuition Boys Town- May 2026	3,380.00
Total Boys Town			<u>3,380.00</u>
BUFFALO COUNTY ELECTION COM	May 2026 Primary	May 2026 Primary Election	100.00
Total BUFFALO COUNTY ELECTION COM			<u>100.00</u>
Centurylink	May 2026	Communications	80.92
Total Centurylink			<u>80.92</u>
Computer Hardware	169337	1-1 Carts	7,160.00
Total Computer Hardware			<u>7,160.00</u>
Eakes Office Solutions	9339732-0	Custodial Supplies	395.29
Eakes Office Solutions	INV770837	Copiers- Contract	41.79
Eakes Office Solutions	INV773779	Copiers- Contract	1,494.65
Total Eakes Office Solutions			<u>1,931.73</u>
Ecolab	3991841-0001	Service-Pest Control	121.02

Vendor Name	Invoice Number	Description	Amount
Total Ecolab			<u>121.02</u>
ESU #10	May 2026-0001	ESU10 SPED Services	11,976.32
Total ESU #10			<u>11,976.32</u>
ESU #9	26689	SPED ESU Assit @ Summit Acad. April 2026	759.50
Total ESU #9			<u>759.50</u>
First Dakota Indemnity Company	3823515	Work Comp Ins Audit Adj	2,585.00
Total First Dakota Indemnity Company			<u>2,585.00</u>
Frankforter, Stephanie	Mileage 2nd Semester	Early Interv. Mileage Jan-May 2026 75 mi	54.38
Total Frankforter, Stephanie			<u>54.38</u>
Garcia, Misty	May 2026	Bus Parking May 2026	100.00
Total Garcia, Misty			<u>100.00</u>
GO Physical Therapy	May 2026-0001	SPED OT/PT/SLP Services	3,980.12
Total GO Physical Therapy			<u>3,980.12</u>
HALL COUNTY ELECTION COMM	May 2026 Primary	May 2026 Primary Election	1,151.20
Total HALL COUNTY ELECTION COMM			<u>1,151.20</u>
Hamilton	1175865	Communications	32.62
Total Hamilton			<u>32.62</u>
Harmon, Craig	May 2026	Bus Parking May 2026	100.00
Total Harmon, Craig			<u>100.00</u>
HD Supply	9248613238	Custodial Supplies	940.45
HD Supply	9249245210	May 2026 Primary Election	844.39
Total HD Supply			<u>1,784.84</u>
Heartland Disposal	260648-0001	Service-garbage disposal	1,016.26
Total Heartland Disposal			<u>1,016.26</u>
HEINEMANN PUBLISHING	860587	NWEA MAP Growth K-12	1,062.50
Total HEINEMANN PUBLISHING			<u>1,062.50</u>
HOME DEPOT	5510976	Nott's Shop Class Sander	64.47
Total HOME DEPOT			<u>64.47</u>
Hometown Leasing	20260611	Copiers	103.97
Total Hometown Leasing			<u>103.97</u>
Howard Greely RPPD	May 2026-0001	Service-electricity	7,273.08
Total Howard Greely RPPD			<u>7,273.08</u>
J&D Automotive	240211	Suburban Oil Change Supplies	142.95
J&D Automotive	240299	Suburban Oil Change Supplies	142.95
Total J&D Automotive			<u>285.90</u>

Centura Public Schools
 06/11/2026 10:12 PM
 Vendor Name
 Jackson Services, Inc.
 Total Jackson Services, Inc.

Board Report - Board

Invoice Number	Description	Amount
5808521-0001	Rug Service	284.60
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		284.60

Johnson Controls, Inc.
 Total Johnson Controls, Inc.

1-137721031522	Chiller Repair	1,598.54
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		1,598.54

JourneyEd.com, Inc.
 Total JourneyEd.com, Inc.

INV/2026/00312	Microsoft OVSES Renewal	2,191.29
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		2,191.29

KSB School Law
 Total KSB School Law

21480-0001	Legal Services	1,776.50
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		1,776.50

Lowe, Timothy
 Total Lowe, Timothy

May 2026	Bus Parking May 2026	100.00
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		100.00

Luhn, Stephanie
 Total Luhn, Stephanie

May 2026	Bus Parking May 2026	100.00
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		100.00

Marcia Brenner Associates
 Total Marcia Brenner Associates

INV-261932	MBA Report Creator, MBA Cafe	4,800.00
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		4,800.00

Menards
 Menards
 Menards
 Total Menards

24709	Maintenance Supplies	134.62
25012	Maintenance Supplies for the Crows Nest	67.48
25475	Maintenance Supplies	32.91
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		235.01

Midwest Floor Specialists
 Total Midwest Floor Specialists

512	Screen & Refinished Big & Small Gym	6,034.00
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		6,034.00

Nebraska Safety Center
 Total Nebraska Safety Center

57-15721	R. Lowe & R. Harmon CLD Training	770.00
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		770.00

OneSource
 Total OneSource

2022207032	Background Checks	76.00
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		76.00

Opaa! Food Mgt. of NE, LLC
 Total Opaa! Food Mgt. of NE, LLC

NE00072875	Seniors Last Day Brownies 5/8	25.00
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		25.00

Pedersen, Clark
 Total Pedersen, Clark

May 2026	Bus Parking May 2026	100.00
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		100.00

Phillips, Becky
 Total Phillips, Becky

May 2026	Bus Parking May 2026	100.00
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		100.00

Phonograph-Herald
 Total Phonograph-Herald

31868	BOE Notices	165.00
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		165.00

Platte Valley Communications
 Total Platte Valley Communications

052826049-0001	Service-Bus repeater	30.00
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		30.00

Prairie Hills Wireless LLC
 Total Prairie Hills Wireless LLC

188964-0001	Backup Internet	49.95
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		49.95

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Vendor Name	Invoice Number	Description	Amount
Protex Central, Inc.	170638	Fire Alarm Service and Parts	588.26
Protex Central, Inc.	171576	Fire Alarm Service	220.00
Total Protex Central, Inc.			<u>808.26</u>
RAS Technology Consultants, Inc.	INV-2027599	PSCB Reports Sub 7/1/26-7/1/27	450.00
Total RAS Technology Consultants, Inc.			<u>450.00</u>
READ NATURALLY, INC.	279673	Read Naturally Read Live Licenses	780.00
Total READ NATURALLY, INC.			<u>780.00</u>
Robinson, Lanny	May 2026-0001	SPED Transportation Mileage Reimburse	2,714.40
Total Robinson, Lanny			<u>2,714.40</u>
S.E. Smith & Sons	681222	25-26 Blanket PO for Voigts Class	10.78
Total S.E. Smith & Sons			<u>10.78</u>
Savvas Learning Company	7029294521	K-12 Savvas Learning Company Science	8,000.00
Savvas Learning Company	7029295559	Health Digital subscription	840.00
Total Savvas Learning Company			<u>8,840.00</u>
Servi-Tech, Inc.	H-996109	Wastewater Analysis	214.00
Servi-Tech, Inc.	H-996112	Sampler Rental	220.00
Total Servi-Tech, Inc.			<u>434.00</u>
Sewer Rooter & Plumbing, Inc.	2478	Pump Concession Stand Septic Tank	1,493.98
Total Sewer Rooter & Plumbing, Inc.			<u>1,493.98</u>
SHERMAN COUNTY TREASURER	May 2026 Primary	May 2026 Primary Election	379.34
Total SHERMAN COUNTY TREASURER			<u>379.34</u>
Summit Academy LLC	April 2026	SPED Tuition Summit Academy April 2026	7,629.77
Summit Academy LLC	May 2026	SPED Tuition Summit Academy May 2026	18,595.00
Total Summit Academy LLC			<u>26,224.77</u>
US Bank	Arby's 5/23	M. Beberniss Admin. State Track Meal	17.91
US Bank	Easy Timeclock 5	Easy Timeclock May 2026	55.00
US Bank	ESI May 2026	ESI May 2026 Telephone Bill	1,165.38
US Bank	Golden Corral 5/22	M. Beberniss Admin. State Track Meal	23.20
US Bank	Hilton 5/22	M. Beberniss Admin. State Track Hotel	176.20
US Bank	Indeed CR 5/14	CR Bal Ref from 10/25 Advertising	(165.51)
US Bank	Jimmy Johns 5/19	M. Beberniss Admin. State Baseball Meal	14.29
US Bank	McDonalds 5/18	M. Beberniss Admin. State Baseball Meal	9.66
US Bank	Menards 5/13	Maintenance Supplies for Crows Nest	594.56
US Bank	Menards 5/18	Maintenance Supplies	215.78
US Bank	Pump & Pantry 5/8	Pizza for Seniors Last Day	201.16
US Bank	Sams 5/13	HS Office Supply Stock for Teachers	97.24
US Bank	Sams 5/5	HS Teacher Appreciation Meal	45.11
US Bank	Walmart 4/27	Gift Cards Bus Driver Appreciation	100.00
US Bank	Walmart 4/27/26	Gift Cards Bus Driver Appreciation	108.58
US Bank	Walmart 5/4	Nott's Class Supplies	45.01
US Bank	Walmart 5/5	HS Teacher Appreciation Meal	36.17
Total US Bank			<u>2,739.74</u>
Village of Cairo	May1 2026-0001	Service-water	157.40

Board Report - Board

Vendor Name	Invoice Number	Description	Amount
Total Village of Cairo			<u>157.40</u>
Wex Bank	112919798-0001	Monthly Transportation Fuel	<u>1,791.68</u>
Total Wex Bank			1,791.68
Wilkins Architecture Design Planning	7363	Re-Engagement Fee	<u>90.00</u>
Total Wilkins Architecture Design Planning			90.00
Fund Number 01			<u>118,137.83</u>
Checking Account ID 1			<u>118,137.83</u>

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

06/11/2026 10:10 PM

User ID: STUBANDR

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
01	General Fund								
1100	REGULAR INSTRUCTIONAL PROGRAMS	0.00	263,762.14	2,507,364.87	0.00	(2,507,364.87)	0.00	103,914.76	(2,611,279.63)
1150	LIMITED ENGLISH PROF PROGRAMS	0.00	2,583.75	26,036.85	0.00	(26,036.85)	0.00	0.00	(26,036.85)
1160	PROVERTY PROGRAMS	0.00	67,543.24	678,104.27	0.00	(678,104.27)	0.00	0.00	(678,104.27)
1190	EARLY CHILDHOOD ED PROGRAMS	0.00	10,661.27	113,315.14	0.00	(113,315.14)	0.00	8,899.00	(122,214.14)
1200	SPECIAL EDUCATION INSTRUCTIONAL PROGRAMS	0.00	72,646.31	557,099.58	0.00	(557,099.58)	0.00	291.98	(557,391.56)
1291	SPED Instructional Programs-Ages 3-5	0.00	250.05	3,187.26	0.00	(3,187.26)	0.00	0.00	(3,187.26)
1292	SPED Instructional 0-2	0.00	250.05	3,187.26	0.00	(3,187.26)	0.00	0.00	(3,187.26)
2110	ATTENDANCE AND SOCIAL WORK SERVICES	0.00	5,250.00	24,278.22	0.00	(24,278.22)	0.00	0.00	(24,278.22)
2120	GUIDANCE SERVICES	0.00	14,481.18	149,776.54	0.00	(149,776.54)	0.00	0.00	(149,776.54)
2141	Psychological Serv SPED School Age	0.00	6,606.34	71,205.80	0.00	(71,205.80)	0.00	0.00	(71,205.80)
2151	Speech Path SPED School Age	0.00	11,831.60	143,412.04	0.00	(143,412.04)	0.00	0.00	(143,412.04)
2152	Speech Pathology SPED-Age 3-5	0.00	470.01	8,207.73	0.00	(8,207.73)	0.00	0.00	(8,207.73)
2153	SPED Speech Path 0-2	0.00	21.32	2,435.05	0.00	(2,435.05)	0.00	0.00	(2,435.05)
2161	Occupational Therapy SPED School Age	0.00	510.05	13,186.95	0.00	(13,186.95)	0.00	0.00	(13,186.95)
2162	Occ Therapy SPED Age 3-5	0.00	61.50	1,744.55	0.00	(1,744.55)	0.00	0.00	(1,744.55)
2163	Occ Therapy SPED Age 0-2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2171	Physical Therapy SPED School Age	0.00	510.07	8,831.14	0.00	(8,831.14)	0.00	0.00	(8,831.14)
2172	Physical Therapy SPED Age 3-5	0.00	266.50	2,744.57	0.00	(2,744.57)	0.00	0.00	(2,744.57)
2173	PT SPED 0-2	0.00	0.00	906.80	0.00	(906.80)	0.00	0.00	(906.80)
2181	Vision Services SPED School Age	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2182	Vision Services SPED 3-4	0.00	1,121.28	1,121.28	0.00	(1,121.28)	0.00	0.00	(1,121.28)
2190	OTHER PUPIL SUPPORT SERVICES	0.00	1,417.98	7,210.70	0.00	(7,210.70)	0.00	0.00	(7,210.70)
2211	School Improvement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2212	Instruction and Curriculum Dev	0.00	2,108.00	22,634.57	0.00	(22,634.57)	0.00	19,346.70	(41,981.27)
2213	Instructional Staff Training	0.00	0.00	2,737.83	0.00	(2,737.83)	0.00	40.00	(2,777.83)
2220	Library/Media Sevices	0.00	10,144.65	115,142.50	0.00	(115,142.50)	0.00	93.18	(115,235.68)
2230	Instruction-Related Technology	0.00	15,388.43	179,893.38	0.00	(179,893.38)	0.00	1,222.34	(181,115.72)
2240	Academic Student Assessment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2310	BOARD OF EDUCATION	0.00	1,795.54	24,542.83	0.00	(24,542.83)	0.00	0.00	(24,542.83)
2320	EXECUTIVE ADMINISTRATION	0.00	16,746.28	171,565.56	0.00	(171,565.56)	0.00	0.00	(171,565.56)
2330	District Legal Services	0.00	1,776.50	7,323.28	0.00	(7,323.28)	0.00	0.00	(7,323.28)
2410	Office of Principal	0.00	58,661.43	595,910.55	0.00	(595,910.55)	0.00	0.00	(595,910.55)
2510	GENERAL ADMIN-BUSINESS SERVICE	0.00	4,208.49	73,134.72	0.00	(73,134.72)	0.00	1,230.77	(74,365.49)
2580	Admin Technology Services	0.00	0.00	6,023.31	0.00	(6,023.31)	0.00	0.00	(6,023.31)
2610	Operation of Buildings	0.00	20,253.72	371,854.37	0.00	(371,854.37)	(1,003.64)	227.00	(371,077.73)
2620	Maintenance of Buildings	0.00	35,273.51	339,617.56	0.00	(339,617.56)	0.00	3,175.00	(342,792.56)
2630	Care and Upkeep of Grounds	0.00	2,150.11	18,776.85	0.00	(18,776.85)	0.00	2,350.00	(21,126.85)
2650	Vehicle Acquisition and Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2660	Safety & Security	0.00	0.00	1,762.85	0.00	(1,762.85)	0.00	0.00	(1,762.85)
2670	Safety	0.00	808.26	5,243.63	0.00	(5,243.63)	0.00	0.00	(5,243.63)
2710	Vehicle Operation-Regular Educ	0.00	15,362.48	243,560.50	0.00	(243,560.50)	0.00	0.00	(243,560.50)
2712	Vehicle Operation-School Age SPED	0.00	4,463.60	35,002.13	0.00	(35,002.13)	0.00	0.00	(35,002.13)
3300	COMMUNITY SERVICES	0.00	426.17	11,893.49	0.00	(11,893.49)	0.00	0.00	(11,893.49)
3535	High Ability Leaners	0.00	0.00	1,997.19	0.00	(1,997.19)	0.00	147.76	(2,144.95)
3551	CTE Grant	0.00	0.00	6,284.36	0.00	(6,284.36)	0.00	0.00	(6,284.36)
3599	Safety Grant	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4700	Building Improvements	0.00	90.00	10,436.67	0.00	(10,436.67)	0.00	0.00	(10,436.67)
6200	Title I, Part A ESSA	0.00	6,028.75	60,982.44	0.00	(60,982.44)	0.00	0.00	(60,982.44)
6406	IDEA Preschool (619) Base	0.00	593.42	13,658.76	0.00	(13,658.76)	0.00	0.00	(13,658.76)
6408	IDEA Part B - Base/EP	0.00	13,679.11	135,910.34	0.00	(135,910.34)	0.00	0.00	(135,910.34)
6412	IDEA Part B Proportionate Share	0.00	1,210.63	9,694.33	0.00	(9,694.33)	0.00	0.00	(9,694.33)
6700	Fed Voc & Applied Tech Ed (Carl Perkins)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6992	REAP	0.00	3,339.13	33,550.21	0.00	(33,550.21)	0.00	0.00	(33,550.21)

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

06/11/2026 10:10 PM

User ID: STUBANDR

Function Number		Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
6994	Homeless	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6998	ESSER III Cares Act	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000	TRANSFERS (OUTGOING)	0.00	0.00	27,129.15	0.00	(27,129.15)	0.00	0.00	(27,129.15)
01	General Fund	0.00	674,752.85	6,849,619.96	0.00	(6,849,619.96)	(1,003.64)	140,938.49	(6,989,554.81)

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

06/11/2026 10:10 PM

User ID: STUBANDR

Function Number	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total:	0.00	674,752.85	6,849,619.96	0.00	(6,849,619.96)	(1,003.64)	140,938.49	(6,989,554.81)

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0101	ACTIVITIES	(73,405.98)	23,647.66	33,261.37	0.00	0.00	(63,792.27)
05 704 0102	SPIRIT SQUAD	1,198.72	6,227.55	4,315.97	0.00	0.00	(712.86)
05 704 0103	FOOTBALL	3,441.84	1,190.00	1,510.00	0.00	0.00	3,761.84
05 704 0104	GIRLS BASKETBALL	5,687.96	1,248.96	805.00	0.00	0.00	5,244.00
05 704 0105	BOYS BASKETBALL	8,931.03	0.00	0.00	0.00	0.00	8,931.03
05 704 0106	VOLLEYBALL	98.60	0.00	123.20	0.00	0.00	221.80
05 704 0107	CROSS COUNTRY / TRACK	1,378.83	0.00	0.00	0.00	0.00	1,378.83
05 704 0109	GOLF	(136.41)	0.00	0.00	0.00	0.00	(136.41)
05 704 0110	WRESTLING	292.96	0.00	84.00	0.00	0.00	376.96
05 704 0111	Girls Softball	8,167.89	600.00	540.00	0.00	0.00	8,107.89
05 704 0112	BOYS BASEBALL	803.66	0.00	0.00	0.00	0.00	803.66
05 704 0113	Girls Wrestling	(557.86)	0.00	0.00	0.00	0.00	(557.86)
05 704 0225	Class of 2025	1,280.86	0.00	0.00	0.00	0.00	1,280.86
05 704 0226	Class of 2026	1,422.83	122.09	594.00	0.00	0.00	1,894.74
05 704 0227	Class of 2027	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0228	Class of 2028	160.00	0.00	0.00	0.00	0.00	160.00
05 704 0229	Class of 2029	295.00	0.00	0.00	0.00	0.00	295.00
05 704 0230	Class of 2030	176.57	0.00	0.00	0.00	0.00	176.57
05 704 0231	Class of 2031	118.20	0.00	0.00	0.00	0.00	118.20
05 704 0300	Grant Accounts	0.00	0.00	0.00	0.00	0.00	0.00
05 704 0301	Summer Reading Prog	100.00	0.00	0.00	0.00	0.00	100.00
05 704 0302	ART	212.05	0.00	0.00	0.00	0.00	212.05
05 704 0303	BOOKFAIR	1,009.04	94.32	194.52	0.00	0.00	1,109.24
05 704 0304	DUNLAP GRANTS	(31,129.77)	475.95	0.00	0.00	0.00	(31,605.72)
05 704 0306	GREENHOUSE	6,515.55	0.00	2,621.00	0.00	0.00	9,136.55
05 704 0307	COURTESY FUND	258.39	54.77	0.00	0.00	0.00	203.62
05 704 0308	BAND	9,004.09	0.00	235.97	0.00	0.00	9,240.06
05 704 0309	PRESCHOOL	(4,225.00)	0.00	0.00	0.00	0.00	(4,225.00)
05 704 0310	REVOLVING FUND	1,329.18	923.00	1,381.75	0.00	0.00	1,787.93
05 704 0311	SHOP	3,250.86	0.00	175.00	0.00	0.00	3,425.86
05 704 0313	GENERAL CONCESSIONS	9,048.62	908.75	3,529.98	0.00	0.00	11,669.85
05 704 0314	WOODS	1,482.07	0.00	0.00	0.00	0.00	1,482.07
05 704 0315	HELPING HANDS - ELEM	2,207.70	0.00	0.00	0.00	0.00	2,207.70
05 704 0316	FACULTY FUND	(223.44)	0.00	10.00	0.00	0.00	(213.44)
05 704 0317	ELEM COURTESY	530.67	0.00	0.00	0.00	0.00	530.67
05 704 0318	SPANISH CLUB	41.14	0.00	0.00	0.00	0.00	41.14
05 704 0319	Robotics	1,544.58	0.00	120.00	0.00	0.00	1,664.58
05 704 0320	Strength & Conditioning	337.25	0.00	814.00	0.00	0.00	1,151.25
05 704 0321	Centura Wellness	2,710.03	0.00	0.00	0.00	0.00	2,710.03
05 704 0322	Computer Fee	17,968.00	0.00	1,560.00	0.00	0.00	19,528.00

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Outstanding AP</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0323	Library	1,000.00	0.00	0.00	0.00	0.00	1,000.00
05 704 0324	Elementary Playground	2,694.00	0.00	0.00	0.00	0.00	2,694.00
05 704 0325	BACK PACK PROGRAM	16,384.33	0.00	297.21	0.00	0.00	16,681.54
05 704 0328	Prom Committee	1,693.68	390.60	0.00	0.00	0.00	1,303.08
05 704 0400	FFA	28,414.66	5,510.95	2,426.86	0.00	0.00	25,330.57
05 704 0401	YEARBOOK	(1,818.00)	0.00	445.00	0.00	0.00	(1,373.00)
05 704 0403	ALUMNI	24.00	0.00	0.00	0.00	0.00	24.00
05 704 0404	CBI	4,819.87	0.00	0.00	0.00	0.00	4,819.87
05 704 0405	SPEECH	1,812.84	238.99	0.00	0.00	0.00	1,573.85
05 704 0406	DRAMA - One Act	4,260.57	0.00	0.00	0.00	0.00	4,260.57
05 704 0407	CHARACTER COUNCIL - ELEMENTARY	499.96	232.20	0.00	0.00	0.00	267.76
05 704 0408	FBLA	324.24	988.82	1,923.00	0.00	0.00	1,258.42
05 704 0410	MEDIA CLASS	1,756.52	0.00	0.00	0.00	0.00	1,756.52
05 704 0411	FFA SCHOLARSHIPS	4,444.00	150.00	0.00	0.00	0.00	4,294.00
05 704 0412	MIXED CHORUS	6,369.69	0.00	20.00	0.00	0.00	6,389.69
05 704 0413	NHS	236.54	5,000.00	5,010.00	0.00	0.00	246.54
05 704 0415	STUDENT COUNCIL	3,960.31	0.00	0.00	0.00	0.00	3,960.31
05 704 0502	INTEREST	51,912.12	0.00	0.00	0.00	0.00	51,912.12
05 704 0503	MONEY MARKET	735.46	0.00	12.84	0.00	0.00	748.30
05 704 0600	24/7 Student Insurance	8,964.41	0.00	0.00	0.00	0.00	8,964.41
Fund Total: 05		119,814.91	48,004.61	62,010.67	0.00	0.00	133,820.97

Expenditure Report by Function/Object - Detail

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
06	Hot Lunch Fund								
3100	Food Service Operations								
06 3100 110 001	Salaries Non-Instructional Staff	0.00	0.00	81.50	0.00	(81.50)	0.00	0.00	(81.50)
06 3100 110 002	Salaries Non-Instructional Staff	0.00	0.00	81.50	0.00	(81.50)	0.00	0.00	(81.50)
110	Salaries Non-Instructional Staff	0.00	0.00	163.00	0.00	(163.00)	0.00	0.00	(163.00)
06 3100 130 001	Overtime Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 130 002	Overtime Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
130	Overtime Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 150 001	Addtl Compensation Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
150	Addtl Compensation Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 210 001	Group Insurance Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 210 002	Group Insurance Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
210	Group Insurance Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 220 001	Social Security Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 220 002	Social Security Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
220	Social Security Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 230 001	Retirement Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 230 002	Retirement Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
230	Retirement Non-Instructional	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 237 001	Increased Retirement Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 237 002	Increased Retirement Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
237	Increased Retirement Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 350 001	Technical Services	0.00	0.00	835.90	0.00	(835.90)	0.00	0.00	(835.90)
06 3100 350 002	Technical Services	0.00	0.00	835.90	0.00	(835.90)	0.00	0.00	(835.90)
350	Technical Services	0.00	0.00	1,671.80	0.00	(1,671.80)	0.00	0.00	(1,671.80)
06 3100 431 001	Non Tech Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 431 002	Non Tech Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
431	NON-TECHNOLOGY RELATED REPAIRS & MAINTEN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 570 001	Food Service Management	0.00	16,015.40	126,687.15	0.00	(126,687.15)	0.00	0.00	(126,687.15)
06 3100 570 002	Food Service Management	0.00	16,015.41	126,687.20	0.00	(126,687.20)	0.00	0.00	(126,687.20)
570	Food Service Management	0.00	32,030.81	253,374.35	0.00	(253,374.35)	0.00	0.00	(253,374.35)
06 3100 610 001	General Supplies	0.00	16.80	1,076.36	0.00	(1,076.36)	0.00	0.00	(1,076.36)
06 3100 610 002	General Supplies	0.00	16.80	1,076.38	0.00	(1,076.38)	0.00	0.00	(1,076.38)
610	General Supplies	0.00	33.60	2,152.74	0.00	(2,152.74)	0.00	0.00	(2,152.74)
06 3100 733 001	Furniture and Fixtures	0.00	0.00	1,599.50	0.00	(1,599.50)	0.00	0.00	(1,599.50)
06 3100 733 002	Furniture and Fixtures	0.00	0.00	1,599.50	0.00	(1,599.50)	0.00	0.00	(1,599.50)
733	Furniture and Fixtures	0.00	0.00	3,199.00	0.00	(3,199.00)	0.00	0.00	(3,199.00)
06 3100 739 001	Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 739 002	Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
739	Other Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 810 001	Dues and Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 810 002	Dues and Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
810	Dues and Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
06 3100 890 001	Miscellaneous Expenses	0.00	180.00	216.27	0.00	(216.27)	0.00	0.00	(216.27)
06 3100 890 002	Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
890	Miscellaneous Expenses	0.00	180.00	216.27	0.00	(216.27)	0.00	0.00	(216.27)
3100	Food Service Operations	0.00	32,244.41	260,777.16	0.00	(260,777.16)	0.00	0.00	(260,777.16)
06	Hot Lunch Fund	0.00	32,244.41	260,777.16	0.00	(260,777.16)	0.00	0.00	(260,777.16)

Expenditure Report by Function/Object - Detail

Account Number	Account Description	Revised Budget	Expended During Month	Expenditures to Date	% of Budget	Balance at EOM	A/ P Outstanding	P/ O Outstanding	Unencumbered Balance
Grand Total:		0.00	32,244.41	260,777.16	0.00	(260,777.16)	0.00	0.00	(260,777.16)

**Centura School Board Committee of the Whole Minutes
District #47-0100 – Howard County Nebraska
Monday, May 11, 2026 5:00 PM
Centura High School; Cairo, NE**

Attendance Taken at 5:00 PM. Present: Sandra Davis, Teresa Grabowski, Mark Johnson, Todd Nitsch, Brooke Schmitt, Chelsea Schweitzer.

1. Opening The Meeting:

1.1. Call to order: The Committee of the Whole Meeting of the Centura Public Schools' Board of Education is called to order on Monday May 11, 2026 at 5:00 P.M. in the Board Room 201 Highway 11, Cairo, NE 68824.

1.2. Roll Call of Board Members:

All members are present.

1.2.1. Motion to excuse or not excuse Board Members not in attendance.

No action needed, all board members are in attendance.

2. Approval of the Agenda.

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

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

Yea: 6, Nay: 0

3. Recognition of visitors and public comment per Centura Public Schools Policy No. 2009.

No visitors signed in for public comment.

4. Committee of the Whole Discussion/Information Items:

4.1. Discuss and Review Policy 5028-5067:

Policy 5045, 5066 and 5067 will be reviewed in June.

5. Meeting Adjournment.

I move to adjourn this meeting at 5:58 p.m. Passed with a motion by Mark Johnson and a second by Todd Nitsch.

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

Yea: 6, Nay: 0

**Centura Board of Education Regular Meeting Minutes
District #47-0100 – Howard County Nebraska
Monday, May 11, 2026 6:00 PM
Centura High School; Cairo, NE**

Attendance Taken at 6:00 PM. Present: Sandra Davis, Teresa Grabowski, Mark Johnson, Todd Nitsch, Brooke Schmitt, Chelsea Schweitzer.

1. Opening The Meeting:

1.1. Call to order: The regular May Meeting of the Centura Public Schools' Board of Education is called to order on Monday, May 11, 2026, at 6:00 P.M. in the Board Room 201 Highway 11, Cairo, NE 68824.

Notice of the meeting was given in advance thereof, according to law, by proper publication, a designated method for giving notice to the School District, a copy of the proof of publication is available upon request. Notice of this meeting was given in advance to all members of the Board of Education. Availability of the agenda was communicated in this meeting. All proceeds of the Board of Education were taken while the convened meeting was open to the attendance of the public.

1.2. Pledge of Allegiance and Recognition of Nebraska Open Meetings Act.

Board President Davis led in the Pledge of Allegiance. Then recognized the location of where the current Nebraska Open Meetings Act information was displayed.

1.3. Roll Call of Board Members:

All members are present.

1.3.1. Motion to excuse or not excuse absent Board Members.

No action needed, all members are present.

1.4. Centura Vision Statement: A Community About Students, Excellence and Innovation!

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

2. Approval of the Agenda.

I move to approve the agenda as presented. Passed with a motion by Mark Johnson and a second by Todd Nitsch.

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

Yea: 6, Nay: 0

3. Recognition of visitors and public comment per Centura Public Schools Policy No. 2009.

No visitors signed in for public comment.

4. Curriculum, Instruction, and Assessment/Americanism Committee Report:

- **Americanism Committee Presentation & Celebration**
 - **Staff will share the Americanism and Civic Responsibility work from the year.**

Tim Dvorak, High School Social Studies (American Government) instructor, provided a slide-show presentation on how the Social Studies curriculum aligned with the Americanism education responsibilities at the Centura District. He also highlighted school year district activities that compliment Americanism and civic responsibility which included Constitution Day centered activities and high school students taking the U.S. Citizenship exam.

5. Discuss monthly financial reports:

6. Approval of Consent Agenda:

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

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

6.1. Minutes from previous month's meeting(s):

6.2. General Fund Claims Total: Total = \$651,113.34 (Payables = \$88,761.13, Payroll = \$562,352.21)

ACT Finance 962.50, Amazon Capital Services 362.85, Armbruster Electric 732.43, Aurora Coop 3,652.00, Black Hills Energy 3,338.76, Bomgaars 422.99, BOUND TO STAY BOUND BOOKS INC. 108.41, Boys Town 5,460.00, CAPSTONE PRESS, INC. 1,199.40, Central Nebraska Community Action Partnership, Inc 2,239.42, Centura Activity Fund 7,129.15, Centura Depreciation Fund 5,927.04, Centurylink 79.63, Dibbern, Rozlynn 39.32, Eakes Office Solutions 1,575.71, Ecolab 121.02, EGAN SUPPLY CO. 330.00, ESU #10 11,177.43, ExploreLearning 2,965.50, FOLLETT SOFTWARE CO 4,804.20, Frontline Technologies Group LLC 3,600.00, Grone's Outdoor Power 236.60, Hamilton 24.86, HD Supply 1,284.73, Heartland Disposal 1,001.32, IES Commercial, Inc. 1,430.00, Inland Truck Parts & Service 1,121.75, J&D Automotive 44.96, Jackson Services, Inc. 284.46, Johnny's Lock & Key Shop 379.75, Jostens, Inc. 30.07, KSB School Law 197.50, Mackin 503.41, NE ASSOC OF SCHOOL BOARDS 300.00, NE COUNCIL OF SCHOOL ADMIN 945.00, Nebraska Ag Ed Association 275.00, NIPPON SANSEI MATHESON INC 255.73, Novus Glass 900.00, OneSource 121.00, Opa! Food Mgt. of NE, LLC 513.90, Platte Valley Communications 30.00, PowerSchool Group LLC 7,448.99, Prairie Hills Wireless LLC 49.95, Protex Central, Inc. 866.25, Quadient Leasing 323.73, Rack Performance, Inc 1,250.00, RENAISSANCE LEARNING INC. 4,450.40, Robinson, Lanny 3,340.80, S.E. Smith & Sons 69.19, Servi-Tech, Inc. 333.00, UNIVERSITY OF NEBRASKA-LINCOLN 70.00, US Bank 2,411.73, Village of Cairo 512.65, Wex Bank 1,353.49, Wilkins Architecture Design Planning 173.15

6.3. Building Fund Claims Total: \$1,021.35

6.4. Depreciation Fund Claims Total: \$799.92

7. Information Items: Reports

7.1. Activities Director Report:

Dean of Students/Activities Director Laethion Brown presented the Activities Director Report. Spring sports are wrapping up with district competitions taking place this week. The Kernels are

the #1 seed in the Class C State Baseball Tournament. Gym floor resurfacing will begin on May 15th.

7.2. Elementary Principal Report:

Elementary Principal Janet Brown presented the Elementary Principal's Report. Ms. Brown reported that elementary staff members are completing professional development classes; EC LETRS and LETRS training (Language Essentials for Teachers of Reading and Spelling). Curriculum material is being ordered for next year. DIBELS data was reviewed for K - 5. In accordance with the Nebraska Reading Act, at the beginning of the year there were 43 students with an IRIP (Individual Reading Intervention Plan) and as of the end of the year only 12 students continue with an IRIP. Wrapping up the end of the year with a busy schedule of PK - K graduations, field day, awards and talent show.

7.3. Secondary Principal Report:

Secondary Principal Melissa Beberniss presented the Secondary Principal's Report. Graduation was a success, 30 students received their diplomas on May 9th. MAP, NSCAS and PreACT/ACT data was reviewed. There are lots of activities going until school dismisses on May 15th.

7.4. Superintendent Report:

Dr. Kaela Heneger presented the Superintendent's report. Dr. Heneger participated in her first Centura graduation and 30 students received diplomas. ALICAP, the district's new insurance carrier, does an annual walkthrough, which was completed. Concerns addressed included front entry security, poor integrity of a few exit doors, and playground inspections will happen monthly while school is in session. ALICAP will also be able to provide the training that is required for all staff to complete at the beginning of the next school year. This will be at no additional charge to the district. End of the year wrap up has started, staff will enjoy breakfast and celebrations on May 19th.

7.5. Board President Report:

Sandra Davis presented the Board President's Report. President Davis reported on the upcoming learning opportunities through NASB. She also asked board members to provide a couple of dates that would work for a board retreat that will take place at Centura this summer. For teacher appreciation, the board members treated the staff by having a coffee truck available and by providing one free drink to staff members.

7.6. Board Committee Reports:

7.6.1. Facilities, Finance and Transportation Committee:

Board member Mark Johnson summarized the Facilities, Finance and Transportation Committee meeting.

7.6.2. Staff and Community Relations Committee:

8. Action Item:

8.1. Human Resources:

8.1.1. Discuss, consider and take all necessary action on 2026-2027 certified teacher contract for Gary Alexander.

I move to approve the 2026-2027 certified teacher contract for Gary Alexander. Passed with a motion by Teresa Grabowski and a second by Mark Johnson.

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

Yea: 6, Nay: 0

8.2. Discuss, consider and take all necessary action on the approval of K-12 Science Curriculum through Savvas Learning Company.

I move to approve the Savvas Learning Company for the K-12 Science curriculum. Passed with a motion by Brooke Schmitt and a second by Chelsea Schweitzer.

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

Yea: 6, Nay: 0

8.3. Discuss, consider and take all necessary action on the approval of the door replacement project as presented by Dr. Heneger.

Dr. Heneger reported that through an internal review, it was determined that there are exit doors throughout the building that need to be replaced. These doors were prioritized, and it was determined that 2 doors would be replaced this summer. These are not doors that would be affected by any renovations related to the bond. The Facilities, Finance and Transportation committee reviewed the bid and recommends using State Glass to replace door numbers 17 and 21 for a total cost of \$14,535.00.

I move to approve the presented door replacement project. Passed with a motion by Teresa Grabowski and a second by Brooke Schmitt.

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

Yea: 6, Nay: 0

8.4. Discuss, consider, and take all necessary action to authorize Superintendent, Dr. Kaela Heneger, to enter into contracts for legally required Special Education Services.

To ensure the district remains in compliance with state and federal mandates (including IDEA), the Superintendent requires the authority to execute contracts for specialized student services. This authorization allows for the timely placement and support of students with high-level service needs.

I move to authorize Superintendent, Dr. Kaela Heneger, to enter into contracts for legally required Special Education Services. Passed with a motion by Brooke Schmitt and a second by Mark Johnson.

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

Yea: 6, Nay: 0

9. Discussion/Information Items:

9.1. Summer Board Retreat planning

After discussion, Dr. Heneger will see if July 16, 2026 will work for NASB to facilitate an on-site board retreat.

9.2. Summer Reading Program

The summer reading program will kick off on Tuesdays, beginning in June.

9.3. Summer building schedule

Dr. Heneger reported that starting May 18, the school will be operating on the summer schedule. Staff will be available Monday through Thursday.

10. Advanced Planning:

- **Primary Election May 12th**
- **Last day for all students May 15th**
- **June 15th Committee of the Whole 5pm**
- **June 15th Regular Board Meeting 6pm**

11. Meeting Adjournment.

I move to adjourn this meeting at 7:06 p.m. Passed with a motion by Brooke Schmitt and a second by Teresa Grabowski.

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

Yea: 6, Nay: 0

3061 ACH Originator

The District sends electronic payments through the ACH (Automated Clearing House) Network such as payroll direct deposits and/or vendor payments. Because of these payments, the District is classified as an ACH Originator. As an ACH Originator, the District complies with the National Automated Clearing House Association (NACHA) Operating Rules which govern the ACH Network. The District's bank requires compliance with the Rules as a condition of the District's ability to send ACH Payments.

Responsibilities. The District follows all terms of its Originating Depository Financial Institution/Oriinator Agreement with its bank. The District obtains a written authorization before sending any ACH payment. The District meets all processing deadlines set by the bank and NACHA. The District gives authorization records to the bank upon request within NACHA's required timeframes. The District keeps all sensitive banking information secure. When the District receives a Notification of Change, it updates the payment record before the next ACH transaction. When the District receives a return due to an error or unauthorized activity, it stops all related subsequent payments until instructions are received from the Bank. The District keeps its computer systems and network secure in line with its bank agreement. The District uses procedures to spot unauthorized payments. All employees with ACH duties will complete training, if required by the Bank or NACHA, and respond to audit requests. The District will implement internal controls and procedures to mitigate errors and risk of unauthorized ACH entries.

Fraud Monitoring. The District reviews ACH transactions for unusual patterns or amounts before submitting each file. If the District suspects an error or unauthorized ACH transaction, the District will: determine whether the problem is fraud, a scam, or an internal error; notify the bank right away; contact law enforcement if needed; and stop all related future ACH transactions.

Employee Training. All employees with ACH duties will complete any ACH origination training required by the District's designated bank(s).

Adopted on: _____

Revised on: _____

Reviewed on: _____

4065 Staff Use of AI Tools

As used in this policy, artificial intelligence tools (“AI Tools”) means machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude, and similar technologies. The board wants to encourage staff to use AI tools to support student learning in safe and lawful ways.

This policy works together with the district’s policies on Student Use of AI Tools, Staff Internet and Computer Use, and Staff and District Social Media Use.

Tool Approval. Staff may not use an AI Tool with students or with student information unless a member of the district’s administration has approved it. To use a new tool, staff must request approval from his/her supervising administrator first. Before approving a tool, the district will review the vendor’s privacy and security practices, the kind of student information the tool would use, and whether a written data-sharing agreement with the vendor is required. The district will keep a list of approved AI Tools and the allowed uses for each.

I. Staff Expectations for Use of AI Tools in Education

A. Acceptable Use of AI Tools. Staff members must use their own professional oversight for any task they use AI Tools to complete and must carefully review the outputs of all AI Tools. Staff may use approved AI Tools to help with things like:

1. Drafting lesson plans, learning goals, and activities;
2. Assisting in initial review and feedback of student work;
3. Making reading passages or practice problems at different levels;
4. Drafting general messages like newsletters or announcements;
5. Finding resources or summarizing public information;
6. Drafting routine communications.

B. Protecting Student Information. Staff may upload student information into an AI Tool only when (a) the tool is district-approved, and (b) the vendor is bound by a written data-sharing agreement with terms that meet FERPA, COPPA, PPRA, and applicable state student data privacy laws. For this purpose, student information includes student names, ID numbers, education records, IEPs, Section 504 plans, evaluations, health records, and discipline records. This rule applies whether the staff member uses a district account, a personal account, a free version, or a paid version.

C. Recording and Transcription Tools. Staff may use AI recording or transcription tools only if:

1. The transcription tool has been approved by an administrator for use in the school context; and
2. All participants to the meeting are informed that the staff member is recording or transcribing the meeting.

The resulting recording or transcript may be subject to the district's retention and confidentiality policies.

D. Unacceptable Use of AI Tools in Education. Staff may never use AI tools to:

1. Upload FERPA-protected information about students without the express, written authorization from administrators who have assured themselves that such disclosure is lawful;
2. Relying solely on an AI Tool to grade student work that counts toward a grade or transcript or otherwise evaluate student academic progress;
3. Make or share deepfakes or fake images, audio, or video of any real person.
4. Make or share sexual or intimate images of any real person—even if the image is AI-generated;
5. Use AI to harass, bully, threaten, or impersonate any student, staff member, parent, board member, or community member;
6. Use AI to watch, track, or scan faces of students or staff outside of systems the board has approved;

7. Upload materials to AI if the copyright or license does not allow it;
8. Share district AI accounts or passwords with students or others;
9. Use district AI accounts for personal or business reasons; or
10. Use AI to bypass district network security, content filters, or device controls.

If any staff member is uncertain about the application of this policy to any AI Tool use, the staff member will check with a supervising administrator before use.

Adopted on: _____

Revised on: _____

Reviewed on: _____

Draft

6046
Right to Access to School Library Materials

Definitions. As used in this policy,

- “Parent” means the parent, guardian, or educational decisionmaker of any student currently attending the school district; and
- “Educational decisionmaker” means a person designated or ordered by a court to make educational decisions on behalf of a child.

Catalog of Library Books. The superintendent or designee shall create and maintain a catalog of all books in the school district’s library, categorized by school building, that shall be accessible by a Parent.

Opportunity for Notification. A Parent shall have the opportunity to be notified when the Parent’s student checks out a book from the school library, which notification shall include the title of the book, the author(s) of the book, and the date the book is due to be returned to the school library. The administration may elect to allow a Parent to exercise the opportunity to receive such notifications by means of a website, application notification, or by opting into email notifications.

Nothing in this policy shall be construed to create any rights of access or rights to notification in favor of any person that does not meet the definition of Parent stated above.

Adopted on: _____

Revised on: _____

Reviewed on: _____

2008 Meetings

The formation of policy is public business and will be conducted openly in accordance with the Nebraska Open Meetings Act.

1. Types of Meetings

- a. The board shall hold its regular meetings on or before the third Monday of each month.
- b. Special and emergency meetings may be called as provided by law.
- c. The board may schedule work sessions and retreats in order to provide board members and administrators with the opportunity to plan, research, and engage in discussion.

2. Notice

Method of Publishing Notice of Meetings. The board will publish reasonable advanced notice of all meetings on its website. The notice will contain a statement that the current agenda is available for inspection at the Superintendent's office during normal business hours. The Superintendent or designee may but is not required to provide information about meetings in other ways, such as social media or posting notices in physical locations in the district.

Publication of Notice Method and Regular Meeting Schedule. Four times per year, in a newspaper of general circulation, the board will publish its regular meeting schedule, location of regular meetings, and the designated method of publishing meeting notices.

When it is necessary to hold an emergency meeting without reasonable advance public notice, the nature of the emergency shall be stated in the minutes of the meeting, and any formal action taken in such meeting shall pertain only to the emergency. Complete minutes of such emergency meetings specifying the nature of the emergency and any formal action taken at the meeting shall be made available to the public no later than the end of the next regular business day.

3. Minutes

- a. The board shall keep minutes of all meetings showing the time, place, members present and absent, the method(s) and date(s) of the meeting notice, and the substance of all matters discussed.
- b. Any action taken on any question or motion duly moved and seconded shall be by roll call vote of the board in open session, and the record shall state how each member voted, or if the member was absent or not voting.
- c. The meeting minutes shall be published on the school district's website within ten working days of the last meeting or prior to the next convened meeting, whichever occurs earlier. The minutes shall be available on the website for at least six months.

The Superintendent will make a copy of the Open Meetings Act available at all meetings.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003

Bidding for Construction, Remodeling, Repair, or Site Improvement

I. Applicability of this policy.

Construction and contracts undertaken with federal funds, whether those funds are derived directly from the federal government (e.g. award of a federal grant) or are derived by pass-through awards from the Nebraska Department of Education (e.g. special education funds, school lunch funds, Title I funds) are subject to the policy on Construction with Federal Funds, which is found elsewhere in this section.

This policy applies to all other purchases and contracts made by the school district for construction, remodeling, repair and other site improvements.

II. Projects with an Estimated Cost of Less than \$136,000

- A. The school district will solicit quotes and/or estimates for all projects with an estimated cost of less than \$136,000.
- B. Prior to solicitation of the quotes and/or estimates, the superintendent will determine whether the district will accept oral submissions.
- C. Quotes and/or estimates may be solicited by the superintendent or his/her designee without board action.
- D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.
- E. The district may use a Nebraska state-wide cooperative purchasing program in lieu of obtaining quotes or bids under this policy to the extent such a bid or quote is not otherwise independently required by law.
- F. Nothing in this subsection prohibits or requires the use of the formal bidding procedures. If the district is going to solicit formal bids for projects of less than \$136,000 they must follow the formal procedures outlined in this policy.

III. Formal Bidding for Major Purchases and Construction

- A. Pursuant to section 73-106 of the Nebraska statutes, the board will advertise for bids when the contemplated expenditure of the project

exceeds \$136,000 for the construction, remodeling or repair of a school-owned building or for site improvement.

B. In projects that involve professional engineering or architecture, the board will have a registered professional engineer or architect prepare the plans, specifications, and estimates when the anticipated cost of the project exceeds \$144,000.

C. Advertising for Bids

1. The superintendent or designee will arrange to advertise for bids under this section by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.
2. Nothing in this policy shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

D. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received or opened and shall identify the hour at which the bids will close or be received or opened.
2. The invitation for bids will be sufficiently certain and specific, will include any specifications and pertinent attachments, and will define the items or services in order to allow the bidder to properly respond.
3. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.
4. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.
5. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.
6. Sealed bids will be opened in a place and at the specific time

stated in the bid form. Bidders shall be notified of the opening and invited to be present.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications.

E. Any or all bids may be rejected if there is a sound documented reason

F. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3003.1
Bidding for Construction, Remodeling, Repair, or Related Projects
Financed with Federal Funds

I. Applicability of the Policy

This policy applies only to construction and contracts undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

The District will also comply with the requirements of the public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106) when the contemplated expenditure for the complete project exceeds \$136,000, the Political Subdivisions Construction Alternatives Act (NEB. REV. STAT. §§ 13-2901 through 13-2914), energy financing contracts (NEB. REV. STAT. §§ 66-1062 through 66-1066), other applicable state laws, and the board's general policy on Bidding for Construction and Related Projects. In addition, all procurement and construction shall comply with the rules and requirements of 2 CFR part 200.317 through 200.327 and 34 CFR sections 75.601 through 75.615. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

II. All projects undertaken pursuant to this policy will be subject to the following bond requirements

- A. A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.
- B. A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.
- C. A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with

a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

III. Construction Projects with an Anticipated Cost of Under \$350,000

A. Methods of Bidding/Soliciting Quotations or Estimates

The type of procedures required depends on the anticipated cost of the project.

1. Construction with an Anticipated Cost of up to \$15,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing.

2. Construction with an Anticipated Cost of between \$15,000 and \$350,000 (Simplified Acquisition Procedures)

For construction projects subject to this policy, simplified acquisitions are purchases that, in the aggregate amount, is more than \$15,000 and less than \$350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts.

B. Construction Projects with an estimated cost of between \$136,000 and \$349,999 will be made pursuant to the District's Policy on Bid Letting and Contracts.

Pursuant to Nebraska law, construction projects which have an

anticipated aggregate cost of \$136,000 or more are subject to state public lettings laws (NEB. REV. STAT. §§ 73-101 through 73-106). The board will follow its standard policy on bid letting and contracts for construction projects financed with federal funds which have an anticipated aggregate cost of between \$136,000 and \$350,000.

IV. Construction Projects with an Anticipated Cost Over \$350,000

A. Sealed Bids: All constructions projects subject to this policy with an anticipated cost of \$350,000 or more will be publicly solicited using the sealed bid method

1. Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for state, local, and tribal governments, the invitation for bids must be publicly advertised;
2. The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
3. Sealed bids will be publicly opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.
4. The contract will be awarded to the lowest responsive and responsible bidder.
 - a) Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest.
 - b) Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of.
 - c) Any or all bids may be rejected if there is a sound documented reason.
5. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills,

business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

6. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

B. Advertising for Bids.

1. The superintendent or designee will arrange to advertise for bids by publishing notice in any newspaper of general circulation within the school district at least 7 calendar days prior to the date on which bids are due.

2. Nothing shall prevent the superintendent or designee from advertising in additional media outlets or for a longer period of time.

C. Bid Documents

1. The bid documents shall identify the day upon which the bids shall be returned, received, or opened and shall identify the hour at which the bids will close or be received or opened.

2. The bid documents shall also provide that such bids shall be opened simultaneously in the presence of the bidders or their representatives.

3. Bids received after the date and time specified in the bid documents shall be returned to the bidder unopened.

4. If bids are being opened on more than one contract, the board, in its discretion, may award each contract as the bids are opened.

5. Sealed bids will be opened in a place and at the specific time stated in the bid solicitation. Bidders shall be notified of the opening and invited to be present.

6. Bids will be reviewed by the Superintendent and/or designee and submitted to the board for approval.

7. The board shall have discretion in determining which bidders are responsible and responsive and shall award the contract to the lowest, responsible, and responsive bidder whose bid meets the bid specifications. This means that the board will select the bid

that offers the best value and award a contract based upon the amount of the bid and the bidder's ability and capacity to carry on the work, its equipment and facilities, honesty, integrity, skills, business judgment, experience, equipment, facilities, financial stability, past performance, and other relevant factors.

8. The board will generally complete its review of bids and select a vendor within 30 days of bid submission.

D. The terms of any construction project undertaken pursuant to this policy will be memorialized in a written contract which has been reviewed by the district's legal counsel and approved by the board.

V. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. This includes a "Buy American" provision that provides that as appropriate and to the extent consistent with law, the District and contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of the Buy American provision must be included in all subawards including all contracts and purchase orders for work or products under this award.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible and consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in the U.S. or processed in the U.S. substantially using agricultural commodities produced in the U.S.

C. Full and Open Competition

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

D. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by reviewing the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

E. Settlements of Issues Arising Out of Contract

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

F. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and

§§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding construction projects for a minimum of five (5) years after the sale or demolition of the building. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.334.
 - c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.
2. Maintenance of Construction Records for Projects Financed with Federal Funds
- a) The District must maintain records sufficient to detail the history of all construction projects financed with federal funds. These records will include, but are not necessarily limited to the following: rationale for the method of construction, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.
 - b) Retention of construction records shall be in accordance with applicable law and Board policy.

VI. Conflict of Interest and Code of Conduct

- A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.
- B. Contracts covered by this policy are subject to the following additional provisions.
 - 1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
 - 2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
 - 3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, with the limited exception of unsolicited items of nominal value.

D. Enforcement

Disciplinary Actions will be applied for violations of such standards by officers, employees, board members, or agents of the District at the board's discretion.

VII. Financial Management

A. Identification.

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and

number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up

to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers

to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under [subpart E \(Cost Principles\) of this part](#);
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VIII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.327 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus

area firms are used when possible consistent with state law.

To the maximum extent practicable, the school food program shall purchase domestic commodities or products produced in US or processed in US substantially using agricultural commodities produced in US.

C. Record Keeping

1. Record Retention

a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.

c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

Adopted on: _____

Revised on: _____

Reviewed on: _____

3004.1

Fiscal Management for Purchasing and Procurement Using Federal Funds

I. Applicability of Policy

This policy applies only to non-construction related purchases undertaken with federal funds which are subject to the federal Uniform Grant Guidance (UGG) and other applicable federal law, including but not limited to the Education Department and General Administration Regulations (EDGAR) and the United States Department of Agriculture (USDA) regulations governing school food service programs. In the event this policy conflicts or is otherwise inconsistent with mandatory provisions of the UGG, EDGAR or other applicable federal law, the mandatory provisions of the laws shall control.

All other non-construction purchases will be governed by the Board's general purchasing policy, which can be found earlier in this subsection. In the event of a conflict between state and federal law, the more stringent requirement shall apply.

This procurement policy shall govern all purchasing activities that relate to any aspect of the National School Lunch and Breakfast Programs. The district's goal is to fully implement all required procurement rules, regulations and policies set forth in 2 CFR 200, 7 CFR parts 210, 3016 and 3019, and by the Nebraska Department of Education.

II. Procurement System

The District maintains the following purchasing procedures.

A. Responsibility for Purchasing

The authority to make purchases shall be governed by the District's purchasing policy, which can be found elsewhere in this section. Except as otherwise provided in the District's purchasing policy, the acquisition of services, equipment, and supplies shall be centralized in the administration office under the supervision of the superintendent of schools, who shall be responsible for developing and administering the purchasing program of the school district. Purchases or commitments of district funds that are not authorized by this policy will be the responsibility of the person making the commitment.

B. Methods of Purchasing

The type of purchase procedures required depends on the cost of the item(s) being purchased.

1. Purchases up to \$15,000 (Micro-Purchases)

Micro-purchase means an individual procurement transaction for supplies or services using simplified acquisition procedures, the annual aggregate amount of which does not exceed \$15,000. Micro-purchases may be made or awarded without soliciting competitive quotations, to the extent district staff determine that the cost of the purchase is reasonable. For purposes of this policy "reasonable" means the purchase is comparable to market prices for the geographic area.

To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers. The District will follow its standard policy on purchasing, which can be found earlier in this subsection.

2. Purchases between \$15,000 and \$350,000 (Simplified Acquisition Procedures)

Simplified acquisitions are purchases that, in the aggregate amount, are more than \$15,000 and less than \$350,000 annually. For simplified acquisitions, price or rate quotes shall be obtained in advance from a reasonable number of qualified sources as detailed in the district's standard policies on purchasing and on bid letting and contracts, which can be found earlier in this subsection.

3. Purchases Over \$350,000

a) Sealed Bids (Formal Advertising)

For purchases over \$350,000, the district will generally follow the bidding process outlined in the board's policy on Bidding for Construction, Remodeling, Repair or Site Improvement. If sealed bids are not accepted for a purchase of over \$350,000, the district will retain an explanation for that decision.

b) Contract/Price Analysis

The District performs a cost or price analysis in connection with every procurement action in excess of \$350,000, including contract modifications. The district will make an independent estimate of costs prior to receiving bids or proposals.

4. Noncompetitive Proposals (Sole Sourcing)

- a) Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:
 - 1) The procurement transaction can only be fulfilled by a single source;
 - 2) The public exigency or emergency for the requirement will not permit a delay resulting from providing public notice of a competitive solicitation;
 - 3) The federal awarding agency or pass-through entity expressly authorizes written approval of noncompetitive proposals in response to a written request from the District; or
 - 4) After solicitation of a number of sources, competition is determined inadequate.
- b) Noncompetitive proposals may only be solicited with the approval of the superintendent or the board. Sufficient and appropriate documentation that justifies the sole sourcing decision must be maintained by the superintendent or designee.
- c) A cost or price analysis will be performed for noncompetitive proposals when the price exceeds \$350,000.

5. Competitive Proposals.

- a) The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered;
 - 2) Proposals must be solicited from an adequate number of qualified sources; and
 - 3) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.
- b) The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used to procure A/E professional services. The method may not be used to purchase other services provided by A/E firms are a potential source to perform the proposed effort.
- c) The District may select a proposal that offers the best value and that is based upon the proposer's responsiveness to the proposal, experience, reputation, staff qualifications, ability and capacity to carry on the work, price, honesty, integrity, skills, business judgment, financial stability, past performance, and other relevant factors. The evaluation may be conducted by the school board, a designated committee, or another designee of the school board.

C. Use of Purchase (Debit & Credit) Cards

District use of purchase cards is subject to the policy on purchase cards which can be found elsewhere in this subsection.

D. Federal Procurement System Standards

The district's procurement transactions will be conducted in a manner providing full and open competition consistent with 2 C.F.R §200.319.

The District will maintain and follow general procurement standards consistent with 2 C.F.R. §200.318.

E. Debarment and Suspension

The District awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, 29 U.S.C. 201, chapter 8), record of past performance, and financial and technical resources when conducting a procurement transaction.

The District may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the District verifies that the vendor with whom the District intends to do business with is not excluded or disqualified. 2 C.F.R. Part 200, Appendix II(1) and 2 C.F.R. §§ 180.220 and 180.300.

The District will verify debarment or suspension by revising the excluded parties list on SAM.gov, collecting a certification through the bidding process, and/or by including a debarment and suspension provision in the bid and contract documents. The Superintendent or his/her designee shall be responsible for such verification.

F. Settlements of Issues Arising Out of Procurements

The District alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the District of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

III. Conflict of Interest and Code of Conduct

A. Board and staff member conflicts of interest are governed by the district's conflict of interest policies.

B. Purchases covered by this policy are subject to the following additional provisions.

1. Employees, officers, and agents engaged in the selection, award, and/or administration of district contracts which are prohibited from engaging in such actions if a real or apparent conflict of interest is present.
2. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
3. The board may determine at its discretion that a financial interest is not substantial enough to give rise to a conflict of interest.

C. Favors and Gifts

An employee, officer, agent, and board member of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts, except that this provision does not prohibit the receipt of unsolicited items of nominal value. For purposes of this policy, "nominal value" means a fair market value of \$25 or less.

D. Enforcement

Disciplinary Actions including, but not limited to, counseling, oral reprimand, written reprimand, suspensions without pay, or termination of employment, will be applied for violations of such standards by officers, employees, board members, or agents of the District.

IV. Property Management Systems

A. Property Classifications

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of the capitalization level established by the District for financial statement purposes, or \$10,000.
2. Supplies means all tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the

capitalization level established by the District for financial statement purposes or \$10,000, regardless of the length of its useful life. 2 C.F.R. §200.94.

3. Computing Devices means machines that acquire, store, analyze, process, and publish data and other information electronically, including accessories (or “peripherals”) for printing, transmitting and receiving, or storing electronic information. 2 C.F.R. §200.20.
4. Capital Assets means tangible or intangible assets used in operations having a useful life of more than one year which are capitalized in accordance with GAAP. Capital assets include:
 - a) Land, buildings (facilities), equipment, and intellectual property (including software) whether acquired by purchase, construction, manufacture, lease-purchase, exchange, or through capital leases; and
 - b) Additions, improvements, modifications, replacements, rearrangements, reinstallations, renovations or alterations to capital assets that materially increase their value or useful life (not ordinary repairs and maintenance). 2 C.F.R. §200.12.

B. Inventory Procedure

Newly purchased property shall be received and inspected by the staff member who ordered it to ensure that that it matches the purchase order, invoice, or contract and that it is in acceptable condition.

Equipment, Computing Devices, and Capital Assets must be tagged with an identification number, manufacturer, model, name of individual who tagged the item, and date tagged).

C. Inventory Records

For equipment, computing devices, and capital assets purchased with federal funds, the following information is maintained in the property management system:

1. Serial number;
2. District identification number;
3. Manufacturer;

4. Model;
5. Date tagged and individual who tagged it;
6. Source of funding for the property;
7. Who holds title;
8. Acquisition date and cost of the property;
9. Percentage of federal participation in the project costs for the federal award under which the property was acquired;
10. Location, use and condition of the property; and
11. Any ultimate disposition data including the date of disposal and sale price of the property.

The inventory list shall be adjusted by the superintendent of schools or his/her designee for property that is sold, lost, stolen, cannot be repaired, or that cannot be located.

D. Physical Inventory

1. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
2. The Superintendent or his/her designee will ensure that the physical inventory is performed. The physical inventory will generally occur during the months of June or July, but may be conducted during other time periods with the approval of the superintendent.

E. Maintenance

In accordance with 2 C.F.R. 313(d)(4), the District maintains adequate maintenance procedures to ensure that property is kept in good condition.

F. Lost or Stolen Items

The District maintains a control system that ensures adequate safeguards are in place to prevent loss, damage, or theft of the property. The District will notify the Federal agency or pass-through entity of any loss, damage, or theft of equipment that will have an impact on the program.

G. Use of Equipment

Equipment must be used in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by the federal award, and the District will not encumber the

property for any non-federal program use without prior approval of the federal awarding agency and the pass-through entity.

H. Disposal of Equipment

When it is determined that equipment acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, the Superintendent or his/her designee will contact the awarding agency (or pass-through for a state-administered grant) for disposition instructions.

If the item has a current fair market value of \$10,000 or less, it may be retained, sold, or otherwise disposed of with no further obligation to the federal awarding agency or pass-through entity. The Superintendent or his/her designee will utilize sales procedures which ensure the highest possible return on the disposal of the equipment.

I. Equipment Retention

When included in the terms and conditions of the Federal award, the Federal agency may permit the recipient to retain equipment, or authorize a pass-through entity to permit the recipient to retain equipment, with no further obligation to the Federal Government unless prohibited by Federal statute or regulation.

J. Equipment and Capital Expenditures

All equipment and capital expenditures shall comply with the rules and requirements of 2 CFR 200.439.

K. Depreciation

All depreciation shall comply with the rules and requirements of 2 CFR 200.436.

L. Reporting and Recording Federal Property Interest

The district will comply with federal interest reporting and submit annual reports, if required, regarding a real property interest due to a renovation, major remodeling, construction, or real property project funded by federal grant funds.

V. Financial Management

A. Identification

The District will identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and award identification include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and, if applicable, name of the pass-through entity.

B. Financial Reporting

The District will make an accurate, current, and complete disclosure of the financial results of each federal award or program in accordance with the financial reporting requirements set forth in the Education Department General Administrative Regulations (EDGAR).

C. Accounting Records

The District maintains records which adequately identify the source and application of funds provided for federally-assisted activities. These records must contain information pertaining to grant or subgrant awards, authorizations, obligations, unobligated balances, assets, expenditures, income and interest and be supported by source documentation.

D. Internal Controls

The Superintendent or his/her designee must maintain effective control and accountability for all funds, real and personal property, and other assets through board review and approval of claims, an annual audit of the district's finances pursuant to the applicable Nebraska Department of Education and federal rules and regulations, and comparison of expenditures and outlays to budgeted amounts. The District adequately safeguards all such property and assures that it is used solely for authorized purposes. The District takes reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information.

E. Budget Control

Actual expenditures or outlays will be compared with budgeted amounts for each federal award at least annually and more often as required by law or deemed prudent by the board or administrative staff.

F. Payment Methods

The District will comply with applicable methods and procedures for payment that minimize the time elapsing between the transfer of funds and disbursement by the District, in accordance with the Cash Management Improvement Act at 31 CFR Part 205. Generally, the District receives payment from the Nebraska Department of Education on a reimbursement basis. 2 CFR § 200.305. However, if the District receives an advance in federal grant funds, the District will remit interest earned on the advanced payment quarterly to the federal agency. The District may retain interest amounts up to \$500 per year for administrative expenses. 2 CFR § 200.305(b)(9).

Consistent with state and federal requirements, the District will maintain source documentation supporting the federal expenditures (invoices, time sheets, payroll stubs, etc.) and will make such documentation available for the Nebraska Department of Education to review upon request.

G. Allowability of Costs

Expenditures must be aligned with approved budgeted items. Any changes or variations from the state-approved budget and grant application need prior approval.

When determining how the District will spend its grant funds, the Superintendent or his/her designee will review the proposed cost to determine whether it is an allowable use of federal grant funds before obligating and spending those funds on the proposed good or service. All costs supported by federal education funds must meet the standards outlined in EDGAR, 2 CFR Part 3474 and 2 CFR Part 200, Subpart E. The Superintendent or his/her designee must consider these factors when making an allowability determination.

The Superintendent or his/her designee will consider Part 200's cost guidelines when federal grant funds are expended. The Superintendent or his/her designee will also consider whether all state - and District-level requirements and policies regarding expenditures have been followed.

H. Use of Program Income – Deduction, Addition, or Cost Sharing or Matching

The default method for the use of program income for the District is the deduction method. 2 C.F.R. § 200.307(e). Under the deduction method, program income is deducted from total allowable costs to determine the net allowable costs. Program income will only be used for current costs unless the District is otherwise directed by the federal awarding agency or pass-through entity. 2 C.F.R. § 200.307(e)(1). The District may also request prior

approval from the federal awarding agency to use the addition method. Under the addition method, program income may be added to the Federal award by the Federal agency and the non-Federal entity. The program income must then be used for the purposes and under the conditions of the Federal award. 2 C.F.R. § 200.307(e)(2). The District may also request prior approval from the federal awarding agency to use the cost sharing or matching method.

While the deduction method is the default method, the District always refers to the grant award notice prior to determining the appropriate use of program income.

I. Cost Sharing or Matching

For all Federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the non-Federal entity's cost sharing or matching when such contributions meet all of the following criteria:

- (1) Are verifiable from the non-Federal entity's records;
- (2) Are not included as contributions for any other Federal award;
- (3) Are necessary and reasonable for accomplishment of project or program objectives;
- (4) Are allowable under subpart E (Cost Principles) of this part;
- (5) Are not paid by the Federal Government under another Federal award, except where the Federal statute authorizing a program specifically provides that Federal funds made available for such program can be applied to matching or cost sharing requirements of other Federal programs;
- (6) Are provided for in the approved budget when required by the Federal awarding agency; and
- (7) Conform to other provisions of this part, as applicable.

J. Documentation of Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VI. Written Compensation Policies

A. Time and Effort Standards

All employees who are paid in full or in part with federal funds must keep specific documents to demonstrate the amount of time they spent on grant activities. This includes an employee whose salary is paid with state or local

funds but is used to meet a required “match” in a federal program. These documents, known as time and effort records, are maintained in order to charge the costs of personnel compensation to federal grants. Charges to federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (1) Be supported by a system of internal controls which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (2) Be incorporated into official records;
- (3) Reasonably reflect total activity for which the employee is compensated, not exceeding 100% of compensated activities;
- (4) Encompass both federally assisted and all other activities compensated by the District on an integrated basis;
- (5) Comply with the established accounting policies and practices of the District and
- (6) Support the distribution of the employee’s salary or wages among specific activities or costs objectives.

B. Time and Effort Procedures

Time and effort procedures will follow and comply with 2 CFR 200.430(i).

C. Fringe Benefits

Except as provided otherwise by federal law, the costs of fringe benefits will be allowable provided that the benefits are reasonable and required by law, a district-employee agreement, or another policy of the District.

D. Leave

The cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if they are provided under established written District leave policies.

E. Unexpected or Extraordinary Circumstances

In the event of a pandemic or other unexpected or extraordinary circumstance, the District may close school or individual buildings. In such case, the District may compensate federally funded or other employees during such closure to ensure the return of staff to employment after the closure as allowed by state or federal law.

F. Documentation for Personnel Expenses

Records that reflect charges to federal awards for salaries and wages will comply with the rules and requirements of 2 CFR 200.430.

VII. Other Contract Matters.

A. Required Terms

The non-Federal entity's contracts must contain the applicable provisions required by section 200.326 and described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

B. Contracting with Certain Vendors

Pursuant to the standards contained in 2 C.F.R. § 200.321, the District will take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms are used when possible consistent with state law.

Buy American. The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d). The District may deviate from this general requirement only if:

- The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

C. Record Keeping

1. Record Retention

- a) The District maintains all records that fully show (1) the amount of funds under the grant or subgrant; (2) how the subgrantee uses those funds; (3) the total cost of each project; (4) the share of the total cost of each project provided from other sources; (5) other records to facilitate an effective audit; and (6) other records to show

compliance with federal program requirements. 34 C.F.R. §§ 76.730-.731 and §§ 75.730-.731. The District also maintains records of significant project experiences and results. 34 C.F.R. § 75.732. These records and accounts must be retained and made available for programmatic or financial audit.

- b) The U.S. Department of Education is authorized to recover any federal funds misspent within 5 years before the receipt of a program determination letter. 34 C.F.R. § 81.31(c). Schedule 10 (Local School Districts) and Schedule 24 (Local Agencies General Records) of the Nebraska Records Management Division as approved by the Nebraska Secretary of State/State Records Administrator requires the District to maintain records regarding federal awards for a minimum of six (6) years. Consequently, the District shall retain records for a minimum of six (6) years from the date on which the final Financial Status Report is submitted, unless otherwise notified in writing to extend the retention period by the awarding agency, cognizant agency for audit, oversight agency for audit, or cognizant agency for indirect costs. However, if any litigation, claim, or audit is started before the expiration of the record retention period, the records will be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. 2 C.F.R. § 200.333.
- c) Records will be destroyed in compliance with Schedule 10, Schedule 24, and State law. This includes the completion of a Records Disposition Report.

2. Maintenance of Procurement Records

- a) The District must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

- b) Retention of procurement records shall be in accordance with applicable law and Board policy.

D. Privacy

The District has protections in place to ensure that the personal information of both students and employees is protected. These include the use of passwords that are changed on a regular basis; staff training on the requirements of the Family Educational Rights and Privacy Act (FERPA) and State confidentiality requirements; and training on identifying whether an individual requesting access to records has the right to the documentation.

E. Travel Costs

All travel expenses paid with federal grant funds shall meet the federal requirements such as:

- (1) All travel costs must be reasonable and necessary;
- (2) All travel costs must be consistent with District policy; and
- (3) All travel costs must be directly related to the grant award.

In addition, all travel expenses funded with federal grant funds must be preapproved by the Superintendent or designee. The state per diem rates for lodging shall be used to determine that maximum amount charged to a federal grant. For reimbursement of meals, the per diem rate and rules set by the State of Nebraska through the Nebraska Department of Administrative Service's Expense Reimbursement Document "ERD" Guidelines will apply. There will be no reimbursement for breakfast if the staff member's lodging provides continental breakfast at no cost. For reimbursement for mileage or fuel, the State of Nebraska mileage rate will apply. If a District-owned vehicle is available for travel, the District-owned vehicle must be utilized unless preapproved by the Superintendent or designee. All expenditures claimed by staff must include receipts and a completed voucher.

Adopted on: _____
Revised on: _____
Reviewed on: _____

3048 Communicable Disease

The district strives to provide a safe environment for both students and staff while safeguarding the rights of all students and employees, including those with communicable diseases. The district complies with Neb. Rev. Stat. §§ 79-217 to 79-223 and Title 173 Nebraska Administrative Code, Chapter 3.

Definitions. Terms used in this policy have the meanings given in 173 NAC 3-002. A “reportable communicable disease” means a disease that must be reported under 173 NAC, Chapter 1.

Signs and Symptoms; Sending Students Home. Staff will watch for signs and symptoms of contagious or infectious disease. These signs and symptoms include fever, flushed face, headache, body aches, unexplained tiredness, loss of appetite, stomachache, nausea, vomiting, diarrhea, convulsions, sore throat, nasal congestion or discharge, unexplained skin eruption, and sore or inflamed eyes. The district will notify the parent or guardian of the student’s signs or symptoms. Upon notice, the parent or guardian must immediately cooperate with the district to arrange safe transportation home or another appropriate caregiver for the student. The district will report any failure to reasonably cooperate with the district to the Department of Health and Human Services or local law enforcement as appropriate.

Notice to School Authority. When the district sends a student home for a suspected contagious or infectious disease, the principal or school nurse will notify the superintendent or designee without delay.

Reports to Public Health. The school nurse, or a person acting in the capacity of a school nurse, will report each case or suspected case of a reportable communicable disease. The report must go to the local public health department or the Nebraska DHHS Division of Public Health as provided in 173 NAC 1-007.04.

Exclusion From School. The district will exclude a student with a confirmed communicable disease for at least the minimum isolation period in Attachment 1 to 173 NAC, Chapter 3. The student must be free of acute signs and symptoms. The student must be fever-free for 24 hours without fever-reducing medication before returning to school.

School Attendance and Participation in School Sponsored Activities. The district will provide educational services to a student diagnosed with a

communicable disease as required by law. The district will restrict the student as needed to prevent the spread of disease, to protect the student's health and privacy, and to protect others. Participation in Nebraska School Activities Association (NSAA) events is subject to NSAA rules and the provisions of the district activity handbook.

Infection and Exposure Control Procedures/Universal Precautions.

The district will monitor the information available through the Federal Centers for Disease Control, the Nebraska Department of Health and Human Services, and the Occupational Safety and Health Administration. This policy and any procedures, universal precautions, or exposure control plans will be modified, if appropriate, based upon the best new medical information provided by the above sources.

Outbreaks. In an outbreak or epidemic of a communicable disease, the superintendent may exclude students, reassign students, or close one or more schools. The superintendent will coordinate with the local health department and the Nebraska Department of Health and Human Services as needed.

Confidentiality. The district will keep information about a person's communicable disease confidential. The district will share information only with staff on a need-to-know basis. When the district must inform a person about another person's condition, the district will inform that person of the duty to keep the information confidential. The district will communicate about a student's communicable disease consistent with the student's IEP or Section 504 Plan, if any.

Staff Training. Staff will receive training regarding communicable diseases and the requirements of this policy and any adopted procedures as part of the training received under the Workplace Injury Prevention and Safety Committee policy.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4017

Relations with Employee Collective Bargaining Associations

The board of education recognizes the right of staff members to belong to professional employee organizations. The board will negotiate with organizations that have been certified or recognized in accordance with public employee bargaining statutes. The board or administration will coordinate with certified or recognized organizations for purposes of collective bargaining.

The district will allow professional employee organizations to make reasonable use of district facilities for meetings outside the district's and the employees' work hours. With administrative approval, organizations may use district resources, post notices of meetings, and provide other information on bulletin boards designated for this purpose, and use district email and mailboxes for delivery of information specific to the organization. Organizations must pay for all supplies used, damage caused, or the loss or theft of borrowed property.

For purposes of recruiting new members, organizations may host or attend certain meetings of certificated staff outside the district's and the employees' work hours. Attendance at any staff meetings does not include all-staff, building-level, committee, or other meetings called by the district, unless those meetings are open to other organizations or if required by law.

Unless otherwise specified in this policy or permitted law, organizations will be treated equally, and the district will not designate any day or break by reference to any specific organization.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4056
Resignation of Certificated Staff

Certificated staff members who know they will not be returning to employment at the school district for the following school year are encouraged to submit their resignations as early as possible, to enable the board to find suitable replacements. Unless otherwise required by law or contract, the following resignation requirements apply.

SELECT ONE OF THE FOLLOWING PARAGRAPHS

Staff members who submit their resignations to the board of education by the earlier of (a) April 15th or (b) the date designated in a written request of the school board or the administrators to accept employment for the next school year pursuant to section 79-829 (provided that such acceptance date may not be earlier than March 15th of each year) will be released from the next school year's contract. Staff members who refuse to fulfill their contractual obligations will be reported to the Commissioner of Education.

OR

Staff members who submit their resignations to the board of education after _____ but before _____ **[insert whatever date your district uses]** will be released from the next school year's contract so long as the board is able to obtain the services of a suitable replacement. Suitability determinations will be made solely by the district and will be based upon, but not limited to, experience, quality, availability of adequate candidates, effect on extracurricular programs, class offerings, and effect on students. Staff members who refuse to fulfill their contractual obligations will be reported to the Commissioner of Education.

Adopted on: _____
Revised on: _____
Reviewed on: _____

5001 Compulsory Attendance and Excessive Absenteeism

Required Attendance

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

Mandatory Attendance Age

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

Exceptions

This policy does not apply when attendance is made impossible or impracticable by severe weather conditions or by the mental or physical illness of the student or a child whom the student is parenting.

A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

Discontinuing Enrollment – 5 Year Old Students

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

Discontinuing Enrollment – 16 and 17 Year Old Students

Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to disenroll.

Only children disenrolling to attend an exempt school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending exempt schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Attendance Officer

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

Excused Absences – Physical or Mental Illness

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the

documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

Excused Absences – Others

The following additional absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

1. Severe weather
2. Medical appointments for the student
3. Death or serious illness of the student's family member
4. Attending a funeral, wedding or graduation
5. Appearance at court or for other legal matters
6. Observance of religious holidays of the student's own faith
7. College planning visits
8. Personal or family vacations

Excessive Absenteeism

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

When a student has accrued 20 days of unexcused absences, or the hourly equivalent, the district may report the matter to the county attorney in the county where the student resides.

Making Up Absences (Optional – Remove or revise based on your District’s practices.)

When a student receives [X] unexcused absences or the hourly equivalent in any semester, the student shall be required to make up those absences through attendance in [insert program]. Absences shall be made up at a rate of [insert rate.]

Adopted on: _____

Revised on: _____

Reviewed on: _____

5003 Admission of Part-Time Students

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable curricular practices when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a primary basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively).

Eligibility and Application for Enrollment. A student may be eligible for part-time enrollment if the student:

1. is of appropriate age to attend school;
2. is a resident of this school district;
3. is a resident of another school district attending a private, denominational, parochial, or exempt school, but only if
 - a. this school district is the closest to the student's residence that offers the extracurricular sport or activity they desire to participate in, and their resident school district does not offer that sport or activity; or
 - b. the school building the student would attend if accepted for part-time enrollment is closer than the school building the student attends or would attend at the resident district;
4. has not graduated from high school; and
5. has not received a graduate equivalency diploma.

The parent or guardian must meet all of the district's admission requirements and file an application for enrollment on forms provided by the school district by [redacted] prior to the year of enrollment. For second semester high school courses, the application must be filed by [redacted]. For students who move into the district mid-semester, the application must be filed within 20 days of moving into the district. The administration shall review the application, determine whether to approve or deny it, notify the parent or guardian, and schedule enrollment at an educationally appropriate time in the building or attendance center of the administration's choice. Enrollment does not carry over from one school year to the next, and the parent or guardian must apply for enrollment each school year.

Limitations Based on Resources. The part-time enrollment of students is subject to limitations for grades, classes, courses, and programs based on the

limited resources available to the school district. Full-time students shall be given priority for enrollment in grades, classes, courses, and programs.

Placement of Students. Students accepted for part-time enrollment shall be placed in courses for which they have adequate preparation and which are determined to be educationally appropriate based on criteria that include, but are not limited to the student's age, achievement test scores, academic record, evaluation by school personnel and any other standards used by the district for the placement of students.

Grades and Academic Honors. Students accepted for part-time enrollment shall receive grades, report cards, and transcripts, but shall not be eligible to graduate, receive a diploma or qualify for class ranking unless they meet all district requirements including earning a sufficient number of credit hours and semesters of attendance.

Applicability of School Rules. Students accepted for part-time enrollment are subject to all rules and standards of the board of education and administration as set forth in policy, handbooks or other communications, as well as the rules and directives of the building administration and staff. They must remain on the school campus during scheduled classes but must leave the school campus when not engaged in a course, course-related activity, or an extracurricular activity or sport, unless the building principal approves their presence. Students who violate school policies, rules, or directives shall be subject to disciplinary procedures up to and including suspension and expulsion.

Extracurricular Sports and Activities. [OPTION 1: accredited private school students can't participate] Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district.

[OPTION 2: accredited private school students can participate]. Students who are enrolled in a private, denominational, or parochial school may not participate in extracurricular sports and activities sponsored by the school district if they participate in extracurricular sports and activities at any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.

2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
3. For extracurricular sports and activities not regulated or governed by any such entity: [INSERT NUMBER 0-5 credit hours].

Exempt school students may only participate in extracurricular sports and activities if they are enrolled in at least 20 total credit hours per semester, when combining the exempt school credit hours and credit hours taken on a part-time basis at the school district. Exempt school students are not eligible to participate in extracurricular sports and activities sponsored by the school district if they participate in any sport or activity sponsored by any other public, private, denominational, or parochial school. Any such students who desire to participate in extracurricular sports and activities at the school district must enroll in the following number of credit hours from the school district:

1. For extracurricular sports and activities regulated by an athletics or activities association in which this school district is a member: 5 credit hours.
2. For extracurricular sports and activities governed by a national or state organization other than an athletics or activities association, such as FFA: the minimum number of credit hours offered by the school district as required by that national or state organization.
3. For extracurricular sports and activities not regulated or governed by any such entity: [INSERT NUMBER 0-5 credit hours].

All students permitted to participate in extracurricular sports and activities under this policy must also meet all other eligibility requirements set by the board, administration, and coach/sponsor prior to participating and for continued participation in the sport or activity. This includes but is not limited to rules for completing courses; up/down lists for deficient grades and/or incompletes; and all eligibility and other requirements of the Nebraska School Activities Association and any other governing bodies for the activity or sport.

Transportation. Part-time school students are not entitled to transportation or reimbursement for transportation to and from the school for class attendance purposes, unless required by law. Eligible part-time students are entitled to transportation to and from practices and extracurricular events to the same extent as the school district's full-time students, but part-time students must arrange their own transportation and arrive timely to the designated pick-up point for such transportation.

Option Enrollment. Students may not enroll on a part-time basis pursuant to the school's option enrollment program.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5004 Option Enrollment

The board of education supports the concept embodied in the Enrollment Option Program that parents and legal guardians have the primary responsibility for ensuring that their children receive the best education possible. Accordingly, the school district will participate in the option enrollment program and receive option students as provided herein.

1. Definitions

- a. **Option Student Defined.** Option student means a nonresident student who has chosen to attend the school district under the provisions of the option enrollment program.
- b. **Resident School District Defined.** Resident school district means the school district in which a student resides or in which the student is admitted as a resident of the school district pursuant to state law.
- c. **Option School District Defined.** Option school district means the school district that a student chooses to attend other than his or her resident school district.
- d. **Elementary School Defined.** Elementary school means grades K - [REDACTED].
- e. **Middle School Defined.** Middle school means grades [REDACTED] - [REDACTED].
- f. **High School Defined.** High school means grades [REDACTED] through 12.
- g. **Individual Student Defined.** Individual Student means the individual person seeking to begin attendance as an option student in the school district and who such person's parent or legal guardian has identified in a written application for option enrollment submitted to the school board.
- h. **Applicants Defined.** Applicants means the Individual Student together with all siblings of the Individual Student.
- i. **Siblings Defined.** Siblings means all children residing in the same household on a permanent basis who have the same mother

or father or who are stepbrother or stepsister to each other who have not received a high school diploma or its equivalent.

- 2. Persons Entitled to Apply for Option Enrollment of Students.** Only parents and legal guardians may apply for option enrollment of students. Applications filed by foster parents and adults acting *in loco parentis* are not authorized and will be automatically denied.
- 3. Duties, Entitlements and Rights of Option Students.** Except as otherwise provided herein, once an option student's option enrollment application has been accepted he/she shall be treated as a resident student of the school district.
- 4. Automatic Acceptance.** The option school district must automatically accept applications of Individual Students under the following circumstances:
 - a.** The Individual Student relocates in a different school district but wants to continue attending his or her original resident school district and the Individual Student has been enrolled in his or her original resident school district for the immediately preceding two years (in which case the time deadlines are waived);
 - b.** The Individual Student relocates in a different school district but wants to continue attending the option school district (in which case the time deadlines are waived); or
 - c.** The Individual Student is a sibling of an option student enrolled in the option school district.
- 5. Standards for Acceptance or Rejection of All Other Option Students.** For Individual Students not entitled to automatic acceptance as described in the preceding section, no application for option enrollment may be accepted if enrollment in the school district if any of the Applicants would exceed the school district's capacity as described in this section.
 - a. Special Education Capacity.** Capacity for special education services will be determined on a case-by-case basis. If an application for option enrollment received by the school district indicates that any of the Applicants has an individualized education program under the federal Individuals with Disabilities Education Act, 20 U.S.C. 1400 et seq., or has been identified as a student with a disability as defined in section 79-1118.01, the

application will be evaluated by the director of special education services or the director's designee who must determine if the school district and the appropriate class, grade level, or school building has the capacity to provide all of the Applicants the appropriate services and accommodations. The Federal Educational Rights and Privacy Rights Act (FERPA) (20 U.S.C. § 1232g) permits the release of education records when a student seeks or intends to enroll in a different school district.

- b. Numeric Capacity.** The board of education may set the numeric capacity of programs, classes, grade levels, or school buildings by operation of this policy or through freestanding action by the board. Numeric Capacity will be determined based upon available staff, facilities, projected enrollment of resident students, and projected number of students with which the option school district will contract based on existing contractual arrangements. Individuals seeking information about the numeric capacity set by the board may contact the superintendent for a copy of that resolution.
- c. Programmatic Capacity.** In addition to the numeric capacity standards referred to above, the board may, by resolution, prior to October 15 of each school year, declare a program, a class, or a school unavailable for the next school year to option students due to lack of capacity. Individuals seeking information about the programs that have been declared to be unavailable due to lack of capacity may contact the superintendent for a copy of the board's resolution.
- d. Other Standards for Acceptance or Rejection of Option Enrollment Applications.** In addition to the numeric and programmatic capacity standards outlined above, the school district shall not accept any application for option enrollment when enrollment of any of the Applicants:

 - i. Would increase the operating costs of the school district, such as by requiring the hiring of new staff or contracting with outside entities to provide services to any of the Applicants;
 - ii. Would require the procurement of new equipment, technology, or furnishings;
 - iii. Would cause or require the rearrangement of caseloads for staff and contracted professionals;

- iv. Is reasonably deemed by appropriate school staff to pose a potential risk to the health or safety of students or staff;
 - v. May pose a risk of adversely affecting the quality of educational services being provided to resident students, as determined by appropriate school staff.
- e. Prohibited Standards.** The school district shall not base the decision to accept or reject the application of the Individual Student on any of the Applicants' previous academic achievement, athletic or other extracurricular ability, disabling condition(s), proficiency in the English language, or previous disciplinary proceedings.
- f. Order of Acceptance.** If there are more option student applicants for any program, class, grade level or school building than can be accepted into such program, class, grade level or school building, applicants shall be accepted
- i. in the order in which written applications were received by the school district.
- g. Maximum Capacity Report.** The school district will annually establish, publish, and report the capacity for each school building under the district's control pursuant to procedures, criteria, and deadlines established by the Nebraska Department of Education.
- 6. False or Misleading Option Applications.** If, prior to the Individual Student's attendance as an option student, the school district discovers that a previously accepted option application contained false or substantively misleading information about any of the Applicants, the option application will be rejected.
- 7. Academic Credits and Graduation.** The school district shall accept credits toward graduation that were awarded by another school district, and shall award a diploma to an option student if the student meets the graduation requirements of the school district.
- 8. Information Regarding Schools, Programs, Policies and Procedures.** The school district, its officers and employees, shall make information about the school district and its schools, programs, policies and procedures available to all interested people.
- 9. Procedure for Students Optioning Into or Out of the School District.**

- a. The parent or legal guardian of any student desiring to option into or out of the school district shall submit a proper and timely application to the board of education and the other affected school district for enrollment during the following and subsequent school years. Any application requiring the approval of the school district shall be deemed submitted when the application is actually received in the school district's business office.
- b. On or before April 1st, the school district shall notify the parent or legal guardian of any Individual Student who has submitted an application to option into the school district and the resident school district, in writing, whether the application is accepted or rejected. If an application is rejected, the reason for such rejection shall be stated in the notification. This written notice shall be sent via certified mail to the address listed on the option application.

10. Late Applications and Requests for Release

- a. The board of education may refuse a request of a student seeking to option out of the school district when the option application is submitted after March 15th under the following conditions:
 - i. When the district has already entered into contracts with teaching staff for the following school year;
 - ii. When the district has already contracted for the performance of specific services for the student;
 - iii. When the release of the student would have a negative financial impact or loss of revenue for the district.
- b. The board of education will approve late applications to option into the district under the following conditions:
 - i. When the resident district has released the student, or if the student is an option student at the time of such application and applying to become an option student at a subsequent option school district, a release approval from the option school district the student is attending at the time of such application;

- ii. When the student's late enrollment into the district meets the standards for acceptance or rejection of option students contained elsewhere in this policy;

OR

- b. The board of education will deny all applications to option into the district that are received by the district after March 15 of the school year prior to the student's requested enrollment.
- c. The superintendent will notify parents or guardians who have submitted properly completed option applications after March 15th no later than 60 days following submission of the application of the board's acceptance or rejection of the application.

11. Students Who Do Not Need a Release from the Resident District

- a. A student does not need to be released from his/her resident district or the option school district the student is attending at the time of application under the following circumstances:
 - i. When the student has relocated to a different resident school district after February 1
 - ii. When a student's option school district merges with another district effective after February 1
- b. The school district shall accept or reject an application from a student under this paragraph using the criteria set forth in this policy and will accept or reject the application within forty-five days.

11. Cancellation of Option.

Students who option either into or out of the school district shall:

- a. Attend the option school district until graduation or relocation/re-option in a different resident school district unless the student chooses to return to the resident school district, in which case the student's parent or legal guardian shall timely submit a cancellation form to the school board or board of education of the option school district and the resident school district for approval for the following year.

- b.** Attend an option school district for not less than one school year unless the student relocates to a different resident school district, completes requirements for graduation prior to the end the school year, transfers to a parochial or private school, or upon mutual agreement of the resident and option school districts cancels the enrollment option and returns to the resident school district.

12. Authority of Superintendent.

The board of education authorizes the superintendent of schools to make decisions on its behalf pursuant to and to apply the criteria articulated by this policy in determining whether to grant or deny option enrollment applications.

Adopted on: _____

Revised on: _____

Reviewed on: _____

5048
Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)

School employees will comply with the requirements of the NDE Rule 59 protocol entitled, "Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions (Anaphylaxis)" (Protocol) to address incidents of anaphylaxis involving students at school when those students do not have existing response plans. For students with individual self-management plans, Section 504 plans, or Individualized Education Programs (IEP) addressing asthma or anaphylaxis responses, school employees will comply with those plans. The district shall procure and maintain the equipment and medication necessary to implement the Protocol.

The superintendent shall obtain the required signature(s) of one or more Prescribing Health Care Practitioners on the Protocol form. The superintendent shall publish this policy and Protocol in each student and employee handbook.

The superintendent shall arrange to have a qualified medical professional train employees, and for training updates as necessary. This may be a medical doctor, qualified school nurse, or other person qualified to train staff on the medication of students.

Adopted on: _____

Revised on: _____

Reviewed on: _____

4019 Workplace Injury Prevention and Safety Committee

The school district is committed to providing and maintaining a safe work environment, and to taking reasonable precautions for the safety of the students, employees, visitors, and all others having business with this school district. Every employee should show concern for the safety of fellow employees, students, and members of the public. The district shall have a safety committee as required by Nebraska law. Members of the safety committee may be established through the collective bargaining process.

The committee will adopt and maintain a written injury prevention program. The committee will participate in the development of safety education, training, and the establishment of safety rules, policies and procedures pursuant to this policy, the district's written injury prevention program, or as otherwise provided by law. Training for employees will be conducted annually.

The workplace injury prevention and safety committee will maintain minutes of all meetings and file them in the district office. The committee will implement accident investigation, record keeping procedures, safety rules, safety and health training, and policies. The district will maintain records for at least three years, or longer if directed by the Department of Labor.

The committee will meet at least once every three months or more frequently in the event of an employee complaint or of a job-related injury or death. The workplace injury prevention and safety committee will keep written minutes of all meetings and provide a copy to the superintendent or designee who will maintain the minutes in the district's administrative offices for a period of at least three years, unless otherwise instructed by the Department of Labor.

The workplace injury prevention and safety committee will develop an injury prevention plan and present it to the board. The plan should be developed and presented in the spirit of employees working together in a cooperative, non-adversarial effort to promote safety at the work sites within the district.

The superintendent or designee will assure that the safety training for employees is reviewed annually or more frequently, if needed. He or she will provide the following, as set forth in the initial written Employer's Injury Prevention Plan:

1. Initial safety orientation on rules, policies, and job specific procedures for new employees or employees who are assuming new and different duties within the school district, if appropriate.
2. Job specific training for employees before they perform potential hazardous work.
3. Periodic refresher training and dissemination of information on an annual basis, or more frequently if so designated by the administrator, for employees regarding the injury prevention plan of the unit and safety rules, policies, and procedures pertaining to safety within the school district.

In the event of a death in the workplace, the workplace injury prevention and safety committee will forward to the Department of Labor within 15 working days a copy of any review of the matter made by the workplace injury prevention and safety committee.

The superintendent or designee will establish or cause to be established record-keeping procedures to control and maintain all accident and injury records pertaining to accidents and injuries within the district or activities under the control of the district. Such records will be kept for at least three years, or longer if so advised by the Department of Labor.

The workplace injury prevention and safety committee will confer with the district's crisis team and will review the district's All-Hazard School Safety Plan upon its adoption by the crisis team.

Adopted on: _____

Revised on: _____

Reviewed on: _____



PK-12
STUDENT HANDBOOK

2026-2027

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WELCOME

Dear Centura Students & Families:

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

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

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

Sincerely,
Dr. Kaela Heneger
Superintendent

Intent of Handbook

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

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

Janet Brown
PK-5 Principal
jbrown@centuraps.org

Melissa Beberniss
6-12 Principal
mbeberniss@centuraps.org

Laethion Brown
Dean of Students/AD
lbrown@centuraps.org

Dr. Kaela Heneger
Superintendent
khenger@centuraps.org

Vision Statement

A school community about kids, excellence and innovation.

Mission Statement

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

Centura Public Schools Staff List

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

<p>Maintenance Dale Catlin - Custodian Richard Christiansen -Custodian Richard Christiansen -Custodian Jesse Jordan - Custodian Jason Maciejewski - Custodian</p>	<p>Erin Taukiuvea - Resource Teacher Kelsey Safarik - Resource Teacher ParaProfessionals: Carrie Ahrens Stephanie Luhn Kyra Riley Cortney Rose Halsey Gorecki Heather Piersol Kelly McDonald Whitney Dibbern Kimberley Christiansen</p>	<p>James Kaslon - Business Doug Voigt - Industrial Technology Kris Simon - Library/Speech/Drama Brianna Ford - Spanish Aaron Vencill - JAG</p>
<p>Bus Drivers: Tim Lowe Stephanie Luhn Clark Pedersen Becky Phillips Andrea Stubbs Craig Harmon</p>	<p>Specials: Kris Simon - Library/Media ?????? -Elementary Music Shawn Fairbanks - P.E./Health</p>	<p>Special Education: Tyler Myers- Resource Teacher Tracy Lukasiewicz - Resource Teacher Paraprofessionals: Michelle Arndt Esther Reimers</p>

Notice of Nondiscrimination

([Policy 3053](#))

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

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

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

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

Basic School Expectations And General Practices

Attendance

Attendance Officer

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

Attendance Policy School (Board Policy 5001)

Regular attendance by students at school is essential for students to obtain the maximum opportunities from the education program. Parents and students alike are encouraged to

ensure an absence from school is a necessary absence. Students shall attend school unless excused by the principal of their attendance center.

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

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

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

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

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

Exceptions

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

Absence Communication:

Regular school attendance is critical to your student's academic and social success. To ensure families are fully aware of accumulated absences and to support consistent attendance, the school will send home written notifications at specific milestones:

- **5, 10, 15, and 20 Absences:** Parents/guardians will receive a letter notifying them of the total accumulated absences (or hourly equivalent) for the school year, regardless of the cause (excused or unexcused).
- **At 10 Absences:** In addition to the written notification, school personnel will reach out to offer a meeting with parents/guardians to discuss any barriers to attendance and identify ways to support the student.
- **At 15 Absences:** The office will send a formal written notification and schedule a meeting with relevant stakeholders to proactively address and resolve ongoing attendance issues. This meeting will take place unless the Attendance Officer determines it is unwarranted for facilitating regular attendance.

Excessive Absenteeism

When a student receives 15-20 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance.

~~When a student receives 15-20 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian. When a student receives 10 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and offer to meet with the student's parents or guardians to discuss any barriers to the student's attendance. When a student receives 15 unexcused absences or the hourly equivalent in any school year, the Attendance Officer will send written notification of the student's total absences to the student's parent or guardian and shall schedule a meeting with relevant stakeholders to discuss and address any barriers to the student's attendance, unless the Attendance Officer determines that such a meeting would not be productive in facilitating the student's regular attendance.¶¶~~

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

Excused Absences (Policy 5001)

Absences shall be excused by a parent, guardian, or educational decision maker, as defined in section 79-530, of the child for physical or mental illness and as documented by a credentialed health professional, provided the documentation supports such absence. In the instance of chronic illness, documentation shall be reviewed each semester.

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

Excused Absences - Others

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

These absences include, but are not limited to illness, college visits, family trips, doctor and dentist visits, family emergencies, recognized religious observances, appointments that cannot be scheduled outside of the school day, and school sponsored or approved activities, court appearances, and funerals. (This list to be updated after BOE approves the policy.)

- **Absences due to illness**

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

Extracurricular Activity Absence (Board Policy 6014)

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

Mandatory Attendance Age

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

- **Discontinuing Enrollment – 5 Year Old Students**
 - The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this

policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

- **Discontinuing Enrollment – 16 and 17 Year Old Students** Only children who are at least 16 years of age may be disenrolled from the district. The person seeking to discontinue the child’s enrollment shall submit a signed, written request that demonstrates that the student meets the district’s legal criteria allowing for disenrollment to the superintendent using the applicable district form. The district will follow the procedures outlined on the attached form in considering requests to disenroll.
 - Only children disenrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

Prohibition on Discontinuing Enrollment – Abuse or Neglect Investigation

Upon notice from the Department of Health and Human Services, the District shall not facilitate the transfer or disenrollment of a student whose parent, guardian, or educational decisionmaker is subject to an active investigation by the Department for fourteen days or until further notice from the Department, whichever occurs first.

Pregnant and Parenting Students

The District will not discriminate in its education program or activity against any student based on the student’s current, potential, or past pregnancy. Students who are pregnant or parenting are encouraged to continue participating in the district’s educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal in collaboration with the Title IX Coordinator will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

Preschool Enrollment Criteria

1st Priority	Three and four year olds with verifications who reside in district
2nd Priority	Four year olds who reside in district

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

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

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

Tardies

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

Any student arriving late to school must stop in the office for a pass to class. Failure to sign in at the office will result in an unexcused absence.

- Elementary Students that arrive between 8:40 and 10:00 will be considered tardy, after 10:00 is considered a ½ day absence.
- Elementary Students that leave between 2:00 and 3:00 will be considered tardy, prior to 2:00 is considered a ½ day absence
- Secondary Students: Each student is allowed ~~two tardies within each quarter~~ **four tardies per semester**, during first period. Each tardy in excess of this limit will be considered a discipline infraction and treated as such **with a detention assigned. Classroom tardies after first period will be dealt with by the teacher of that class:**

Band

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

Authorization Act and the school's student fee policy or other applicable policy.

Bills

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

Books and Supplies

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

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

Breastfeeding and Lactation

In order to accommodate lactating and breastfeeding students, the district will provide reasonable opportunities to express breast milk or breastfeed in a place, other than a bathroom, which is shielded from view and free from intrusion from district students, employees, and the public. The district will also provide a location for students to store expressed breast milk in or near the location designated for students to express milk to create the least amount of disruption to the student's participation in class or activities.

Students who wish or need to express breast milk on a regular schedule must work with school administrators to create a schedule that accommodates the student's needs while facilitating education to the maximum extent possible.

In order to prevent interference with the educational process, no student shall express breast milk within school classrooms or buses. Nothing in this policy limits the authority of the administration to impose consequences consistent with the Student Discipline Act and other state and federal law.

Bulletin Boards (Board Policy 5042)

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

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

1. All postings must be approved by the appropriate building principal or designee. Students

may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.

2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

Bullying (Board Policy 5054)

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

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

- **Reporting Bullying**
 - Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform, “[Incident Reporting Form](#),” to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.
- **Bullying Investigations**
 - School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.

Cafeteria Rules

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water, not thrown away.

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

Cell Phones and Other Electronic Devices (Board Policy 6025)

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

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

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

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

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

Cell Phone and Other Electronic Devices Consequences:

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

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school

grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

Cheating, Plagiarism, and Academic Dishonesty

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

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

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

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

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

Child Abuse and Neglect (Board Policy 4054)

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

Class Dismissal

Classes are in session from the ringing of the tardy bell until the teacher dismisses the class. The bell at the end of the period is not a dismissal bell, and students may not leave their classrooms until they have been excused by their classroom teacher. *Students will not be permitted into the

building until 7:55am and need to be picked up each day by 4:00pm, unless practicing or participating in a sponsored activity.

Elementary School Day

School Hours

Office opens	7:30 a.m.
Breakfast	*7:55 a.m.
Staff on duty	8:00 a.m.
School begins for all classes	8:20 a.m.
School ends for all classes	3:30 p.m.
Staff off duty	4:00 p.m.
Office closes	4:30 p.m.

Lunch Period Schedule

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

JH/HS School Day

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

Period Schedule:

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

Staying After School

State law 79-257 states that school personnel may keep students after school for disciplinary reasons or to further school purposes. When it is necessary to keep students after school, we try not to keep students past 4:30 p.m. Detention may be used as a consequence for some students. Teachers will notify parents of the date and time the detention will be served. If an administrator is assigning the detention, they will notify the parent. Students may have to stay thirty minutes to an hour depending on the severity of the behavior.

Classroom Behavior

The classroom is a place of learning and all students will be expected to:

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

Centura Public Schools will focus on being Respectful, Responsible, and Safe/Resourceful. Each teacher will establish these expectations in their individual classrooms.

Closed Campus (Board Policy 5032)

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

Coats and Boots

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

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

Communicable Diseases (Board Policy 3048)

Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. The school district uses the Title 173- Nebraska Health and Human Services/Control of Communicable Disease, Chapter 3 of the Nebraska Administrative Code as a “best practice” guideline for contagious and infectious diseases. If there are questions regarding the communicability of your child’s health condition or if you know your child has contracted a contagious or communicable disease or condition not otherwise specified in board policy or this handbook, please call the school nurse or main office [308-485-4258](tel:308-485-4258).

Communicating with Parents (5019)

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are close to failing, either through communication from the school or through parental access to the district’s student information system. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student’s report card. Parents will also be notified of their student’s possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by mail, electronic communication, telephone calls, by personal contact or other appropriate method. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student’s transfer

when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school. By providing the school district with their telephone number(s), parents agree to receive notifications from the school district's automatic notification system.

Complaint Procedure (Board Policy 2006)

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

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

- **Complaint and Appeal Process.**

1. **The first step is for the complainant to speak directly to the person(s) with whom the complainant has a concern.** For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if the complainant believes speaking directly to the person would subject the complainant to discrimination or harassment.

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

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

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

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

- d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be

submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at OCR.KansasCity@ed.gov; by telephone at (816) 268-0550; or by fax at (816) 268-0599.

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

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

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

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

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

c) Interview the complainant to determine:

1) All relevant details of the complaint;

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

3) The action or solution which the complainant seeks.

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

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

a) This appeal must be in writing.

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

c) The superintendent will investigate as he or she deems appropriate. However,

all matters involving discrimination or harassment shall be promptly and thoroughly investigated.

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

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

a) This appeal must be in writing.

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

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

d) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 180 days after it received complainant's written appeal.

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

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

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

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

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

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

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

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

No Retaliation.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

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

- Students with disabilities and their families have specific rights outlined in state and federal law, including administrative processes by which they may challenge the educational services being provided by the school district. Therefore, the appeal process contained in this policy may not be used to challenge decisions made by a student's individualized education plan (IEP) team or 504 team.
- Complaints about the educational services provided a student with a disability, including but not limited to services provided to a student with an IEP, access to curricular and extracurricular activities, and educational placement must be submitted to the school district's Director of Special Education. The Director of Special Education will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of IDEA Parental Rights promulgated by the Nebraska Department of Education.
- Complaints about the educational services provided a student with a disability pursuant to a Section 504 plan must be submitted to the school district's 504 Coordinator. The 504 Coordinator will address the complaint in a manner that he/she deems appropriate and will provide the complainant with a copy of the Notice of Section 504 Parental Rights adopted by the board of education.
- Complaints about the educational services provided to a student who is suspected of having a disability must be submitted in writing to the school district's Director of Special Education or to the district's 504 Coordinator. The Director of Special Education or 504 Coordinator will either refer the student for possible verification as a student with a disability or will provide prior written notice of the district's refusal to do so.

Bad Faith or Serial Filings.

- The purpose of the complaint procedure is to resolve complaints at the lowest level possible within the chain of command. Complaints filed (a) without a good faith intention to attempt to resolve the issues raised; (b) for the purpose of adding administrative burden; (c) at a volume unreasonable to expect satisfactory resolution; or (d) for purposes inconsistent with the efficient operations of the district may be dismissed by the superintendent without providing final resolution other than noting the dismissal. There is no appeal from dismissals made pursuant to this section.

Conferences

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

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

Copyright and Fair Use (Board Policy 3020)

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. "Fair use" of a copyrighted work includes reproduction for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research. Students who are unsure whether their proposed reproduction of copyrighted material constitutes "fair use" should consult with their teacher or building principal, review the school district's copyright compliance policy, and review Copyright for Students found at:

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

<http://www.loc.gov/teachers/usingprimarysources/copyright.html>

Damage to School Property

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

Dating Violence (Board Policy 5030)

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

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

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

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

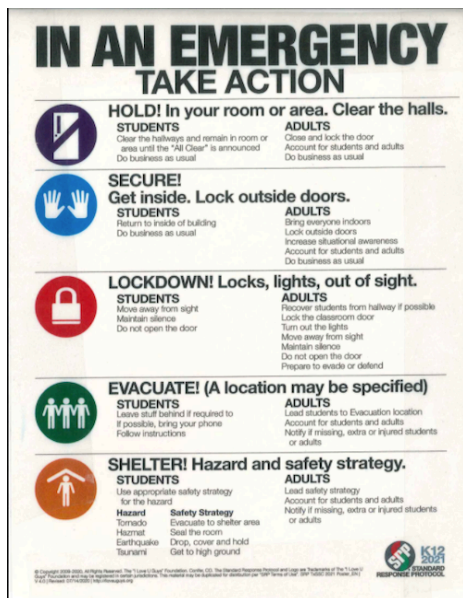
1. Disrupts the educational environment;
2. Repeatedly fails or refuses to comply with the visitor protocol adopted by each building;
3. Is unreasonably boisterous;
4. Engages in violence, force, coercion, threats, intimidation, or similar conduct;
5. Causes or attempts to cause damage to school property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

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

Disaster Drills (Board Policy 3040)

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

Disaster Drill Standard Response Protocol



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

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

Students who believe that they have been the subject of unlawful discrimination or harassment due to their disability should contact the following Section 504 Coordinator: Building Principal _____ at 308-485-4258 _____ (phone number), _____ (e-mail address) or in person at school. Students who believe that they have been the subject of unlawful discrimination or harassment due to their sex should contact the following Title IX Coordinator: Superintendent _____ at 308-485-4258 (phone number), _____ (e-mail address), _____ 201 N. Hwy 11/PO Box 430 _____ (mailing address) or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact the Building Principal _____ at 308-485-4258 _____ (phone number), _____ (e-mail address) or in person at school. Students may report discrimination or harassment to any staff member who will then forward it on to the appropriate coordinator or administrator. The staff member will follow school district policies to respond to the report.

Dress Code/Student Appearance (Board Policy 5031)

The District prohibits student attire or appearance that:

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

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

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

Driving and Parking Personal Vehicles (Board Policy 5033)

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

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

Drug Free Schools

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

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from

school and/or referral to appropriate authorities for criminal prosecution.

Emergency Contact Information

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

Employment Release

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

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

Equal Education Opportunity

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

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

Dr. Kaela Heneger, Superintendent
Centura Public School
PO Box 430
Cairo, NE 68824

Phone: 308.485.4258 or 308.226.8224
 Email: kheneger@centuraps.org

Evacuations

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

~~¶~~

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

~~¶~~

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

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

Eye Exams (Board Policy 5011)

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

Food Service Program (Board Policy 3012)

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

Breakfast and Lunch

Prices will be determined annually and communicated to students and parent(s) /guardians by building principals. Money is collected throughout the school year for lunches. It is strongly encouraged that lunches be paid by the week or month whenever possible. Parents are notified, by Centura Alert, when a student’s lunch account becomes negative. Applications for free/reduced price meals are available at the school’s office. Names of students eligible for free/reduced price meals will be kept confidential. **No seconds are offered to Elementary students K-5 for breakfast and/or lunch.**

	<u>Lunch Fees</u>	<u>Breakfast Fees</u>
Students grades K-5	\$ 3.2522	\$ 2.001.86
Students grades 6-12:	\$ 3.4038	\$ 2.001.86
Milk/Second Milk/Elem. Milk-break:	\$.5045	\$.5045
6-12 Second Entree	\$ 1.7564	\$.8582
Snacks	\$ 2.001.09	\$ 2.001.09
Adults:	\$ 5.004.88	\$ 3.002.92

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

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

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

If cash is sent, place all coins and currency in a sealed envelope with your child's name and homeroom on the outside. Please indicate the envelope is for lunch and/or milk.

Payment for Meals (Board Policy 3012)

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

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

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

~~If a student has no funds available to pay for a meal, the student will be provided and charged for up to five limited “courtesy meals,” such as a plain sandwich. Thereafter, if a student has no funds available to pay for a meal, no food will be provided.~~

~~Students who qualify for free meals will not be denied a reimbursable meal, even if they have~~

accrued a negative balance from other food purchases. School staff may prohibit any students from charging a la carte or extra items if they do not have cash in hand or their account has a negative balance. All snacks will be cash only.

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

Collection of Delinquent Meal Charge Debt (Board Policy 3012)

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

Notice of Non-discrimination (Board Policy 3053)

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the school district. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the

Federal Relay Service at (800) 877-8339. Additionally, program information may be made

available in languages other than English.

Field Trips (Board Policy 6027)

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

Freedom of Expression (Board Policy 5056)

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

First-Aid

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

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

● **Lice and Nits**

- Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.
- Students will not be permitted to return to school until the district finds that no live lice or eggs can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.
- The student cannot ride the school bus until the district has cleared the student to return to school.

● **Bed Bugs**

- Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.
- The student will be excluded from school on the day of the diagnosis and will continue to be excluded from school until the parent(s) or guardian(s) have confirmed that successful treatment has occurred.

- If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

Health Problems Limiting Activities

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

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

High School Dances

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

- Homecoming (open to all Centura 9th-12th graders and outside guests that are under the age of 21, approved by the administration and in good standing in their resident school. Good standing will be determined either via a phone call from the Centura Principal to the resident school Principal of the outside date or an outside date form.)
- Prom (open to Centura 11th and 12 graders and their guests that are at least 9th graders and under the age of 21, approved by the administration and in good standing in their resident school. Good standing will be determined either via a phone call from the Centura Principal to the resident school Principal of the outside date or an outside date form.)
- All other dances, approved by administration, must follow the above guidelines.

Homeless Children and Youth (Board Policy 5014)

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

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

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

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

Homebound Instruction

The school district may provide a student with instruction in his or her home and under parental supervision if the student is physically or mentally ill or injured and unable to attend regular classes for an extended period of time. Homebound instruction shall be provided when the student's physical and mental condition are such that the student can benefit from instruction and no other provision will meet the student's educational needs. If you believe that homebound instruction is appropriate for your child, please contact the building principal to initiate the appropriate process to determine eligibility.

Illness or Injury at School

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

Immunizations (Board Policy 5010)

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

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

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

Initiations and Hazing (Board Policy 5028)

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

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

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

Lockers and Other School Property

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

Lost and Found

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

Medications (Board Policy 5024)

Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled *Methods of Competency Assessment of School*

Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

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

Media Center

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

Library/Media Center Services

Centura Public Schools library material selection policies require our libraries to provide materials that stimulate growth and knowledge, literary appreciation, support the curriculum, and provide materials on all sides of opposing issues. Our school libraries have a responsibility to serve all of the readers in our care. Students are not only different ages; they arrive at school with different reading levels, different backgrounds, and different experiences that have shaped their lives. We have a responsibility to offer a wide range of book choices that meet all of their diverse needs.

We respect a parent's right to help a student choose reading material. In accordance with Nebraska state statute, parents may opt in to receive notifications regarding the specific library materials their child checks out; please contact your school office for more information or to enroll. Questions about the curriculum and materials should follow Board Policy 6037.

1. When items are not returned by the due date, they are placed on an overdue list, and students are notified regularly through their classroom teachers that they have overdue materials.
2. The library media specialist may contact a student's parents or guardians and/or restrict a student's library media center privileges when the student continually has overdue items, or has items overdue for an excessive length of time.
3. If a student reports an item lost, parents or guardians will be notified. When items are lost or

- damaged, students will be charged according to the fee schedule.
4. If the lost item is found and returned prior to the end of the school year, the money will be refunded.
 5. If a student damages a library book or textbook, a charge for repair or rebinding may be made at the discretion of the library media specialist.

Memorials (Board Policy 3040)

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

Opting Out of Assessments (Board Policy 5018)

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

Parental Involvement (Board Policy 5018 and 5057)

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

1. An annual meeting to which all parents of participating children will be invited to inform parents of their school's participation under this part, to explain the requirements of this part, and the right of the parents to be involved. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. An explanation of the details for the child's and parents' participation, including but not limited to: curriculum objectives, the forms of academic assessment used to measure student progress and the achievement levels of the challenging State academic standards, type and extent of participation, parental input in educational decisions, coordination, and integration with other Federal, State, and district programs, and evaluations of progress.
3. Opportunities for participation in parent involvement activities, such as training to help parents work with their children to improve achievement. A goal of these parent activities is to provide parents with opportunities to participate in decisions relating to the education of their students, where appropriate.
4. The district will, to the extent practicable, provide parents of limited English proficiency, parents with disabilities, parents with limited literacy, are economically disadvantaged, are of a racial or minority background or parents of migratory children with opportunities for

involvement in the Title I Program. Communication to parents about student progress and the district's other Title I Program communications will be provided in the language used in the home to the extent practicable. Responses to parent concerns will be provided in a timely manner.

5. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff.

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.

7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

Parties

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

Personal Items

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

Physical Education

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are **strongly** encouraged to wear tennis shoes for P.E. **Secondary students (7-12) are required to bring athletic wear to change into for PE classes.**

Physical Exam (Board Policy 5011)

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

Pictures

The school district arranges for a photographer to be present at school in the fall to take class pictures. Parents will be notified of the date. Included in the individual packet is a class

composite. Parents who want pictures of their students or of their student's class composite may purchase them directly from the photographer.

Playground Rules

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

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

Safe

- Safe on the equipment
- Safe touches- no pushing or shoving, no tag on the equipment
- No physical fighting
- Calming break as needed or directed
- All rocks and gravel stay on the ground
- Stay off ice
- Snow play with snow boots only

Respectful

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

Responsible

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

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

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

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

Pledge of Allegiance

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

Police Questioning and Apprehension (Board Policy 5022)

Police or other law enforcement officers may be called to the school at the request of school administration, or may initiate contact with the school in connection with a criminal investigation. The school district shall inform parents when law enforcement officers seek access to their student prior to the student being questioned unless the officers are investigating charges that the student has been the victim of abuse or neglect. Members of the school district staff will comply with board policy regarding police questioning of students.

Protection of Student Rights (Board Policy 5015)

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

ACT Exam

Students taking the ACT Exam will be prompted to complete a short, optional questionnaire addressing a number of topics. If you wish to review this questionnaire prior to the administration of the exam, please submit a written request to the superintendent.

Publication of Student Pictures and Products

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

Public Displays of Affection

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

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

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

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

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

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

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

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

Secret Organizations (Board Policy 5046)

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

School Day Supervision

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

School Supplies

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

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

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

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

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

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

Emergency Response To Life-Threatening Asthma

Systemic Allergic Reactions (Anaphylaxis)

DEFINITION: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (e.g. bee or other insect sting), ingestion of a food or medication, or exposure to other allergens, such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, AND DEATH CAN OCCUR. Immediate allergic reactions may require emergency treatment and medications.

LIFE-THREATENING ASTHMA SYMPTOMS: Any of these symptoms may occur:

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety, or lethargy
- A hunched-over position
- Breathlessness causing speech in one-to-two word phrases or complete inability to speak

ANAPHYLACTIC SYMPTOMS OF BODY SYSTEM: Any of the symptoms may occur within seconds. The more immediate the reaction, the more severe the reaction may become. Any of the symptoms present require several hours of monitoring.

- Skin: warmth, itching, and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea and vomiting, diarrhea
- Oral/Respiratory: sneezing, swelling of face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- Mental status: apprehension, anxiety, restlessness, irritability

EMERGENCY PROTOCOL:

1. CALL 911.
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement an emergency protocol.
3. Check airway patency, breathing, respiratory rate, and pulse.
4. Administer medications (epinephrine auto injector and nebulized albuterol) per standing order.
5. Determine cause as quickly as possible.
6. Monitor vital signs (pulse, respiration, etc.).
7. Contact parents immediately and prescribing health care practitioner as soon as possible.
8. Any individual treated for symptoms with epinephrine at a school will be transferred to a medical facility.

STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:

- Administer epinephrine auto injector junior for any child less than 60 pounds or adult epinephrine auto injector for any individual over 60 pounds into the muscle towards the front and outer side of the thigh.
- Follow with nebulized albuterol while awaiting EMS.
- If symptoms persist, repeat epinephrine auto injector followed by nebulized albuterol every fifteen minutes while awaiting EMS arrival.
- Administer CPR, if indicated.

Senior Early Release

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

Approved students may be released up to a maximum of two periods at the end of the school day. The actual time of day that they are released may vary according to the school schedule for that day (for example early release or late arrival). Typically it will be periods 8 and 9.

If a student participates in sports, they are allowed to take the Senior Release Option. ~~Centura is a closed campus, however students may leave school and return for practice of a sport.~~ Students taking Senior Release and participating in activities must leave the building before practice unless arrangements have been made in advance with the building principal for supervision purposes.

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

- Complete and submit a Senior Release Option Application to the counseling office. The application must be signed by the student's parent or guardian. Applications must be applied for each semester.
- Maintain a grade point average of no less than 2.50.
- ~~Have no more than three excused absences from the school during the current grading period. (Principal discretion will be used in determining excused absences.)~~
- ~~Have zero unexcused absences from school in the previous, or the current grading period.~~
- Have no in-school or out-of-school suspensions in the previous grading period.
- Have passing grades in all classes of the semester previous to Senior Release, and during the semester of Senior Release.
- Seniors must have 30 of the 40 required Community hours completed and on file prior to first semester and 35 prior to the start of second semester.

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

Smoking and Tobacco (Board Policy 3016)

- ~~Use of Tobacco Products~~

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

Sniffer (Drug) Dogs (Board Policy 3045)

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

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

Standardized Testing (Board Policy 5012)

- **MAP**
 - K-2 Fall, Winter, and Spring Reading and Math
 - 3-8 Fall and Winter Reading, Math, and Science ~~and Math~~
- **NSCAS Spring**
 - 3-8 ELA and Math

- Only 5 & 8 Science
- **PRE-ACT Spring/Fall**
 - All Freshmen and Sophomore students
- **ACT Exam Spring**
 - All Junior Students

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

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

Student Internet and Computer Access (Board Policy 5037)

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

I. Student Expectations in the Use of the Internet

A. Acceptable Use

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school related activities.
5. Students may use the Internet for appropriate educational purposes.

B. Unacceptable Use

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.
4. Students shall not use school computers to participate in online auctions, on-line gaming or mp3 sharing systems including, but not limited to

Aimster or Freenet and the like.

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

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

7.Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.

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

9.Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.

10.Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.

11.Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

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

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

14. Students shall not falsify electronic mail messages or web pages.

II.Enforcement

A.Methods of Enforcement

1.The district monitors all Internet communications, Internet usage, and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.

2.The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non

curriculum related pages.

3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.

4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

B. Consequences for Violation of this Policy

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:

- A. Student may be charged the fee for damage;
- B. Loss of computer privileges;
- C. Short-term suspension;
- D. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
- E. Other discipline as school administration and the school board deem appropriate.

2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

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

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

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

III. Protection of Students

Children's Online Privacy Protection Act (COPPA)

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.

2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

Student Fee Policy (Board Policy 5045)

The school district shall provide free instruction in accordance with the Nebraska State Constitution and Nebraska state law. The district also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

Definitions.

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

Listing of Fees Charged by this District.

1. **Clothing Required for Specified Courses and Activities.** Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses, or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course, or activity.
2. **Safety Equipment and Attire.** The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.
3. **Personal or Consumable Items.** The district does not provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply

their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials, and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that they lose.

4. **Materials Required for Course Projects.** The school district will provide students with the materials necessary to complete all basic curricular projects. In courses where students choose to produce a project that requires materials beyond the basic materials provided by the district, the students will either furnish the materials, purchase the materials from the school, or purchase the materials from an outside vendor with an order form provided by the school.
5. **Technological Devices.** The district will provide students with the technological devices necessary to complete all basic curricular projects. To the extent that a student is not required by the district's curriculum to utilize a device off district property, the district may charge students a convenience fee to take the device off district property. The maximum dollar amount of this convenience fee charged by the district will be \$40.

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

- Keys/Screen \$75
- Bag \$20
- Charging Block \$20
- Charging Cord \$10
- Total Replacement: Up to current replacement cost ~~\$1,000~~

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

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

required for the activity.

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

- **Optional Activity Season Pass**: Prices for those activities for which Centura charges admission are generally \$5.00 for students and ~~\$7.00~~ for adults. Preschoolers are admitted free. An All-Sports Season Pass, good for admission to all home sporting events during the year but not valid for Conference or District events, may be purchased at a cost of \$40 per student, \$65 per adult, or \$125 per family living in the same household. The All-Sports Ticket may be purchased ~~online, through Bound at any point and time at the office, or from ticket sellers at the gate during football, volleyball, and basketball seasons.~~
- **Student Participation Fee**: \$50 per student - Required of all students who participate in NSAA sanctioned athletics and/or other activities.
- **National Honor Society**: \$10 per student for National Dues
- **Cheerleading**: Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- **Football**: Students must provide their own cleats, undergarments, and mouthguards.
- **Golf**: Students must provide their own golf shoes, undergarments and clubs.
- **Softball and Baseball**: Students must provide their own shoes, gloves, and undergarments.
- **Basketball, Track, Volleyball, and Wrestling**: Students must provide their own shoes and undergarments.
- **Future Business Leaders of America (FBLA)**: \$30 per student for State and National Dues plus additional expenses if attending state/national conferences.
- **Future Farmers of America (FFA)**: \$25 per student for State and National Dues plus additional expenses if attending state/national conferences and students will purchase their own jacket.
- **Competitive Robotics**: \$20 per student
- **Other Costs**: Some groups may purchase warm-ups, t-shirts, etc. This is not a mandatory expense.

- 7. Post-Secondary Education Costs.** Some students enroll in post secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.
- 8. Transportation Costs.** The district may charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations.
- 9. Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 10 cents per page for reproduction of student records.
- 10. Participation in After-School Program (CELP).** The district will charge reasonable fees for participation in the after-school program offered by the district pursuant to statute. The dollar amount charged for these services shall be \$60 per month from August to May. There will be an automatic \$20 late fee charged if your child(ren) are picked up after 5:45pm on regular dismissal days and 4:30pm on early dismissal days, payable BEFORE your child can return to the after school program. After the third late pick up your child will no longer be eligible to attend the after school program for the remainder of that school year with no refund for the remainder of that current month.
- 11. Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:
- All Band students pay a \$30 uniform cleaning fee.
 - Band students must provide their own instruments. If students are unable to provide their own instrument and one is available, students may rent a school instrument for an annual \$50 refundable deposit contingent on the instrument being returned in the same condition.

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

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

Waiver Policy

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

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

Voluntary Contributions to Defray Costs

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

Fund-Raising Activities

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

Student Illness (Board Policy 5023)

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

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

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

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

Student Government (Board Policy 5041)

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

Student Records (Board Policy 5016)

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

records that you believe to be inaccurate.

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

Directory Information (Board Policy 5017)

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

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

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

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

Within 30 days prior to or following the commencement of each school year and, for a

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

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

Non-Directory Information

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

One FERPA exception permits disclosure to school officials with legitimate educational interests without consent. A school official includes, but is not necessarily limited to, a teacher or other educator, administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); school board member; volunteer; contractor or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, representative of the district's insurance providers, auditor, medical consultant, therapist, or a third-party website operator who has contracted with the school district or its agent to offer online programs for the benefit of students and/or the district; members of law enforcement acting on behalf of the school district; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a "legitimate educational interest" if the official needs to review an education record in order to fulfill a school-related professional, contractual, statutory, or regulatory responsibility.

The district will share information with the Department of Education necessary to comply

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

Transfer of Records Upon Student Enrollment

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

- **Complaints**

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

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

Student Schedule Changes

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

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a “0” on their permanent records, and that grade will be averaged into the student’s cumulative grade point average. If an extended illness makes it impossible or impracticable for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the building principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

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

Student Use of AI Tools

As used in this section, artificial intelligence tools (“AI Tools”) mean machine-based resources that use computer science, algorithms, large language models, and/or machine learning to perform tasks, answer questions, collect information, and respond to human-directed tasks, queries, and objectives. AI Tools include, but are not necessarily limited to, commercially-available resources like ChatGPT, Gemini, Claude and similar programs.

AI Tools may be useful to student learning. However, students and staff must ensure that student use of AI Tools should focus on using such tools as a resource and for background material, rather than using the AI Tools to complete the assignment. Therefore, AI Tools may only be used by students in accordance with the following requirements:

1. Students may not use AI tools on any assignment, test, or project unless the staff member has given express permission for the student to do so. Staff Member permission to use an AI tool on one assignment does not carry over to other assignments. Individual staff members will decide for each individual assignment the extent to which students may use AI Tools.
2. If a student uses any AI Tools in connection with a school assignment, the student must:
 - a. Give proper attribution to the specific AI Tool(s) used to the same extent that students are expected to give proper attribution to other sources of information such as books, texts, encyclopedias, secondary sources, and other traditional media. Such attribution may include, but is not necessarily limited to, accurate quotations, citations, footnotes, endnotes, and/or bibliography entries.
 - b. Never copy and paste the output from the AI Tool into the student’s work as if the student wrote such section himself or herself.
3. Students may never use AI Tools to:
 - a. Cheat on any assignment, test, or quiz;
 - b. Help answer questions on a test or quiz without staff member permission;
 - c. Make or share deepfakes or fake images, audio, or video of any real person;
 - d. Make or share sexual, nude, or intimate images of any real person—even if the image is fake or AI-made;
 - e. Bully, harass, threaten, intimidate or impersonate any person;
 - f. Place another student or staff member name, photo, voice, or personal information into an AI Tool without staff member authorization;
 - g. Use AI Tools to bypass accommodations, content filters, or school security.
4. A student may use AI Tools as an accommodation if his/her IEP team or Section 504 committee has approved use of the tool. The student must disclose the use of AI Tools to the staff member grading the assignment.

5. A student's failure to meet the requirements stated in this policy will constitute a violation of the district's prohibitions against cheating plagiarism and/or academic dishonesty, including but not necessarily limited to such prohibitions stated in the Student Handbook, which violation will subject the student to discipline up to and including expulsion.

6. The student requirements stated above are the minimum requirements for any student assignment. An individual teacher may impose more stringent requirements for any specific academic assignment or coursework.

Telephone Calls

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

Threat Assessment and Response (Board Policy 3039)

Team Concept

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

1. Definitions

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

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

2. Obligation to Report Threatening Statements or Behaviors.

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

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

3. Threat Assessment Team

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

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

4. Threat Assessment Investigation and Response

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

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

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

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

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

5. Communication with the Public about Reported Threats

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

6. Coordination with the Crisis Team After Resolution of Threat

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

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

Transportation Services (Board Policy 3011)

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

Transportation to School

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

Transportation of Option Students (Board Policy 5005)

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

Bus Regulations (Board Policy 5044)

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

a) Rules of Conduct on School Vehicles:

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

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

b) Consequences

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

These consequences are not progressive, and school officials have discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy. Discretion to impose any listed punishment they deem appropriate, in accordance with state and federal law and board policy.

c) Records

Records of vehicle misconduct will be forwarded to the appropriate building

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

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

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

Transportation to Activities

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

Video Surveillance and Photographs (Board Policy 5063)

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

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

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

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

Visitors

All visitors to the school, while welcome, are required to report to the office before going anywhere else in the school. Each visitor should have a visitor's pass, worn in a clearly visible manner. Anyone wishing to visit a teacher or a class during the school day should make arrangements with that teacher and the office prior to the visitation. Parents wishing to eat lunch need to contact the school by 9:00 am so that the appropriate amount of food can be ordered. We request that parents not plan visits during the first two weeks or the last two weeks of school. All parents and visitors must enter and exit the building through the main doors during school hours.

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

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

School Website: www.centuraps.org
Official School Facebook page
Centura Alert System
Channel 13/NTV

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

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

Withdrawal From School

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

Work Permits

The building principal or other authorized school official shall be responsible for the

issuance of work permits for children in accordance with state law.

SECTION TWO: ACADEMIC INFORMATION

Academic Lettering

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

Academic Progress

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

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

Class Rank (Board Policy 6008)

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

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

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

Commencement Ceremony (Board Policy 6006)

The district shall conduct a commencement ceremony for members of the senior class at the end of the school year. Participation in the ceremony is a privilege, not a right, and the superintendent or his/her designee may prohibit students who have violated conduct rules from participating in the ceremony as a consequence for the misconduct.

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

Community Service

In addition to the graduation requirements listed for Centura students who graduate from Centura Public Schools shall have completed 10 hours of community service for each year in attendance at Centura High School (Grades 9-12). Example: A total of 40 hours of community service is required for students in attendance all four years at Centura High School. Hours need to be completed by graduation.

Correspondence and Online Courses

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

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

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

Credit for Non-Academic Work

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

Grades (Board Policy 6018)

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

Elementary Grading System

Grading in the Centura Public Schools is as follows:

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

Letter grades (A, B, C, D, F) are recorded for Grades 3-5 on report cards.

~~Proficiency Levels~~ Levels of proficiency (~~C=Consistent, P=Progressing, B=Beginning, / = Area is not being assessed, NP= Not Yet Progressing~~) will be used for grades K-23.

Students and parents may access current grades via the Internet and PowerSchool at: ps.centuraps.org/public/. If at any time, you are not able to access your students' grades via the Internet, the school will be happy to send a report home, please contact the office.

High School Grading System

Grading in the Centura Public Schools grades 6-12 is as follows:

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

Certain classes may utilize a 60-Point Scale (60-69 = D, 70-79 = C....). Normally, this scale is employed for the "upper level" or more challenging courses, to encourage students to enroll in such. Letter grades (A, B, C, D, F) are recorded for **most** classes on report cards. Exceptions may include Junior High classes such as Band, Vocal Music, **cycle quarter** classes and PE, which receive "S" (satisfactory or passing) or "U" (unsatisfactory or failing).

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

A student may earn an incomplete when he or she fails to complete classroom assignments. Any student in grades 6-11 who receives an incomplete will have this grade

recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

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

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

Graduation Awards (Board Policy 6007)

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

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

4.0 GPA; With Highest Distinction: Medal, and Cord

3.75 GPA; With Distinction: Cord

3.5 GPA; With Honors: Cord

Valedictorian and Salutatorian Selection

The Valedictorian and Salutatorian shall be determined using a weighted **Quality Point System** that recognizes academic achievement and school involvement.

The final score is based on:

- **60% Academic Achievement**
- **40% School Involvement**

Students will be ranked by final score:

- The highest-ranked student will be named **Valedictorian**
- The second-highest-ranked student will be named **Salutatorian**

If a tie occurs for the highest score, all tied students will be named **Valedictorian**, and no **Salutatorian** will be selected.

Academic Achievement (60%)

Academic Achievement is based on the following components:

1. Grade Point Average (GPA) – Maximum 4 Points

Cumulative GPA is based on grades 9–12 coursework.

GPA	Points
3.90 – 4.00	4
3.80 – 3.89	3
3.70 – 3.79	2
3.60 – 3.69	1

2. Challenging Coursework

One (1) point per semester will be awarded for successful completion of approved courses, including:

Physics, Chemistry, Anatomy & Physiology, Advanced Math, Calculus, College English, Agricultural Business, Accounting, Spanish IV, and Dual Credit Courses.

3. Standardized Testing (ACT) – Maximum 4 Points

ACT Composite	Points
32–36	4
28–31	3
24–27	2

20–23

1

The GPA, coursework, and ACT components will be combined to determine an Academic Achievement total. This total will be converted to a percentage based on the highest score in the graduating class and weighted at **60% of the final score**.

School Involvement (40%)

One (1) point will be awarded for each school-sponsored activity in which a student participates in grades 9–12.

Eligible activities include:

- Athletics
- Fine Arts
- Academic Competitions
- Student Organizations
- Leadership Organizations
- Other school-approved extracurricular activities

~~Participation is counted once per activity, regardless of the number of years involved, unless otherwise specified by school policy.~~ At the conclusion of each activity or season, one (1) point will be awarded to each student who completes the activity in good standing, unless otherwise specified by school policy.

Activity totals will be converted to a percentage based on the highest total in the class and weighted at **40% of the final score**.

Final Determination

Final scores are calculated as follows:

Final Score = (Academic Percentage × 60%) + (Activity Percentage × 40%)

Class Honors

- **Valedictorian:** Highest final score

- **Salutatorian:** Second highest final score

In the event of a tie for highest score, all tied students will be named Valedictorian, and no Salutatorian will be named. ~~Graduation Valedictorian~~

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

~~¶~~

~~1. Quality Points for GPA (9-12)~~

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

~~¶~~

~~2. Quality points for challenging course work: (1 point per semester per class; 9-12)-
Physics, Chemistry, A&P, Advanced Math, Calculus, College English, Ag Business,
Accounting, Spanish IV, Dual Credit Class~~

~~¶~~

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

~~¶~~

~~4. Quality points for performance on standardized testing: (ACT Junior year)~~

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

~~¶~~

~~❖ Instances or circumstances related to illegal activities or discipline referrals may be considered as a disqualifier from the Valedictorian selection process.~~

~~❖ Students transferring into the school district will be held to the same standards as their graduating class.~~

- ~~The number of Valedictorians assigned each year will vary based on the student/s with the highest number of quality points.~~

Graduation Requirements (Board Policy 6005)

To earn a diploma from Centura Public Schools, each student must complete a program of study that includes a specified number of hours and certain specific required courses. To earn the diploma, a student must have passed ~~250~~ 240 credit hours; 40 community service hours and completed the FAFSA.

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

Students may retake any **failed** course and receive the **passing** ~~higher of the two grades~~ but shall not receive additional credit for retaking the same course. **The failed course will remain visible on the transcript but not reflected the cumulative GPA.**, with the following exceptions: ¶



- ~~High School Band~~
- ~~High School Vocal Music~~
- ~~Weights~~
- ~~Teacher/Office Aide~~

~~Upon the approval of the Student Assistance Team under provisions of an IEP/504 plan~~

Effective immediately for 2026 graduates and thereafter:

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

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

Individualized Education Program Students

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

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

COURSE REQUIREMENTS CREDIT HOURS (Board Policy 6009)

The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into the

school district in grades 9-12 will be responsible for meeting all graduation requirements in order to be awarded a diploma from the district.

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

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

High Ability Learners

Centura Public Schools will continue to provide a High Ability Learners program to students who qualify in grades 3-8. In order for students to qualify, they must meet a certain point total in several categories: NSCAS Growth Assessment, classroom grades, teacher assessment, and parent inventory. Students that qualify will be put into the HAL program that meets one time a week for 30-45 minutes of the day.

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

Homework (Board Policy 6017)

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

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

Honor Roll

Elementary Grades 4-5 Honor Roll

Centura Elementary recognizes students for outstanding academic achievement.

HONOR ROLL - Honor Roll at Centura Elementary is a list of all students who have met the following requirements in grades 4-5:

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

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

Jr/Sr High Honor Roll

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

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

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

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

Mid-Term Graduation (Board Policy 5066)

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

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

SECTION THREE: STUDENT DISCIPLINE

General Discipline Philosophy (Board Policy 5035)

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

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

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

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are

governed by the Activities portion of this Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

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

Forms of School Discipline

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

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

For purposes of this section, "Parent" means parent, guardian, or educational decisionmaker of the student. "Educational decisionmaker" means a person designated or ordered by a court to make educational decisions on behalf of a child.

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

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

After School Sessions and Detentions

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

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

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

In-School Suspension

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

Emergency Exclusion (Board Policy 6031)

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

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

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

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. After the principal has determined that a short-term suspension is necessary, but prior to commencement of the short-term suspension, the student and the Parent will be given oral and written notice of the charges against the student. They will be advised of what the student is

accused of having done, an explanation of the evidence the authorities have, and an opportunity to present evidence of the student's version of the facts.

3. Within 24 hours or such additional time as is reasonably necessary following the suspension (not to exceed an additional 48 hours), the Principal will send a written statement to the student and the student's Parent, describing: the student's conduct, misconduct, or violation of the rule or standard; the reasons for the action taken; the actions made by the school to try to discontinue or alleviate the behavior of the student prior to considering suspension; resources the school is able to provide or recommend to assist the student; and how the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school.

An opportunity will be given to the student, and the student's Parent, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school and shall document such effort in writing. The Principal shall determine who, in addition to the Parent, is to attend the conference. If no conference has been held, a Parent may submit a written request to the suspending principal before the student returns to school.

Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the following conditions: _____.

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

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

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

~~The following process will apply to short-term suspensions:~~

- ~~1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.~~
- ~~2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.~~
- ~~3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian,~~

~~describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference. ¶¶~~

~~4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.~~

Weapons and/or Firearms (Board Policy 5049)

Firearms. No student may bring, possess, handle, or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy.

Definition of Firearm. The term “firearm,” as defined in 18 U.S.C. 921, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, or any destructive device (excluding an antique firearm).

Exceptions Regarding Firearms. The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The issuance of firearms to or possession of firearms by members of the Reserve Officers Training Corps when training or
2. Firearms which may lawfully be possessed by the person receiving instruction under the immediate supervision of an adult instructor who may lawfully possess firearms.

Consequences - Firearm. Any student who brings a firearm, as that term is defined in 18 United States Code 921, to school will be expelled from school for one calendar year. The superintendent of schools and the board of education shall have the authority to modify the expulsion requirement on a case-by-case basis.

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

Long-Term Suspension (Board Policy 5035)

Students may be excluded by the Principal from school or any school function for a period of more than five school days but less than twenty school days (long-term suspension) for any conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is set forth below.

Pre-Kindergarten through Second Grade Students

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student:

1. Brings a deadly weapon as defined in section 28-109 on school grounds, in a vehicle

owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or his or her designee, or at a school-sponsored activity or athletic event; or

2. Engages in violent behavior capable of causing physical harm to another student or school employee.

As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

Expulsion (Board Policy 5035)

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred:

(a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or

(b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or

(c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.

4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the

pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

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

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

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

not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

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

membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

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

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

Reporting Requirement to Law Enforcement (Board Policy 5035)

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

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

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

The following procedures shall be followed regarding any long-term suspension, expulsion, or mandatory reassignment:

1. The decision to recommend discipline shall be made within two school days after learning of the alleged student misconduct. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's Parent with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
 - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
 - c. Resources the school is able to provide or recommend to assist the student;
 - d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to

- keep the student in school;
 - e. A statement that, before long-term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that 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 pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or;
 - f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
 - g. A statement that the principal, legal counsel for the school, the student, the student's Parent, or the student's representative has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
 - h. A form on which the student, the student's Parent may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect, if 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.
4. Nothing in this policy shall preclude the student, student's Parent or representative(s) from discussing and settling the matter with appropriate school personnel prior to the time the long-term suspension, expulsion, or mandatory reassignment takes effect.
5. If a hearing is requested within five days after receipt of the notice, the Superintendent shall recommend appointment of a hearing examiner within two school days after receipt of the hearing request. The student or the student's Parent may request designation of a hearing examiner other than the hearing examiner recommended by the superintendent if notice of the request is given to the superintendent within two school days after receipt of the

superintendent's recommended appointment. Upon receiving such request, the superintendent must provide one alternative hearing examiner who is not an employee of the school district or otherwise currently under contract with the school district and whose impartiality may not otherwise be reasonably questioned. The student or the student's Parent must, within five school days, select a hearing examiner to conduct the hearing who was recommended or provided as an alternative hearing examiner, and shall notify the superintendent in writing of the selection. The superintendent must appoint the selected hearing examiner upon receipt of such notice.

6. The hearing examiner must, within two school days after being appointed, give written notice to the principal, the student, and the student's Parent of the time and place for the hearing.

7. The hearing shall be held within a period of five school days after appointment of the hearing examiner, but such time may be changed by the hearing examiner for good cause with consent of the parties. No hearing shall be held upon less than two school days' actual notice to the principal, the student, and the student's Parent, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's Parent or representative have the right to receive a copy of all records and written statements referred to in the Student Discipline Act as well as the statement of any witness in the possession of the school board or board of education no later than forty-eight hours prior to the hearing.

9. If a hearing is requested more than five school days following the receipt of the written notice, but not more than thirty calendar days after receipt, the Superintendent shall appoint a hearing examiner. The hearing will be held according to the requirements of section 79-269. The student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.

10. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event a hearing is requested, the hearing, hearing procedures, the student's rights and any appeals or judicial review permitted by law shall be governed by the applicable provisions of the Nebraska Student Discipline Act (NEB. REV. STAT. § 79-254 to 79-294).

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

~~1. On the date of the decision to discipline, the Principal shall file with the~~

~~Superintendent a written charge and a summary of the evidence supporting such charge. ¶¶~~

~~2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long term suspension or expulsion. The notice shall include the following: ¶¶~~

~~a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student; ¶¶~~

~~b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject; ¶¶~~

~~c. A statement that, before long term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges; ¶¶~~

~~d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing; ¶¶~~

~~e. Resources the school is able to provide or recommend to assist the student; ¶¶~~

~~d. How the school plans to handle such behavior in the future, including an actionable plan aimed at maximizing strategies to keep the student in school; ¶¶~~

~~¶¶~~

~~e. A statement that, before long term suspension, expulsion, or mandatory reassignment can be invoked, the student has a right to a hearing, upon request, and that 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 pursuant to district guidelines which shall not require the student to attend the school district's alternative programs for expelled students in order to complete classwork or; ¶¶~~

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~~f. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the Hearing;¶~~

~~g. A statement that the principal, legal counsel for the school, the student, the student's parentParent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and¶~~

~~h. A form on which the student, the student's parentParent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail to the address provided on the form.¶~~

¶

- ~~3. When a notice of intent to discipline a student by long term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.¶~~

SECTION FOUR: ACTIVITIES /ATHLETIC INFORMATION

Activity Eligibility (NSAA Regulations) (BOARD POLICY 6028)

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

their lifetime. Eligibility requirements as published by the Nebraska School Activities Association (NSAA) shall be observed as well as additional eligibility requirements imposed by the school district. Student eligibility lists will be pulled after two weeks into the first and second semesters. Any student whose name appears on the down list for two consecutive weeks or two times in one week will be ineligible for activities and athletics until the grade becomes passing. If the student is in good academic standing by leave time the day of the next event, they will be allowed to participate. Students who are suspended, either in or out of school, will be ineligible for all activities and events until the suspension is completed. Activity ineligibility runs from 8:00am on Monday of each down list cycle until the student's grades become passing.

Activity Code of Conduct

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

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

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

1. Violate any law other than a traffic violation.
2. Partake in the use of any form of tobacco.
3. Use, dispense, be under the influence of or possess alcohol.
4. Use, dispense, be under the influence of or possess any controlled substance.
5. Be seen in photos or other media in an act depicting a violation of the Student Conduct descriptors.
6. Violate the Uniform Controlled Substances Act, to include, possessing, dispensing, delivering or administering anabolic steroids.

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

○ **First Offense**

- The student shall be required to attend practice and/or meetings.
- The student will be ineligible to publicly perform or participate in any extracurricular activity for 20 calendar days. The day the district receives notice of the incident shall be the first day for counting purposes.
- Consequences may be reduced to 10 calendar days, if a student self-reports the incident and attends/participates in a school approved education class.

- **Second Offense**
 - The student shall be required to attend practice and/or meetings.
 - The student will be ineligible to publicly perform or participate in any extracurricular activity for 40 calendar days. The day the district receives notice of the incident shall be the first day for counting purposes.
 - Consequences may be reduced to 20 calendar days, if a student self-reports the incident and attends/participates in a school approved education class.
- **Third Offense**
 - The student will be suspended from all activities for one calendar year.

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

- Violate any of the areas of prohibited student conduct.
- Violate the academic requirements of participation ie. Down List.
- Violate any other reasonable rules or regulations adopted by a coach or sponsor of a co-curricular activity provided that participants shall be notified of such rules or regulations by written handouts or posting on bulletin boards.

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

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

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

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

Activity Administration

Any problems that arise within the activities programs should be brought to the attention of the administration by means of the chain of command as detailed below. All student or program

concerns should be addressed first through the Head Coach of that activity. Please follow the chain of command when addressing a concern:

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

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

- **Nebraska School Activities Association**

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

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

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

- **LouPlatte Conference**

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

High School Extracurricular Drug Testing Program

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

Purpose of Random Drug Testing

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

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

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

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

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

Basketball	Cheerleading	Band
Cross Country	FBLA	Yearbook/Journalism
FFA	Football	Golf
Student Manager	Student Council	Baseball
One Act Play	Quiz Bowl	Choir
Speech	Softball	NHS
Track	Volleyball	Wrestling
Science Olympiad	Centura Vision	Robotics

Students Who Are Required to Submit to Drug Testing

- **Grades.** All students in grades 7-12 who participate in any extracurricular activity or competition are part of the pool subject to random drug testing.
- **Consent.** A student and his or her parent(s)/guardian(s) must sign a consent form before the student shall be eligible to try out for, practice with, or participate in the extracurricular activity. The consent form is attached to this policy.

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

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

any extracurricular activities for one calendar year from the date the Withdrawal of Student from Activity form is received by the Drug Testing Coordinator.

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

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

Testing Procedures

- a. **Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.
- b. **Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Upon completion of the required consent forms, the school will add the student to the master list for one-calendar year or until a Withdrawal of Student from Activity form is completed.
- c. **Type of Test.** The school district reserves the right to utilize urinalysis testing procedures. Urine samples which screen positive will be confirmed by GC/MS.
- d. **Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens.
- e. **Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student’s privacy. The DPA and the school district will provide a copy of the collection procedures upon request.

- f. Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, nicotine, and any prescription drug that was obtained without proper authorization.
- g. Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by a MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or her parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.
- h. Request for a Retest.** A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. A student's parent(s)/guardian(s) may request that the split specimen be tested at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO (with a copy sent to the Drug Testing Coordinator) within 72 hours of being notified of the final testing result. The student and his or her parent(s)/guardian(s) must pay the associated costs for an additional test in advance. The costs will be reimbursed if the result of the split sample test is negative. The student will remain subject to the consequences of this policy during the retesting procedure.

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

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

- **First Offense**

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

- **Second Offense**

- The student shall be required to attend practice.
- The student will be ineligible to publicly perform in any extracurricular activity for 40 calendar days. The day the district receives notice of the positive test result shall be the first day for counting purposes.
- Consequence may be reduced to 20 calendar days, if student completes a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. Parents bear all costs of the assessment and the cost of a re-test within 5 school days of the positive test notification. The student shall provide written proof of obtaining the assessment to the Principal or designee. The student is strongly encouraged to comply with the assessment recommendations.
- The student must submit to a district administered test and the test must indicate a reduced result before the student is allowed to return to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 6 months or end upon graduation.

- **Third Offense**

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

Refusal to Test

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

Tampering

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

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

Maintenance of Records

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

Appeal

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

Severability

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

Activity Trips/Field Trips

Activity trips involving Centura students will follow school guidelines.

1. Ordinarily, activity trips will leave from the school no earlier than necessary to be on time for the activity and will leave the site as soon as the activity, or Centura's part in it, is over, returning to the school. Where groups will leave earlier or stay later, prior announcement of the time schedule will be made.
2. For any trip, Centura reserves the right to search any student luggage, coolers, equipment, rooms, or any other place or possession for alcohol, tobacco, or drugs, as a condition of the students' participation in the trip.
3. Prior to beginning any trip, or during any trip, students may be asked to submit to a Breathalyzer or similar test to determine prior consumption of alcohol. A positive result on the test will result in removal from the trip roster and enforcement of applicable penalties.
4. The areas of prohibited conduct, as defined in the student handbook and the statutes of the State of Nebraska, shall be in effect during all school activities.
5. Violation of the rules of prohibited conduct or of this trip policy may result in the student being sent home at the parent's expense.
6. Students are expected to participate in all planned activities while on the trip unless expressly excused by the sponsor.
7. The use of alcohol, tobacco, or drugs while representing Centura on a school activity trip will result in consequences to be determined by "activity eligibility."
8. Out-of-state trips and trips not involving participation in district or state sponsored activities are not allowed except by special approval of the Board of Education.

9. Overnight stays for activity trips are discouraged and will not be allowed unless absolutely necessary for Centura to participate.
10. When overnight trips are necessary, arrangements will be made by the administration for accommodations.
11. All students participating in the activity which occasions an overnight trip will stay in the accommodations provided by the school until the activity, or that student's part in it, is over, at which time, the student may be released, but only to the parents of that student or in cases of emergency, another responsible adult expressly identified in writing by the parent.
12. On overnight trips, a predetermined time will be set when all students will return to their rooms and stay there.
13. Students shall not be in the rooms of members of the opposite sex, nor have members of the opposite sex in their rooms.
14. Students shall not be in rooms not under the direct supervision of a Centura sponsor nor shall they have persons in their rooms who are not responsible to a Centura sponsor.
15. Students engaging in vandalism, theft, undue noise, or any activity or behavior in violation of the rules of the establishment where they are staying, may be dropped from the activity and returned home at the parent's expense.

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

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

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

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

Breathalyzer Use

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

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

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

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

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

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

Concussion Awareness

The Nebraska Unicameral has found that concussions are one of the “most commonly reported injuries in children and adolescents who participate in sports and recreational activities and that the risk of catastrophic injury or death is significant when a concussion or brain injury is not properly evaluated and managed.”

The School District will:

1. Require all coaches and trainers to complete a training course approved by the Chief Medical Officer on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury.
2. On an annual basis provide concussion and brain injury information to students and their parents or guardians prior to such students initiating practice or competition. This information will include:
 - 1 The signs and symptoms of a concussion;
 - 2 The risks posed by sustaining a concussion; and
 - 3 The actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

A student who participates on a school athletic team must be removed from a practice or game when he/she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed health care professional who is professionally affiliated with or contracted by the school. The student will not be permitted to

participate in any school supervised team athletic activities involving physical exertion, including practices or games, until the student:

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

If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity, the parent or guardian of the student will be notified by the school of:

- a. the date and approximate time of the injury suffered by the student,
- b. the signs and symptoms of a concussion or brain injury that were observed, and
- c. any actions taken to treat the student.

The school district will not provide for the presence of a licensed health care professional at any practice or game.

School officials shall deem the signature of an individual who represents that he/she is a licensed health care professional on a written clearance to resume participation that is provided to the school to be conclusive and reliable evidence that the individual who signed the clearance is a licensed health care professional. The school will not take any additional or independent steps to verify the individual's qualifications.

Attendance and Behavior at School Activities

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

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

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

SECTION FIVE: HEALTH & WELLNESS

The school district is committed to providing a school environment that enhances learning and the development of lifelong wellness. The goals outlined in this policy were determined and selected after reviewing and considering evidence-based strategies.*

1. Goals for Nutrition Promotion and Education

- a. The district will promote healthy food and beverage choices for all students, as well as encourage participation in school meal programs by such methods as implementing evidence-based healthy food promotion techniques through the school meal programs and promoting foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards.
- b. The health curriculum will include information on good nutrition and healthy living habits.
- c. Teachers will incorporate information on nutrition and wellness into the classroom curriculum as appropriate.
- d. The district will collaborate with public and private entities to promote student wellness.
- e. Water will be made available to students throughout the school day.

2. Goals for Physical Activity

- a. The school district's curriculums shall include instruction on physical activity and habits for healthy living.
- b. Students will be encouraged to engage in physical activities throughout the school day and will be provided with opportunities to do so.

- c. The district encourages parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

3. Goals for Other School-Based Activities Designed to Promote Student Wellness

- a. The district will participate in state and federal child nutrition programs as appropriate.
- b. The district will provide professional development, support, and resources for staff about student wellness.
- c. Students will be provided sufficient time in which to eat school-provided meals.
- d. The district's lunchrooms will be attractive and well-lighted.
- e. The district will allow other health-related entities to use school facilities for activities such as health clinics and screenings so long as the activities meet the district's requirements and criteria for the use of facilities.
- f. The district may partner with other individuals or entities in the community to support the implementation of this policy.
- g. The district will strive to provide physical activity breaks for all students, recess for elementary students, and before and after school activities, as well as encourage students to use active transport (walking, biking, etc.)
- h. The district will use evidence-based strategies to develop, structure, and support student wellness.

4. Standards and Nutrition Guidelines for All Foods and Beverages Sold to Students on the School Campus and During the School Day

- a. The district will ensure that student access to foods and beverages meet federal, state and local laws and guidelines including, but not limited to:
 - i. USDA National School Lunch and School Breakfast nutrition standards

ii. USDA Smart Snacks in School nutrition standards.

b. The district will offer students a variety of age-appropriate, healthy food and beverage selections with plenty of fruits, vegetables, and whole grains aimed at meeting the nutrition needs of students within their calorie requirements in order to promote student health and reduce childhood obesity.

5. Standards for All Foods and Beverages Provided, But Not Sold to Students During the School Day

The district may provide a list of healthy party ideas or food and beverage alternatives to parents, teachers, and students for classroom parties, rewards and incentives, or classroom snacks. The district discourages the use of food and beverages as a reward or incentive for performance or behavior.

6. Food and Beverage Marketing

Marketing and advertising is only allowed on school grounds or at school activities for foods and beverages that meet or exceed the USDA Smart Snacks in School nutrition standards, except as follows:

a. This requirement does not apply to marketing that occurs at events outside of school hours such as after school sporting or any other events, including school fundraising events.

b. The district will not immediately replace menu boards, coolers, tray liners, beverage cups, and other food service equipment with depictions of noncompliant products or logos to comply with the new USDA Smart Snacks in Schools nutrition requirements. All previously purchased products will be used, and all existing contracts honored.

c. All equipment that currently displays noncompliant marketing materials will not be removed or replaced (e.g., a score board with a Coca-Cola logo). However, as the district reviews and considers new contracts, and as scoreboards or other such durable equipment are replaced or updated over time, any products that are marketed and advertised will meet or exceed the USDA Smart Snacks in School nutrition standards

7. Public Participation

Parents, students, representatives of the school food authority, teachers, school health professionals, board members, school administrators, and members of the

general public shall be allowed to provide their input to the school district during the wellness policy adoption and review process.

8. Competitive Foods (Includes Food and Beverages Sold in Vending Machines, School Stores, and Fundraisers)

1. Definitions. "Competitive food" means all food and beverages other than meals reimbursed under programs authorized by the Richard B. Russell National School Lunch Act and the Child Nutrition Act of 1966 available for sale to students on the school campus during the school day. For the purpose of competitive food standards implementation, "school day" means the period from the midnight before to 30 minutes after the end of the official school day.
2. Applicability. Except as otherwise allowed by the Nebraska Department of Education (NDE) or applicable law, all competitive food sold during the school day must meet the USDA Smart Snacks Standards and the nutrition standards found in 7 CFR § 210.11. The competitive food restrictions do not apply to food sold during non-school day hours, weekends, and off-campus fundraising events such as concessions during after-school sporting events, school plays or concerts; or to bulk food items that are sold for consumption at home. (Ex: frozen pizzas, cookie dough tubs, etc.)
3. Fundraiser Exemptions. A special exemption is allowed for the sale of food and/or beverages that do not meet the competitive food standards as required in this section for the purpose of conducting an infrequent school-sponsored fundraiser. The specially exempted fundraisers must not take place more than the frequency specified by NDE during such periods that schools are in session. No specially exempted fundraiser foods or beverages may be sold in competition with school meals in the food service area during the meal service.
4. Other Exemptions. The only other nutrition exemptions from the competitive food requirements are those found in 7 CFR § 210.11.
5. Other Limitations. No competitive food can be sold to children anywhere on school premises beginning one half hour before breakfast and/or lunch service until one half hour after meal service unless all proceeds earned during these time periods go to the school nutrition program.

9. Triennial Assessment

The school board shall assess and review this policy at least every three years to determine:

- a. Compliance with this policy;
- b. How this policy compares to NDE model wellness policies;

- c. Progress made in attaining the goals of this policy.

The school board will update or modify this policy as appropriate.

10. Public Notice

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of this policy at least annually to the public and other stakeholders identified in this policy by one or more of the following methods: on its webpage, in its newsletter, in the student and employee handbooks, newspaper advertisements, direct mailings, electronic mail, and public postings.

In addition to identifying the topic on its meeting agenda as required by the Open Meetings Act, the school district will provide notice of the Triennial Assessment and progress reports towards meeting the goals in this policy using one or more of those same methods.

11. Recordkeeping

The District will retain records to document compliance with the requirements of the wellness policy at its central office.

12. Operational Responsibility

The superintendent is responsible for coordinating the implementation of this policy and for monitoring the district's progress in meeting the goals established by this policy. The superintendent will periodically report to the board on the district's progress in implementing this policy.

* These strategies include, but are not necessarily limited to, those cited in the Alliance for a Healthier Generation's Model Wellness Policy (Updated June 2020 to Reflect the USDA Final Rule) found at <https://api.healthiergeneration.org/resource/2>.

Johnson Controls planned service proposal

Prepared for CENTURA SCHOOL

Customer
CENTURA SCHOOL

Local Johnson Controls Office
4829 S 115TH ST
OMAHA, NE 68137-2366

Agreement Start Date:
10/01/2026

Proposal Date
05/28/2026

Estimate No:
1-1R5PWH0Q

Price for recommended offering:
\$14,878.00



Partnering with you to deliver value-driven solutions

Every day, we transform the environments where people live, work, learn and play. From optimizing building performance to improving safety and enhancing comfort, we are here to power your mission.

A Planned Service Agreement with Johnson Controls provides you with a customized service strategy designed around the needs of your facility. Our approach features a combination of scheduled, predictive and preventative maintenance services that focus on your goals.

As your building technology services partner, Johnson Controls delivers an unmatched service experience delivered by factory-trained, highly skilled technicians who optimize operations of the buildings we work with, creating productive and safe environments for the people within.

By integrating our service expertise with innovative processes and technologies, our value-driven planned service solutions deliver sustainable results, minimize equipment downtime and maximize occupant comfort.

With more than a century of healthy buildings expertise, Johnson Controls leverages technologies to successfully deliver smart solutions to facilities worldwide.



Johnson Controls was recognized by Frost & Sullivan as the 2020 North American Company of the Year for innovation in the Smart connected Chillers market

Executive summary

Planned service proposal for CENTURA SCHOOL

Dear Kaela,

We value and appreciate your interest in Johnson Controls as a service provider for your building systems and are pleased to provide a value-driven maintenance solution for your facility. The enclosed proposal outlines the Planned Service Agreement we have developed on your facility.

Details are included in the Planned Service Agreement summary (Schedule A), but highlights are as follows:

- In this proposal we are offering a service agreement for 1 Year starting 10/01/2026 and ending 09/30/2027.
- The agreement price for first year is \$14,878.00; see Price and Payment Terms, for pricing in subsequent years.
- The equipment options and number of visits being provided for each piece of equipment are described in Schedule A, Equipment list.

As a manufacturer of both mechanical and controls systems, Johnson Controls has the expertise and resources to provide proper maintenance and repair services for your facility.

Again, thank you for your interest in Johnson Controls and we look forward to becoming your building technology services partner.

Please contact me if you have any questions.

Sincerely,

Scott Schroeder
Service Manager
(866) 825-8864

The power behind your mission

Benefits of planned service

A Planned Service Agreement with Johnson Controls will allow you to optimize your building's facility performance, providing dependability, sustainability and energy efficiency. You'll get a value-driven solution that fits your specific goals, delivered with the attention of a local service company backed by the resources of a global organization.

With this Planned Service Agreement, Johnson Controls can help you achieve the following five objectives:

1. **Identify energy savings Opportunities**

Since HVAC equipment accounts for a major portion of a building's energy usage, keeping your system performing at optimum levels may lead to a significant reduction in energy costs.

2. **Reduce future repair costs**

Routine maintenance may maximize the life of your equipment and may reduce equipment breakdowns.

3. **Extend asset life**

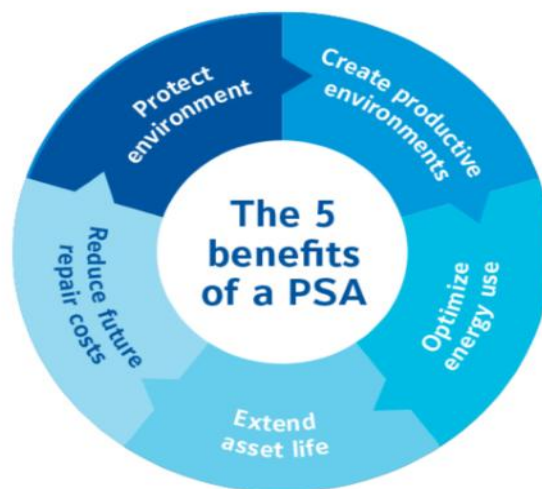
Through proactive, factory-recommended maintenance, the life of your HVAC assets may be extended, maximizing the return on your investment.

4. **Ensure productive environments**

Whether creating a comfortable place where employees can be productive or controlling a space to meet specialized needs, maintenance can help you achieve an optimal environment for the work that is being accomplished

5. **Promote environmental health and safety**

When proper indoor conditions and plant requirements are maintained, business outcomes may be improved by minimizing sick leave, reducing accidents, minimizing greenhouse gas emissions and managing refrigerant requirements.



All of the services we perform on your equipment are aligned with "The 5 Values of Planned Maintenance" and our technicians understand how the work they perform can help you accomplish your business objectives.

Our partnership

Personalized account management

A Planned Service Agreement also provides you with the support of an entire team that knows your site and can closely work with you on budget planning and asset management. Your local Johnson Controls account management team can help guide planned replacement, energy retrofits and other building improvement projects. You'll have peace of mind that an entire team of skilled professionals will be looking out for what is best for your facility and budget.

A culture of safety

Johnson Controls technicians take safety seriously and personally, and integrate it into everything they do. All of our technicians participate in regular and thorough safety training. Because of their personal commitment, we are a leader in the HVAC service industry for workplace safety performance. This means that you do not have to worry about us when we are on your site.

Commitment to customer satisfaction

Throughout the term of your Planned Service Agreement, we will periodically survey you and use your feedback to continue to make improvements to our service processes and products. Our goal is to deliver the most consistent and complete service experience possible. To meet this goal, we've developed and implemented standards and procedures to ensure you receive the ultimate service experience – every time.

Energy & sustainability

A more sustainable world one building at a time – Johnson Controls is a company that started more than 125 years ago with a product that reduced energy use in buildings. We've been saving energy for customers ever since. Today, Johnson Controls is a global leader in creating smart environments where people live, work and play, helping to create a more comfortable, safe and sustainable world.

The value of integrity

Johnson Controls has a long, proud history of integrity. We do what we say we will do and stand behind our commitments. Our good reputation builds trust and loyalty. In recognition for our commitment to ethics across our global operations, we are honored to be named one of the World's Most Ethical Companies by Ethisphere Institute, a leading think tank dedicated to business ethics and corporate social responsibility. In addition, Corporate Responsibility Magazine recognizes Johnson Controls as one of the top companies in its annual "100 Best Corporate Citizens" list.

Service delivery

As part of the delivery of this Planned Service Agreement, Johnson Controls will dedicate a local customer service agent responsible for having a clear understanding of the agreement scope, and your facility procedures and protocols.

A high-level overview around our service delivery process is outlined below including scheduling, emergency service, on-site paperwork, communication and performing repairs outside of the agreement scope.

Scheduling

Preventative maintenance service will be scheduled using our automated service management system. In advance of the scheduled service visit, our technician is sent a notice of service to a smartphone. Once the technician acknowledges the request, your customer service agent will call or e-mail your on-site contact to let you know the start date and type of service scheduled.

The technician checks in, wears personal protective equipment, performs the task(s) as assigned, checks out with you and asks for a screen capture signature on the smartphone device. A work order is then e-mailed, faxed or printed for your records.

Emergency services

Emergency service can be provided 7 days a week, 24 hours a day, 365 days a year. During normal business hours, emergency service will be coordinated by the customer service agent. After hours, weekends and holidays, the emergency service number transfers to the Johnson Controls after-hours call center and on-call technicians are dispatched as needed.

Johnson Controls is committed to dispatching a technician within hours of receiving your call through the service line. A work order is e-mailed, faxed or printed for your records. Depending on the terms of your agreement, you may incur charges for after hour services.

Communication

A detailed communication plan will be provided to you so you know how often we will provide information to you regarding your Planned Service Agreement. The communication plan will also provide you with your main contacts at Johnson Controls.

Approval process for non-covered items

Johnson Controls will adhere to your procurement process. No work will be performed outside of the agreement scope without prior approval. Johnson Controls will work with you closely to ensure your procurement process is followed before any non-covered item work is started.

Summary of services and options

Comprehensive and operational inspections

During comprehensive and operational inspections, Johnson Controls will perform routine checks of the equipment for common issues caused by normal wear and tear on the equipment. Additional tests can be run to confirm the equipment's performance.

Routine maintenance, such as lubrication, cleaning and tightening connections, can be performed depending on the type of equipment being serviced. Routine maintenance is one of the keys to the five values of maintenance – it can help identify energy saving opportunities, reduce future repair costs, extend asset life, ensure productive environments, and promote health and safety.

Chiller Shutdown (Air Cooled)

Preparing an operating unit for seasonal shutdown ensures smooth start-up when the unit is returned to operation and helps prevent damage during the downtime. Johnson Controls technicians will check for water left in heat exchangers that can freeze, damaging tubes. Contaminants in the water may also cause corrosion. They will also look for refrigerant leaks to prevent loss of refrigerant and initiate pump down cycles to properly store refrigerant within the unit. Where appropriate, steps may also be taken to protect critical components from the elements.

Combustion Analysis

Combustion analysis and subsequent adjustments are critical to efficient boiler operation. Boiler fuel, whether natural gas or oil, must burn in the proper combination of fuel and air (oxygen). Poor combustion can create soot deposits on the tubes, impairing heat transfer. Incomplete combustion can also lead to the potential formation of CO (carbon monoxide); an odorless gas that can harm occupants in the mechanical room and/or building. Johnson Controls technicians will analyze the flue gas to determine if optimal fuel/air ratios are present.

Evaporator Coil Cleaning

Dirty evaporator coils impair heat transfer from the circulated air to the cooling medium. This reduces the efficiency of the unit. Extremely dirty coils may impede the airflow across the coil and out into the building, which can cause occupant discomfort and complaints. Johnson Controls technicians will clean these coils, improving efficiency and occupant comfort.

Customer Portal / Service Information Access

The Johnson Controls customer portal is the online gateway to easily access various elements of your service information. This real-time, self-service mechanism is just one more way for you to stay in touch with our service within your facilities. Using the internet, you can view service call history by location, monitor agreements, as well as view asset and invoice information.

Summary

Thank you for considering Johnson Controls as your building technology services partner. The following agreement document includes all the details surrounding your Planned Service Agreement.

With planned service from Johnson Controls, you'll get a value-driven solution that can help optimize your building controls and equipment performance, providing dependability, sustainability and energy efficiency. You'll get a solution that fits your specific goals, delivered with the attention of a local service company backed by the resources of a global organization.

The power behind your mission

Planned Service Agreement

Customer Name : CENTURA SCHOOL
Address: 201 HIGHWAY 11 CAIRO,NE 68824-2002
Proposal Date: 05/28/2026
Estimate #: 1-1R5PWH0Q

Scope of Service

Johnson Controls Building Solutions LLC ("JC" or "Johnson Controls") and the Customer (collectively the "Parties") agree Preventative Maintenance Services, as defined in Schedule A ("Services"), will be provided by JC at the Customer's facility. This Planned Service Agreement, the Equipment List, Supplemental Price and Payment Terms, Terms and Conditions, and Schedules attached hereto and incorporated by this reference as if set forth fully herein (collectively the "Agreement"), cover the rights and obligations of both the Customer and JC.

"Contract Price" means the price that Customer shall pay to JC for the Services.

"Covered Equipment" means the equipment for which Services are to be provided under this Agreement. Covered Equipment is set forth in Schedule A - Equipment List.

"Equipment Failure" means the failure, under normal and expected working conditions, of moving parts or electric or electronic components of the Covered Equipment that are necessary for its operation.

"Repair Labor" is the labor necessary to restore Covered Equipment to working condition following an Equipment Failure, but does not include services relating to total equipment replacement due to obsolescence or unavailability of parts.

"Repair Materials" are the parts and materials necessary to restore Covered Equipment to working condition following an Equipment Failure, but excludes total equipment replacement due to obsolescence or unavailability of parts, unless excluded from the Agreement. At JC's option, Repair Materials may be new, used, or reconditioned.

"Scheduled Service Materials" are the materials required to perform Scheduled Service Visits on Covered Equipment, unless excluded from the Agreement.

"Scheduled Service Visits" are the on-site labor visits required to perform JC recommended inspections and preventive maintenance on Covered Equipment.

Extended Service Options for Premium Coverage

If Premium Coverage is selected, on-site repair services to the equipment will be provided as specified in this Agreement for the equipment listed in the attached Equipment List.

Basic Coverage means Scheduled Service Visits, plus Scheduled Service Materials (unless excluded from this Agreement). No parts, equipment, Repair Labor or Repair Materials are provided for under Basic Coverage.

Premium Coverage means Basic Coverage plus Repair Labor, plus Repair Materials (unless excluded from the Agreement). If Customer has ordered Premium Coverage, JC will inspect the Covered Equipment within forty-five (45) days of the date of this Agreement, or as seasonal or operational conditions permit. JC will then advise Customer if JC finds any Covered Equipment not in working order or in need of repair. With Customer's approval, JC will perform the work necessary to put the Covered Equipment in proper working condition, subject to the terms of this Agreement. Customer will pay for

such work at JC's standard rates for parts and labor in effect at the time that the work is performed. If Customer does not want JC to perform the work identified as necessary by JC, any equipment thereby affected will be removed from the list of Covered Equipment, and the Contract Price will be adjusted accordingly. Should Customer not make JC's recommended repairs or proceed with the modified Premium Coverage, JC reserves the right to invoice Customer for the cost of the initial equipment inspection.

Extended Service means Services performed outside JC's normal business hours and is available only if Customer has Premium Coverage. Extended Service is available either 24/5 or 24/7, at Customer's election. The price for Extended Service, if chosen by Customer, is part of the total Contract Price.

Equipment List

Only the equipment listed in the Equipment List will be covered as part of this Agreement. Any changes to the Equipment List must be agreed upon in writing by both Parties.

Term / Automatic Renewal

This Agreement takes effect on 10/01/2026 and will continue until 09/30/2027 ("Original Term"). The Agreement will automatically renew and extend for successive terms equal to the Original Term unless the Customer or JC gives the other written notice it does not want to renew prior to the end of the then-current term (each a "Renewal Term"). The notice must be delivered at least (90) days prior to the end of the Original Term or of any Renewal Term. The Original Term and any Renewal Term may be referred to herein as the "Term". Renewal price adjustments are discussed in the Terms and Conditions.

Refrigerant Charges

Refrigerant is not included under this Agreement and will be billed separately to the Customer by JC.

Price and Payment Terms

The total Contract Price for JC's Services during the first year of the Original Term is \$14,878.00. Pricing for each subsequent year of a multiyear Original Term is set forth below under Payment Amount. Unless otherwise agreed to by the parties, all payments will be due upon receipt. Renewal price adjustments are set forth in the Terms and Conditions. Any additional taxes, duties, tariffs or similar items imposed prior to shipment will be charged.

- Payment Amount: \$14,878.00
- Payment frequency: Quarterly in advance
- Payment terms: Immediate NC 30
- Billing Method: (please check where applicable)

E-mail – E-mail address to be used: _____

Portal – Portal Name: _____

Vendor ID Number: _____

Mail – to be sent to the following address: CENTURA PUBLIC SCHOOLS
PO BOX 430
CAIRO, NE 68824

- Billing Requirements:
 - PO required: (please check where applicable)
 - No: This signed contract satisfies billing requirement
 - YES: Please reference this PO number : _____
 - Other billing requirements: _____

This proposal is valid for thirty days from the proposal date.

Johnson Controls Building Solutions LLC ("JC" or "Johnson Controls")

JC Manager:

Customer Manager:

JC Manager Signature:

Customer Manager Signature:

Johnson Controls Planned Service Proposal
Prepared for CENTURA SCHOOL

Title:

Date:

Title:

Date:

JC Branch: JOHNSON CONTROLS OMAHA LINCOLN NE CB - 0N45

Address: 4829 S 115TH ST

OMAHA, NE 68137-2366

Branch Phone: (866) 825-8864

Branch Email:

Schedule A - Equipment List

CENTURA PUBLIC SCHOOLS	201 HIGHWAY 11 CAIRO, NE 68824-2002
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Product: Boiler, Gas-Fired, Fire Tube, 51-150 HP

Quantity: 2

Coverage Level: Basic

Services Provided

- 1 Operational
- 1 Combustion Analysis

<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
Aerco Boiler			
Kewanee Boiler			

Product: Air Handling Unit (AHU), Return Air, >60 HP

Quantity: 5

Coverage Level: Basic

Services Provided

- 2 Operational

<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
Air Handler / 1			
Air Handler / 2			
Air Handler / 3			
Air Handler / 4			
Air Handler / 5			

Product: Terminal Product, Unit Ventilator, 500-1000 CFM

Quantity: 63

Coverage Level: Basic

Services Provided

- 1 Operational

<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
Ceiling Ventilator			
Ceiling Ventilator / 1			
Ceiling Ventilator / 10			
Ceiling Ventilator / 11			
Ceiling Ventilator / 12			
Ceiling Ventilator / 13			
Ceiling Ventilator / 14			
Ceiling Ventilator / 15			
Ceiling Ventilator / 16			
Ceiling Ventilator / 17			
Ceiling Ventilator / 18			
Ceiling Ventilator / 19			

Johnson Controls **Planned Service Proposal**
 Prepared for CENTURA SCHOOL

Ceiling Ventilator / 2
Ceiling Ventilator / 20
Ceiling Ventilator / 21
Ceiling Ventilator / 22
Ceiling Ventilator / 23
Ceiling Ventilator / 24
Ceiling Ventilator / 25
Ceiling Ventilator / 26
Ceiling Ventilator / 27
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Ceiling Ventilator / 8
Ceiling Ventilator / 9
Wall Ventilator / 1
Wall Ventilator / 10
Wall Ventilator / 11
Wall Ventilator / 12
Wall Ventilator / 2
Wall Ventilator / 3
Wall Ventilator / 4
Wall Ventilator / 5
Wall Ventilator / 6
Wall Ventilator / 7
Wall Ventilator / 8
Wall Ventilator / 9

Product: Fan, Exhaust Fan, Ceiling Mounted, 0 - 5HP			
Quantity:	14	Services Provided	
Coverage Level:	Basic	1	Operational
<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
Exhaust Fan / 1			
Exhaust Fan / 10			
Exhaust Fan / 11			
Exhaust Fan / 12			
Exhaust Fan / 13			

Johnson Controls **Planned Service Proposal**
 Prepared for CENTURA SCHOOL

Exhaust Fan / 14
 Exhaust Fan / 2
 Exhaust Fan / 3
 Exhaust Fan / 4
 Exhaust Fan / 5
 Exhaust Fan / 6
 Exhaust Fan / 7
 Exhaust Fan / 8
 Exhaust Fan / 9

Product: Pump, Circulating, 0-10 HP

Quantity: 6
 Coverage Level: Basic

Services Provided
 1 Operational

<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
Pump / 1			
Pump / 2			
Pump / 3			
Pump / 4			
Pump / 5			
Pump / 6			

Product: Roof Top Unit (RTU), Cooling/Gas Heating, with Economizer, <8 Tons

Quantity: 2
 Coverage Level: Basic

Services Provided
 1 Condenser Coil Cleaning
 1 Evaporator Coil Cleaning
 1 Gas Heating Comprehensive (with Economizer)
 2 Operational (Mid Season - Cooling/Heating with Economizer)

<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
RTU-1	McQuay International	RPS120CAS-TBC	1-2620-318-3-TBC
RTU-2	McQuay International	RPS120CAS-TBC	1-2620-085-3-TBC

Product: Fan, Exhaust Fan, Wall Mounted, 6 - 15HP

Quantity: 1
 Coverage Level: Basic

Services Provided
 1 Operational

<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
Shop Dust Separator			

Product: Split System, Cooling Only, <7.5 Tons			
Quantity: 3			
Coverage Level: Basic			
		Services Provided	
		1	Condenser Coil Cleaning
		1	Cooling Comprehensive
		1	Operational (Mid Season - Cooling Only)
<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
Split System / 1			
Split System / 2			
Split System / 3			

Product: Radiation Unit Items			
Quantity: 4			
Coverage Level: Basic			
		Services Provided	
		1	Operational
<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
Tube Heater / 1			
Tube Heater / 2			
Tube Heater / 3			
Tube Heater / 4			

Product: Unit Heater, Gas Fired, <300000 BTU			
Quantity: 2			
Coverage Level: Basic			
		Services Provided	
		1	Operational
		1	Comprehensive
<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
Unit Heater / 1			
Unit Heater / 2			

Product: Water Heater, Gas, 150-300GAL			
Quantity: 2			
Coverage Level: Basic			
		Services Provided	
		2	Operational
<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
Water Heater			
Water Heater			

Product: Chiller, Air Cooled, Scroll, 61-100 Tons

Quantity: 1
Coverage Level: Basic

Services Provided
1 Seasonal Shut-down
1 Condenser Coil Cleaning

<u>Customer Tag</u>	<u>Manufacturer</u>	<u>Model #</u>	<u>Serial #</u>
YLAA Chiller Use this asset for all records	JCI_YORK	YLAA0120ZE17XBA/R 410A	2GXM012507

Equipment tasking

Air Handling Unit (AHU), Return Air, >60 HP

Operational	<p>All work must be performed in accordance with Johnson Controls safety policies</p> <ul style="list-style-type: none">Check with appropriate customer representative for operational deficienciesInspect motor mounting isolatorsCheck for integrity of cabinet hardwareVisually inspect damper(s)Verify damper operationCheck condition of pulleys and beltsCheck for proper fan operationCheck condition of coilsCheck condition of filtersRecord temperatures and pressures (if applicable)Check condensate drainVisually inspect electrical connectionsCheck for unusual noise and vibrationCheck overall condition of unitVisually inspect for fluid leaks of coils and connecting pipingDocument tasks performed during visit and report any observations to appropriate customer representative
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Boiler, Gas-Fired, Fire Tube, 51-150 HP

Combustion Analysis	<p>All work must be performed in accordance with Johnson Controls safety policies</p> <ul style="list-style-type: none">Check with appropriate customer representative for operational deficienciesPerform combustion analysis proceduresDocument tasks performed during visit and report any observations to appropriate customer representative
Operational	<p>All work must be performed in accordance with Johnson Controls safety policies</p> <ul style="list-style-type: none">Check with appropriate customer representative for operational deficienciesBlow down boilerCheck for proper operation of low and high gas pressure cut-out switchesCheck factory supplied gas piping and components for leakageCheck burner for proper sequence of operationCheck flame qualityVisually inspect combustion chamber, draft diverter and flue for accumulation of sootCheck boiler relief valves for leakageVerify proper operation of low water cut-out controlCheck combustion blower motor operationCheck hot water/steam temperature and pressureCheck proper operation of make-up water valvCheck overall condition of unitDocument tasks performed during visit and report any observations to appropriate customer representative

Chiller, Air Cooled, Scroll, 61-100 Tons

Condenser Coil Cleaning	<p>All work must be performed in accordance with Johnson Controls safety policies</p> <ul style="list-style-type: none">Check with appropriate customer representative for operational deficiencies
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Spray coil(s) with chemical solution
Rinse coil(s) thoroughly with water
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Seasonal Shut-down

All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check for proper crank case heater operation (if applicable)
Review control panel for proper operation and recorded fault histories
Check refrigerant charge (sight glass)
Record and log all operating parameters
Shut down chiller
Check for visual signs of refrigerant/oil leak(s)
Conduct refrigerant leak check
Tag chiller out of service
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Fan, Exhaust Fan, Ceiling Mounted, 0 - 5HP

Operational

Check with appropriate customer representative for operational deficiencies
Check rain guard
Check and tighten electrical connections
Clean area around equipment
Inspect starter
Lubricate as required
Motor operating amps
Check belt guard
Check belt(s) (if applicable)
Check drive condition
Check electrical contacts
Check fan blades
Check for proper rotation
Complete any required maintenance checklists, report observations to appropriate customer representative

Fan, Exhaust Fan, Wall Mounted, 6 - 15HP

Operational

Check with appropriate customer representative for operational deficiencies
Check rain guard
Check and tighten electrical connections
Clean area around equipment
Inspect starter
Lubricate as required
Motor operating amps
Check belt guard
Check belt(s) (if applicable)
Check drive condition
Check electrical contacts
Check fan blades
Check for proper rotation
Complete any required maintenance checklists, report observations to appropriate customer representative

Pump, Circulating, 0-10 HP

Operational

All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check for leaks
Check pressures
Visually inspect coupling
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Radiation Unit Items

Operational

Check with appropriate customer representative for operational deficiencies
Check for leaks
Check for unusual noise or vibration
Clean area around equipment
Complete any required maintenance checklists, report observations to appropriate customer representative

Roof Top Unit (RTU), Cooling/Gas Heating, with Economizer, <8 Tons

Evaporator Coil
Cleaning

All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Clean condensate drain (if necessary)
Spray coil(s) with chemical solution
Rinse coil(s) thoroughly with water
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Condenser Coil
Cleaning

All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Rinse coil(s) thoroughly with water
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Gas Heating
Comprehensive (with
Economizer)

All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check and tighten electrical connections
Check contactor(s)
Check combustion blower motor operation
Check igniter and pilot operation
Check condition of heat exchanger
Check condition of burners and clean as required in place
Check for proper venting
Check for leaks on gas line (within cabinet)
Check condition of pulley and belts
Check economizer operation
Lubricate and adjust economizer damper linkages
Verify proper operation of exhaust motor (if applicable)

Check condition of filters
Check for unusual noise and vibration
Check overall condition of unit
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Operational (Mid Season - Cooling/Heating with Economizer)

All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Review control panel for proper operation and recorded fault histories (if applicable)
Check condition of condenser coil
Check condition of evaporator coil
Check condenser fan motors and blades
Check blower motor operation
Check economizer operation
Check heating operation (when applicable)
Check condition of pulley and belts
Check condition of filters
Check condensate drain
Check for visual signs of refrigerant/oil leak(s)
Visually inspect electrical connections
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Split System, Cooling Only, <7.5 Tons

Condenser Coil Cleaning

All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Spray coil(s) with chemical solution
Rinse coil(s) thoroughly with water
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Cooling Comprehensive

All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check and tighten electrical connections
Check contactor(s)
Check condition of condenser coil
Check condenser fan motors and blades
Check blower motor operation
Lubricate blower and motor bearings (if applicable)
Check condition and alignment of pulley and belts (if applicable)
Check condition of filters
Clean condensate pan and clear drain line (if readily accessible)
Check for visual signs of refrigerant/oil leak(s)
Check for unusual noise and vibration
Record and log all operating parameters
Check overall condition of unit
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Operational (Mid

All work must be performed in accordance with Johnson Controls safety policies

Season - Cooling Only) Check with appropriate customer representative for operational deficiencies
Check condition of condenser coil
Check condenser fan motors and blades
Check condensing unit electrical connections and contactor(s)
Check blower motor operation
Check condition of filters
Check condition of pulley and belts (if applicable)
Check condensate system
Check for visual signs of refrigerant/oil leak(s)
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Terminal Product, Unit Ventilator, 500-1000 CFM

Operational All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check condition of pulley and belts (if applicable)
Check condition of coils
Check condition of filters
Check condensate drain
Check for proper operation of outside air dampers (if applicable)
Check unit for proper operation
Check for unusual noise and vibration
Check overall condition of unit
Document tasks performed during visit and report any observations to appropriate customer representative

Unit Heater, Gas Fired, <300000 BTU

Comprehensive All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check integrity of unit heater supports
Check and tighten electrical connections
Check igniter and pilot operation
Check condition of heat exchanger
Check condition of burners and clean as required in place
Check for proper venting
Check for leaks on gas line down stream of manual shutoff
Check condition of pulley and belts (if applicable)
Cycle thermostat and check for proper operation
Check for unusual noise and vibration
Check overall condition of unit
Remove and dispose any debris from any maintenance activity
Document tasks performed during visit and report any observations to appropriate customer representative

Operational All work must be performed in accordance with Johnson Controls safety policies
Check with appropriate customer representative for operational deficiencies
Check integrity of unit heater supports
Check condition of pulley and belts (if applicable)
Check for proper fan operation
Cycle thermostat and check for proper operation
Check for unusual noise and vibration
Check overall condition of unit

Document tasks performed during visit and report any observations to appropriate customer representative

Water Heater, Gas, 150-300GAL

Operational

- Check with appropriate customer representative for operational deficiencies
- Check temperature
- Check condition of relief valve(s)
- Check for leaks
- Visually inspect flame
- Check for unusual noise or vibration
- Clean area around equipment
- Complete any required maintenance checklists, report observations to appropriate customer representative

Special Additions and Exceptions

This agreement includes the following discounts on additional labor and material work outside the scope of the contract. Discounts apply to current pricing and rates and are subject to renegotiation.

Labor Discount: 15%

Pricing is compliant with Sourcewell # 080824-JHN

Johnson Controls Standard Service Terms: One PSA

Terms

These terms cover the services and equipment provided by Johnson Controls. This Agreement includes the proposal, these terms and any referenced links. Conflicts are resolved in that order.

Scope of Work

We will provide the services or equipment described in the proposal. If the services include planned maintenance of equipment, only the equipment set forth in our proposal is covered by our services ("**Covered Equipment**"). Unless otherwise agreed in the proposal, services are performed during our normal working hours, excluding holidays. We reserve the right to modify or substitute materials.

Payment Terms

Services fees are paid annually in advance due 30 days from the invoice date via EFT/ACH, unless stated otherwise. Payment is required before services are performed or equipment is ordered or installed. Failure to pay on time is a breach that permits us to suspend or delay services until full payment is received, without liability, or to terminate this Agreement. Interest may also be charged on unpaid amounts at the lesser of 1.5% per month (19.56% annually) or the highest rate permitted by law. If you require a purchase order to process payments, you must send it to us at least 30 days before the end of a term but you must pay invoices even without a purchase order. No purchase order is required for any emergency services you request.

Prices

Prices do not cover taxes, fees, duties, tariffs, permits and levies or other charges imposed and/or enacted by a government. You are responsible for these items unless you provide an acceptable exemption certificate. If we need to pay any of these items or the exemption certificate is invalid or only covers some of these items, you must reimburse us on demand for the amounts owing. Prices may be adjusted at any time to reflect changes in costs, labor or market conditions. We will try to notify you of any changes in pricing in advance. Additional charges will be required for: (i) changes to these services or the Covered Equipment; (ii) additional services or equipment; (iii) unexpected site conditions or issues with the Covered Equipment; (iv) appointments that are cancelled less than 24 hours beforehand or for service, warranty or alarm calls caused by your error; (v) changes required to comply with laws, codes and regulations ("**Laws**"), including prevailing wage laws; and (vi) costs to notify and dispatch emergency personnel. We may change prices on equipment or parts prior to shipment or installation to reflect increases in costs from raw materials, third party products, any new or additional tariffs, duties, quotas, taxes, the withdrawal of trade agreement concessions or any unforeseen or other extra cost elements.

Limited Warranty

We warrant that services will be performed in a good and workmanlike manner for 90 days from the date of performance. Equipment we provide is also warranted to be free from defect in materials and workmanship for 90 days from installation. No warranty is provided for third-party equipment we install or furnish. Third-party HVAC and controls equipment is provided with the third-party manufacturer's warranty to the extent available. This limited warranty does not cover failures, defects, or damages caused in whole or in part by: (i) misuse, neglect, accident, Force Majeure, changes to your premises, or installation, maintenance or repairs not performed by us; (ii) environmental, electrical or other causes beyond our control; (iii) normal wear and tear or corrosion; (iv) use of unauthorized replacement parts or products or using the equipment for purposes not intended by the manufacturer; or (vi) issues arising from your failure to comply with this Agreement or your obligations. To qualify for warranty consideration, you must notify us in writing of your warranty claim prior to the end of the warranty period, complete all instructions on warranty procedures and provide us with reasonable site access to inspect the equipment and/or perform any

necessary warranty work. Your sole remedy is to have defective services re-performed or equipment repaired or replaced at our election. **THESE WARRANTIES ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THOSE OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.** You need to determine if our equipment are suitable for your use. You assume all risk and liability from their application and your use.

Warranty service does not cover: (i) system upgrades and replacing obsolete systems, equipment, or consumable parts and components ; (ii) reloading, updating, or maintaining software; (iii) additional costs for access, deinstallation, re-installation and transportation; and (iv) the exclusions set out in the Supplemental Terms. If you call us for warranty service and the problem is due to any of these reasons, we may charge you for the service call even if we do not work on the equipment. We may offer these services at an extra cost.

Customer Obligations

You must provide all relevant information about the equipment and premises, follow all applicable Laws and ensure us safe access. You must operate, test, maintain, and repair the equipment according to manufacturer and our recommendations and notify us immediately of any issues.

In addition, you agree to, (i) obtain necessary licenses and permits and pay related fees and taxes; (ii) provide a suitable environment for the equipment as recommended by us or the manufacturer including heat to avoid freezing; (iii) supply the necessary electrical service, power, heat, heat tracing, water and schematics ; (iv) provide proper water treatment for condensers, cooling towers, and boilers, and protect against environmental issues; (v) set and test alarm systems as recommended by us or the manufacturer; (vi) avoid causing false alarms and reimburse us for any fines or fees; (vii) notify all necessary parties, such as local authorities and monitoring providers, about system testing or repairs; (viii) keep accurate and up-to-date work logs for the equipment; and (ix) take precautions for Covered Equipment failure to prevent injury or property damage. If you do not meet any of these obligations, we are not responsible for equipment breakdowns, repairs, or replacements. We can suspend services until these issues are fixed and charge for any corrective work needed.

For equipment connected to your computer network, we provide and install the software to run the equipment and connect to it based on the network settings you provide. You must provide us with secure access to your computer network as required in our specifications. If we cannot connect to the network or need extra equipment for connectivity, additional charges may apply. Our services do not include changes to the network, security, or firewall settings. You are solely responsible to protect your data, computer network, and products networked or connected to the Internet; and we are not responsible for any loss or damage, as allowed by Law. You should back up data and software before services are performed. You must promptly remove any devices that interfere with the operation of the Covered Equipment.

Insurance

We do not guarantee that services or equipment will prevent risk of loss at your premises or detect all events. You are responsible for any losses and need to rely on your own insurance. You release and waive for yourself and your insurer all subrogation and other rights to recover from us.

Limitations on Liability

Neither we or our suppliers or vendors ("JCI Parties") are liable for special, incidental, consequential, punitive or indirect damages, or for lost profits, revenue, data or business interruption. The total liability of the JCI Parties is limited to \$250,000 or 12 months of fees paid to Johnson Controls under this Agreement, whichever is less.

Claims Limitation; Forum; Choice of Law

Disputes may be resolved in court or through arbitration, as determined exclusively by us. Delaware law governs any agreement performed in the U.S., with disputes resolved in Milwaukee, Wisconsin. Ontario law governs any agreement performed in Canada, with disputes resolved in Ontario. Any claims by you must be brought within one year. The parties waive their right to a jury trial.

Term and Termination

The term of this Agreement is set out in the proposal and renews automatically for successive terms equal to the length of the original term unless either party gives 60 days' prior written notice of termination to the other party before the end of a term or the parties agree in writing on a different length of renewal term. Either party can terminate for cause with 10 days' notice, but only after written notice the defaulting party has 30 days to cure any alleged default. We can terminate immediately if we can no longer service the Covered Equipment for whatever reason including if we stop selling the Covered Equipment, providing the services or if we cannot obtain equipment, parts or support the technologies. We can terminate this Agreement without cause with 60 days' written notice. Upon termination, you must pay all amounts owed and provide access for us to remove any of our property at your premises and reprogram systems. You are responsible for our costs to enforce this. If you end this Agreement early for any reason, you must also pay us 50% of the service charges for the remaining term of this Agreement. You are responsible for our costs to enforce this.

Access and Hazardous Materials

You must provide us with reasonable and safe access to the Covered Equipment. We will follow our health and safety policies and applicable Laws. You must inform us of any hazardous conditions or materials (e.g., mold, asbestos containing materials, biohazards) and you are responsible for resolving, removing and disposal. If we encounter hazardous conditions or materials, we may stop work without liability and you are required to provide us reasonable evidence of abatement before we will restart work. Additional charges will apply if access to a confined space is required.

Force Majeure

We are not in breach or liable for any delays or failures caused, in whole or in part, by any events beyond our control, such as natural disasters, severe weather, public health risks, government actions, cyberattacks, civil disturbances, labor disputes, strikes or shortages of parts or materials ("**Force Majeure**"). You must allow us additional time to perform the services and reimburse us for increased costs due to such events.

Data and Intellectual Property; Digitally Enabled Services

You own your data, but we may use it to perform services and you grant us a perpetual, worldwide, irrevocable, royalty free license to use your building data on a de-identified basis. We retain rights to any intellectual property created. Digital enabled services mean services provided under this Agreement that employ our software and cloud-hosted software offerings and tools. They may include, but are not limited to, (i) remote inspection, (ii) advanced equipment fault detection and diagnostics, and (iii) data dashboarding and health reporting. Digital enabled services may require data collection, and you consent to this.

Software-Digital Solutions

Use of our software, including software to provide digital enabled services and solutions, is governed by our standard terms at <https://www.johnsoncontrols.com/techterms>. These terms apply to the software you are allowed to use, but we retain ownership and rights to the software, including improvements. If provided as part of our services, third-party software is subject to its own terms.

Privacy

If provided to us, we will process personal data according to our Data Processing Agreement at www.johnsoncontrols.com/dpa and adhere to our privacy notice at <https://www.johnsoncontrols.com/privacy>. You consent to this processing and will ensure all necessary consents are obtained.

Miscellaneous

Notices must be in writing. This Agreement cannot be assigned without our consent; any assignment without our consent is void. We can assign this Agreement, in whole or in part, or subcontract the work, without notice. Invalid, illegal or unenforceable provisions do not affect the rest of this Agreement. This Agreement is subject to specific supplemental terms located at www.johnsoncontrols.com/legal/one-psa-supplemental-terms. In addition, if you

Johnson Controls Planned Service Proposal
Prepared for CENTURA SCHOOL

request us to perform any work outside the scope of this Agreement, you consent to it being performed subject to our standard customer terms then in effect at www.johnsoncontrols.com/customerterms. This Agreement is the entire contract and supersedes prior written or oral communications and documents, and terms in any purchase order or other documents you later provide are rejected. We may convert this Agreement to an electronic format.

[END OF DOCUMENT]

Johnson Controls Standard Service Terms: One PSA, version 6.12.2025



**CENTURA
PUBLIC
SCHOOLS**



2024-2025 ANNUAL REPORT

**CENTURA PUBLIC SCHOOLS' MISSION:
CENTURA AND ITS COLLABORATIVE PARTNERS ARE AN
INNOVATIVE COMMUNITY EMPOWERING ALL STUDENTS
TO BE SUCCESSFUL TODAY AND IN THE FUTURE.**



www.centuraps.org



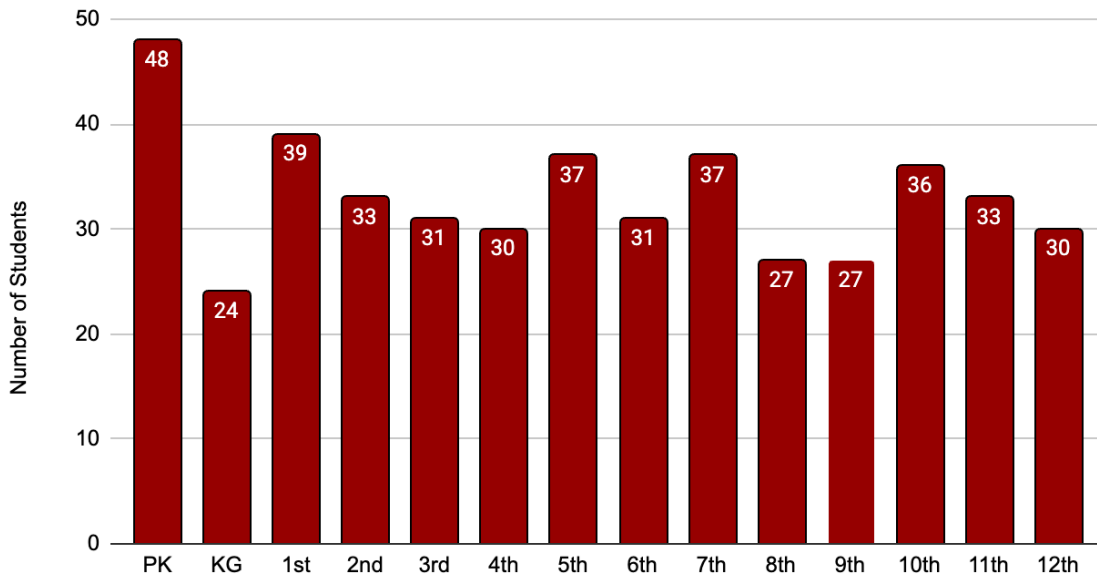
308-485-4258



<https://www.facebook.com/centura>

2024-2025 DISTRICT SNAPSHOT

2024-2025 Centura Public Schools Total Enrollment by Grade



District Enrollment 2024-2025

463 Students PK-12

Free/Reduced Lunch.....32.40%
 High Ability Learner.....3.86%
 Students with Disabilities....16.63%

Student Race/Ethnicity

- Hispanic.....6.70%
- White.....90.50%
- Black or African American.....1.51%
- Two or More Races.....1.30%

Staff Statistics

Teachers

42

Average Years of Experience

15

Percentage of Teachers with Master's Degrees

52%

Attendance Rate: **95.16%** (State Average 92.80%)

Graduation Rate: **100%** (State Average 87.90%)

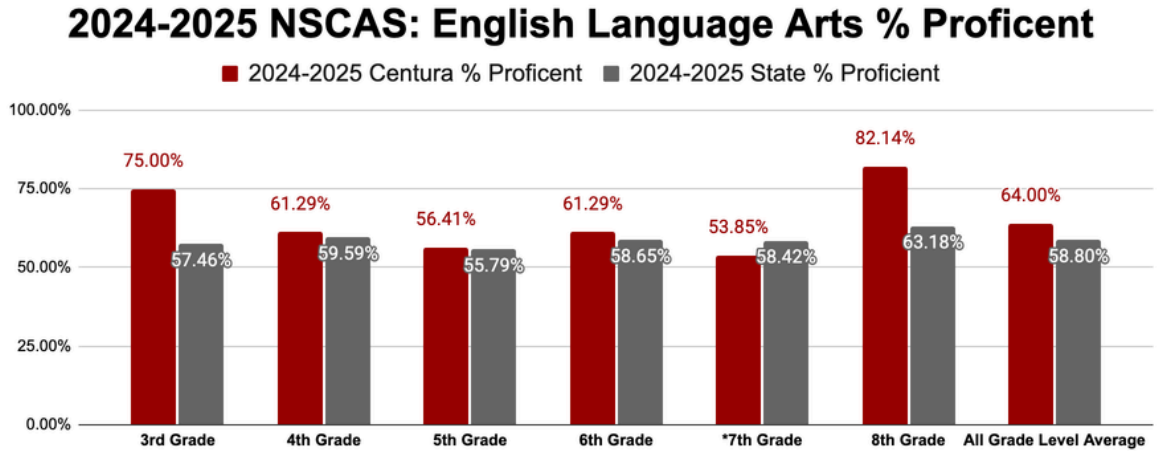
Pursuing Post-Secondary Education: **82.05%**

ACADEMIC ACHIEVEMENT

Assessment Requirements

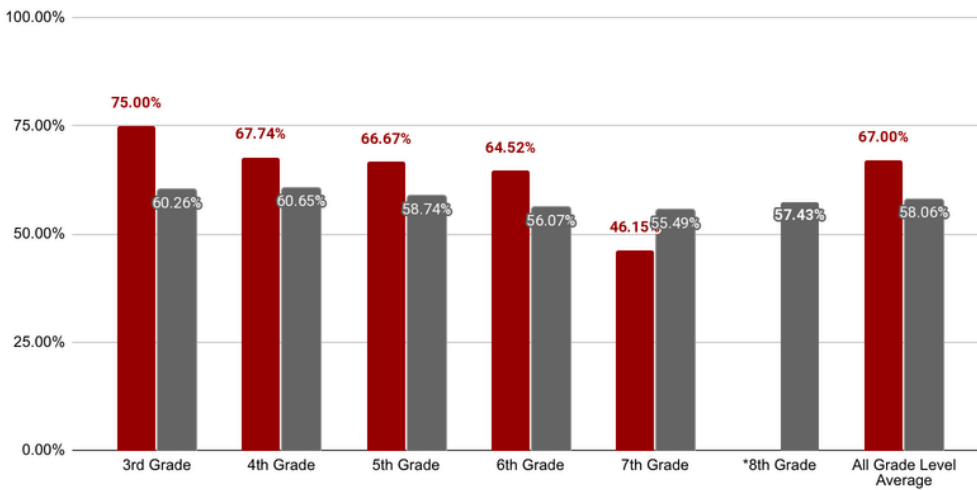
Each year, students in grades 3–8 take the Nebraska Student-Centered Assessment System (NSCAS) in English Language Arts and Math. Students in grades 5 & 8 also take the NSCAS Science Assessment. The graphs below show the percentage of students who are “on-track” or “advanced” compared to the state average.

2024-2025 NSCAS SCIENCE % Proficient		
	Centura	State
5th	87.18%	82.60%
8th	*	65.61%



2024-2025 NSCAS: Math % Proficient

■ 2024-2025 Centura Students ■ 2024-2025 State Average

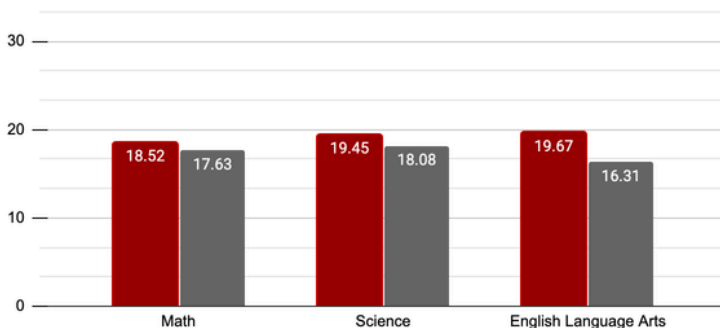


AQuESTT Rating 2024-2025



2024-2025 ACT Average Scale Scores

■ 2024-2025 Centura Juniors' Average ■ 2024-2025 State Juniors' Average



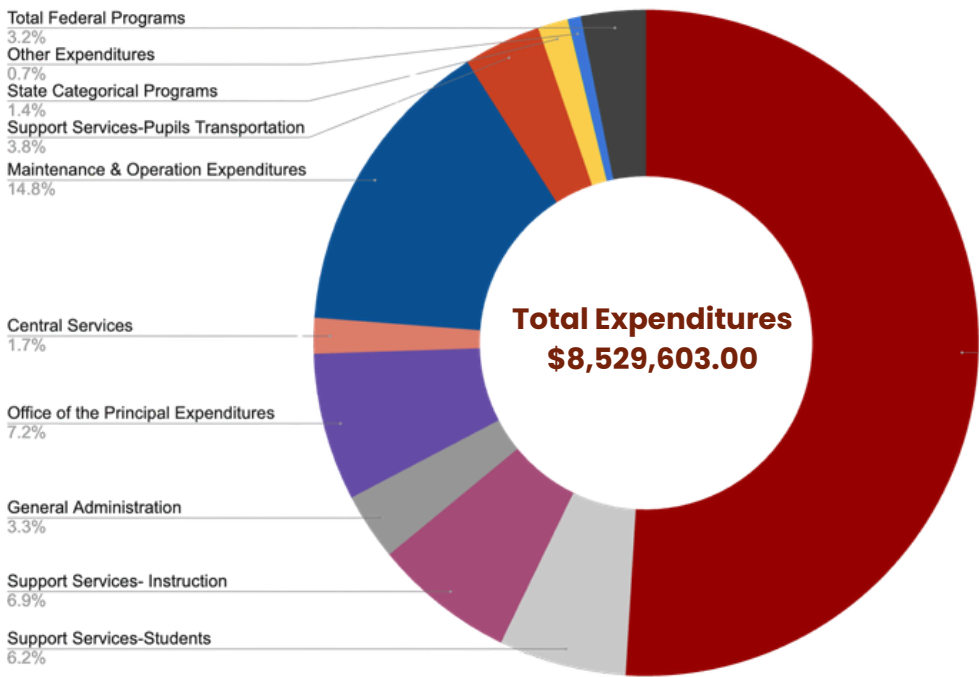
To meet the state and federal testing requirements, Juniors take the ACT in the spring. The graph to the left compares Centura student ACT scores to the state average.

*indicates data was masked due to small number of participants.

FINANCIAL REPORT

2024-2025 Centura Public Schools Expenditures

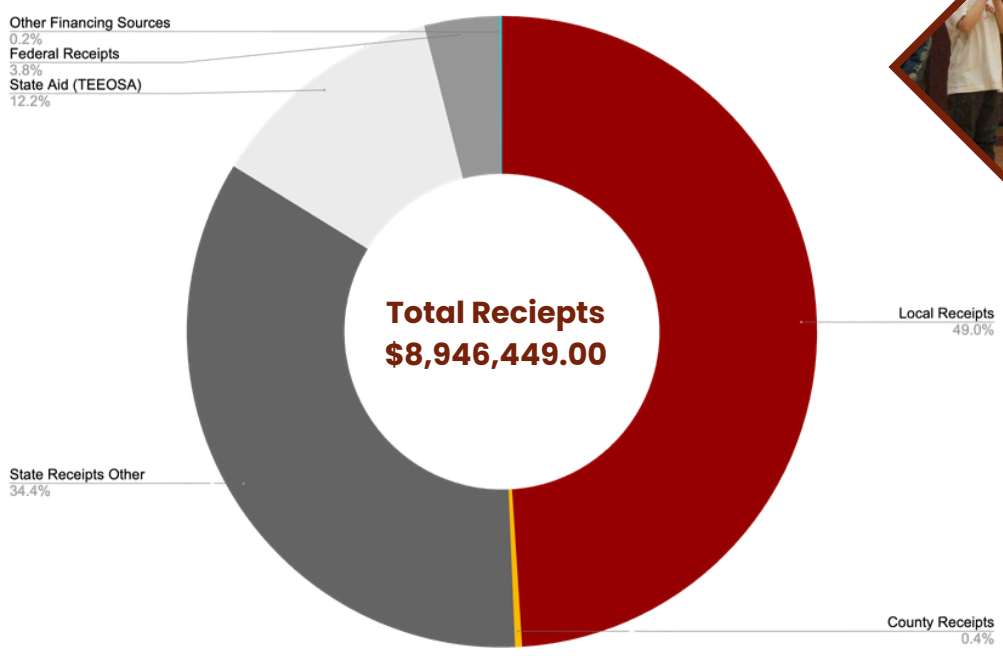
Created by Centura Digital Design



Please visit <https://nep.education.ne.gov/> for more financial information.



2024-2025 Centura Public Schools Financial Receipts



At Centura Public Schools, we are proud of the strong partnerships we share with our students, families, staff, and the community. Together, we remain committed to supporting student success and continuous growth. This annual report reflects the progress and achievements of the 2024–2025 school year. It highlights the dedication of our staff, the accomplishments of our students, and the collective efforts that move our district forward. We share this report as part of our commitment to transparency and accountability, while also celebrating what we have achieved together. We look forward to building on this success in the years ahead and appreciate your ongoing support of Centura Public Schools.