

# Board of Education Regular Meeting

Monday, October 9, 2023 8:00 PM

Board Room, 1301 Centennial Avenue, Utica, NE 68456-0187

Mark Avery: Present  
Bryce Borchers: Present  
Doug Cast: Present  
Mrs Lana Hoffschneider: Present  
Jason Richters: Present  
Derek Tomes: Present

1. MEETING CALL TO ORDER	<b>Speaker (s) :</b> Board President
1.1. Reading of Public Meeting Notice	<b>Speaker (s) :</b> Board President
1.1.1. Open Meetings Act	<b>Speaker (s) :</b> Board President
1.2. Roll Call	<b>Speaker (s) :</b> President Richters
1.2.1. Action to Excuse Board Member(s) if Necessary	<b>Speaker (s) :</b> President Richters
1.3. Centennial Public School Mission Statement: Empower, Challenge, and Support Every Student, Every Day.	
1.4. Pledge of Allegiance	<b>Speaker (s) :</b> President Richters
1.5. Consent Agenda <b>Action(s) :</b> Motion to approve consent agenda as presented Passed with a motion by Derek Tomes and a second by Mrs Lana Hoffschneider. <b>Voting Detail:</b> Mark Avery: Yea Bryce Borchers: Yea Doug Cast: Yea Mrs Lana Hoffschneider: Yea Jason Richters: Yea Derek Tomes: Yea <b>Voting Summary:</b> Yea: 6, Nay: 0	<b>Speaker (s) :</b> President Richters
1.5.1. Consider Minutes of Previous Meeting and Their Approval	<b>Speaker (s) :</b> Board President
1.5.2. Consider General Fund and Activity Fund Bills and Their Approval	<b>Speaker (s) :</b> Board President
1.5.3. Consider Activity Accounts and Treasurer's Report	<b>Speaker (s) :</b> Board President
1.6. Public Forum	<b>Speaker (s) :</b> Board President
1.6.1. Public forum: This is an opportunity for members of the public to speak to items on the agenda or items of concern to the public. If you are not part of the presentation of an agenda	<b>Speaker (s) :</b> Board President

item, you need to speak now. Thank you for your participation.

**2. ACTION ITEMS**

**Speaker (s) :** Board President

**2.1. DISCUSS, REVIEW, AND CONSIDER REVISING POLICIES 4018-4027, 5065**

**Speaker (s) :** SUPT. FORD

**Action(s) :**

Motion to review and approve policies 4018-4027, and 5065 with the recommended revisions to 5065 Passed with a motion by Mrs Lana Hoffschneider and a second by Mark Avery.

**Voting Detail:**

Mark Avery: Yea  
Bryce Borchers: Yea  
Doug Cast: Yea  
Mrs Lana Hoffschneider: Yea  
Jason Richters: Yea  
Derek Tomes: Yea

**Voting Summary:** Yea: 6, Nay: 0

**2.2. APPOINT NASB DELEGATE ASSEMBLY REPRESENTATIVE**

**Speaker (s) :** SUPT. FORD

**Action(s) :**

Motion to appoint Doug Cast as NASB Delegate Assembly Representative Passed with a motion by Bryce Borchers and a second by Derek Tomes.

**Voting Detail:**

Mark Avery: Yea  
Bryce Borchers: Yea  
Doug Cast: Yea  
Mrs Lana Hoffschneider: Yea  
Jason Richters: Yea  
Derek Tomes: Yea

**Voting Summary:** Yea: 6, Nay: 0

**2.3. CONSIDER RECOGNIZING THE CENTENNIAL EDUCATION ASSOCIATION AS THE TEACHERS BARGAINING AGENT FOR THE 2025-2026 SCHOOL YEAR**

**Speaker (s) :** SUPT. FORD

**Action(s) :**

Motion recognize the CEA as the teachers bargaining agent for the 2025-2026 school year Passed with a motion by Doug Cast and a second by Mark Avery.

**Voting Detail:**

Mark Avery: Yea  
Bryce Borchers: Yea  
Doug Cast: Yea  
Mrs Lana Hoffschneider: Yea  
Jason Richters: Yea  
Derek Tomes: Yea

**Voting Summary:** Yea: 6, Nay: 0

**2.4. DISCUSS, REVIEW, AND CONSIDER REVISING 2023-**

**Speaker (s) :** SUPT.

**Action(s) :**

Motion to revise elementary handbook to include illness guidance with regard to fevers as presented Passed with a motion by Derek Tomes and a second by Mrs Lana Hoffschneider.

**Voting Detail:**

Mark Avery: Yea  
 Bryce Borchers: Yea  
 Doug Cast: Yea  
 Mrs Lana Hoffschneider: Yea  
 Jason Richters: Yea  
 Derek Tomes: Yea

**Voting Summary:** Yea: 6, Nay: 0

2.5. DISCUSS, REVIEW, AND CONSIDER APPROVAL OF JAG PROGRAM FOR THE 2024-2025 SCHOOL YEAR

**Speaker (s) :** SUPT. FORD

**Action(s) :**

Motion to approve the agreement with the United Way and the JAG program for the 2024-2025 school year as presented Passed with a motion by Doug Cast and a second by Mark Avery.

**Voting Detail:**

Mark Avery: Yea  
 Bryce Borchers: Yea  
 Doug Cast: Yea  
 Mrs Lana Hoffschneider: Yea  
 Jason Richters: Yea  
 Derek Tomes: Yea

**Voting Summary:** Yea: 6, Nay: 0

3. DISCUSSION ITEMS

**Speaker (s) :** Board President

3.1. SUPERINTENDENT'S REPORT - FINANCIAL DOCUMENTS, STRATEGIC PLAN UPDATE

**Speaker (s) :** SUPT. FORD

3.2. FEDERAL INVENTORY REVIEW REPORT

**Speaker (s) :** SUPT. FORD

3.3. NEGOTIATIONS DISCUSSION

**Speaker (s) :** SUPT. FORD

3.4. AMERICANISM REPORT

**Speaker (s) :** SUPT. FORD

3.5. NASB BOARD CONVENTION PLANNING

**Speaker (s) :** SUPT. FORD

3.6. SUPERINTENDENT EVALUATION

**Speaker (s) :** SUPT. FORD

4. ADJOURN

**Speaker (s) :** Board President

**Action(s) :**

Motion to adjourn at 9:03 pm Passed with a motion by Doug Cast and a second by Derek Tomes.

**Voting Detail:**

Mark Avery: Yea  
 Bryce Borchers: Yea

Doug Cast:	Yea
Mrs Lana	
Hoffschneider:	Yea
Jason Richters:	Yea
Derek Tomes:	Yea
<b>Voting Summary:</b>	Yea: 6, Nay: 0

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Board Secretary

# CENTENNIAL PUBLIC SCHOOL

1301 Centennial Avenue  
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Utica, NE 68456-0187  
402-534-2321  
FAX 402-534-2291

Seth Ford  
Superintendent  
402-534-2291

Colin Bargaen  
H.S. Principal

Jenny Wagner  
Asst. Prin./A.D.

Brad Luce  
Elem. Principal

Cara Stoll  
Special Services

Zach Waller  
Counselor

Rochelle Geiger  
Elem. Counselor

## CENTENNIAL BOARD OF EDUCATION Regular Meeting September 13, 2023

Notice of regular meeting was published in York News Times on August 29, 2023.

Meeting was called to order with all board members present. Administrators Seth Ford, Colin Bargaen, Brad Luce, Cara Stoll, and Jenny Wagner were present. Evan Klanecky was a guest.

Discuss, consider, and take all necessary action to approve the Consent Agenda. Motion made by Cast, seconded by Hoffschneider to approve the consent agenda with corrected minutes.

Members polled: Avery, for; Borchers, for; Cast, for; Richters, for; Tomes, for; Hoffschneider. Motion carried 6-0.

Discuss, review, and consider approval of the 2023-2024 budget of all school funds. Motion made by Cast, seconded by Borchers to approve the 2023-2024 Centennial Public School budget as presented.

Members polled: Avery, for; Borchers, for; Cast, for; Richters, for; Tomes, for; Hoffschneider, for. Motion carried 6-0.

Discuss, review, and consider approval of the Tax Request Resolution for the 2023-2024 school year. Motion made by Tomes, seconded by Avery to approve the Tax Request Resolution for the 2023-2024 school year as presented.

Members polled: Avery, for; Borchers, for; Cast, for; Richters, for; Tomes, for; Hoffschneider, for. Motion carried 6-0.

Discuss, review, and consider, revising policies 4008-4012, 4015-4017, the addition of policy 4013, the removal of policy 4014, and revisions to 4021. Motion made by Borchers, seconded by Tomes to approve revising policies 4008-4012, 4015-4017, the addition of policy 4013, the removal of policy 4014, and revisions to 4021 as presented.

Members polled: Avery, for; Borchers, for; Cast, for; Richters, for; Tomes, for; Hoffschneider, for. Motion carried 6-0.

Discuss, review, consider, and take all necessary action for approval of out of state professional development. Motion to approve out of state professional development applications of Mrs. Geiger, Mrs. Struckman, Mrs. Pankoke, and Mr. Ford made by Hoffschneider, seconded by Avery to approve all out of state professional development as presented.

Members polled: Avery, for; Borchers, for; Cast, for; Richters, for; Tomes, for; Hoffshneider, for. Motion carried 6-0.

Discuss, review, consider, and take all necessary action to declare items as surplus for immediate sale or disposal. Motion made by Cast, seconded by Hoffschneider to approve declaring one electric stove, 3 gas ranges, general equipment from FCS room, and 100 folding chairs as surplus for immediate sale or disposal.

Members polled: Avery, for; Borchers, for; Cast, for; Richters, for; Tomes, for; Hoffshneider, for. Motion carried 6-0.

Discuss, review, consider, and take all necessary action for approval of option enrollment resolution for the 2024-2025 school year. Motion made by Borchers, seconded by Tomes to approve option enrollment resolution for the 2024-2025 school year.

Members polled: Avery, for; Borchers, for; Cast, for; Richters, for; Tomes, for; Hoffshneider, for. Motion carried 6-0.

Discuss, review, consider, and take all necessary action for approval of revision grant equipment purchases. Motion made by Hoffschneider, second by Cast to approve revision grant purchases which include a rapid cook oven, commercial range, plasma cutter, screen printer, embroidery machine, and other related equipment as presented.

Members polled: Avery, for; Borchers, for; Cast, for; Richters, for; Tomes, for; Hoffshneider, for. Motion carried 6-0.

Discuss, review, consider, and take all necessary action for approval of the resolution to update signers for accounts at the First Bank of Utica. Motion made by Avery, seconded by Borchers to approve resolution as presented.

Members polled: Avery, for; Borchers, for; Cast, for; Richters, for; Tomes, for; Hoffshneider, for. Motion carried 6-0.

Discuss, review, consider, and take all necessary action to approve the bid for locker room ventilation system. Motion made by Tomes, seconded by Avery to approve the H&S Plumbing bid to replace the ventilation system in the 1976 boys locker room.

Members polled: Avery, for; Borchers, for; Cast, for; Richters, for; Tomes, for; Hoffshneider, for. Motion carried 6-0.

Superintendent gave a financial update and a review of enrollment.

Administrators gave a safety plan report and a school improvement/external visit update.

Motion made by Cast, seconded by Hoffschneider, to adjourn. Members polled: Avery, for; Borchers, for; D. Cast, for; Richters, for; Tomes, for; Hoffschneider, for. Motion carried 6-0.

Bryce Borchers, Secretary  
Centennial Board of Education

BB:nlr

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Counselor

Rochelle Geiger  
Elem. Counselor

## CENTENNIAL BOARD OF EDUCATION Budget Hearing September 13, 2023

Notice of hearing was published in York News Times on August 29, 2023.

Meeting was called to order at 8:00 p.m. with five board members present. Derek Tomes was absent. Administrators Seth Ford, Colin Bargaen, Brad Luce, Cara Stoll, and Jenny Wagner were present. Evan Klanecky was a guest.

Acknowledged the purpose of the meeting was to invite community input and discussion regarding support, opposition, criticism, suggestions, or observations by taxpayers relating to the proposed 2023-2024 budget of all funds and to consider amendments relative thereto.

Motion made by M. Avery, seconded by L. Hoffschneider, to adjourn the meeting. Members polled: Avery, for; Borchers, for; D. Cast, for; Richters, for; Hoffschneider, for. Motion carried 5-0.

Bryce Borchers, Secretary  
Centennial Board of Education

BB:nlr

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## CENTENNIAL BOARD OF EDUCATION Tax Request Hearing September 13, 2023

Notice of hearing was published in the York News Times on August 29, 2023.

Meeting was called to order at 8:00 p.m. with all board members present. Administrators Seth Ford, Colin Bargaen, Brad Luce, Cara Stoll, and Jenny Wagner were present. Evan Klanecky was a guest.

Acknowledged the purpose of the meeting was to invite community input and discussion regarding support, opposition, criticism, suggestions, or observations by taxpayers relating to the proposed tax requests for the 2023-2024 school fiscal year (General Fund, Bond Fund, and Special Building Fund).

Motion made by L. Hoffschneider, seconded by D. Cast, to adjourn the meeting at 8:14 p.m. Members polled: Avery, for; Borchers, for; D. Cast, for; Richters, for; Hoffschneider, for; D. Tomes, for. Motion carried 6-0.

Bryce Borchers, Secretary  
Centennial Board of Education

BB:nlr

Activity Fund Balance Report - Detail - Exclude Encumbrances

09/2023 - 09/2023

Regular; Beginning Month 09/2023; Processing Month 09/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
<b>05 704 0003</b>		<b>ATHLETICS FUND BALANCE</b>				<b>*Previous Balance</b>				<b>(5,363.86)</b>
05 704 0003		ATHLETICS FUND BALANCE								
09/11/2023	GJ				trsr Athl to YB - \$ from Dist office		0.00	0.00	(1,500.00)	
09/21/2023	GJ				TXFR Athl to FFA for CC Charges		0.00	0.00	(300.00)	
05 1710 0003		ATHLETICS ADMISSIONS								
09/01/2023	CR	17451			SB Gates 8/31	Wagner, Jenny	0.00	258.00		
09/01/2023	CR	17453			JH VB Gate 8/31	Wagner, Jenny	0.00	435.00		
09/05/2023	CR	17455			Gate FB 9/1	Wagner, Jenny	0.00	1,176.25		
09/08/2023	CR	17458			Conc VB 9/5	Wagner, Jenny	0.00	496.00		
09/08/2023	CR	17459			Gate JHFB 9/5	Wagner, Jenny	0.00	439.00		
09/14/2023	CR	17462			Gate Res VB 9/11	Wagner, Jenny	0.00	313.00		
09/14/2023	CR	17463			SB Gate 9/11	Wagner, Jenny	0.00	253.00		
09/18/2023	CR	17466			VB Gate 9/14	Wagner, Jenny	0.00	536.00		
09/20/2023	CR	17468			Gate JH VB 9/18	Wagner, Jenny	0.00	319.00		
09/20/2023	CR	17470			Gate JH FB 9/19	Wagner, Jenny	0.00	293.90		
09/20/2023	CR	17471			Gate SB 9/5	Wagner, Jenny	0.00	201.00		
09/20/2023	CR	17472			Gate SB 9/14	Wagner, Jenny	0.00	520.00		
09/20/2023	CR	17473			Gate SB 9/19	Wagner, Jenny	0.00	261.00		
09/26/2023	CR	17475			Gate FB 9/22	Wagner, Jenny	0.00	1,172.00		
09/26/2023	CR	17477			Gate JH FB 9/25	Wagner, Jenny	0.00	303.00		
09/28/2023	CR	17478			SB Gate 9/26	Wagner, Jenny	0.00	289.00		
09/28/2023	CR	17480			Gate VB (JH/HS) 9/26	Wagner, Jenny	0.00	788.00		
05 1790 0003		ATHLETICS								
09/28/2023	CR	17491			Booster Club ck - SB speaker	Wagner, Jenny	0.00	294.99		
09/28/2023	CR	17512			All Sports Passes	Wagner, Jenny	0.00	1,500.00		
05 2900 352 000 0 000 0003		ATHLETICS OFFICIALS/JUDGES								
09/01/2023	CD	20230901	5	44789	FB official 9/1	Wiles, Brian	130.00	0.00		
09/01/2023	CD	20230901	5	44790	FB official 9/1	Tasich, Nick	130.00	0.00		
09/01/2023	CD	20230901	5	44791	FB official 9/1	Lanham, Todd	130.00	0.00		
09/01/2023	CD	20230901	5	44792	FB official 9/1	Drews, Aaron Raymond	130.00	0.00		
09/01/2023	CD	20230901	5	44793	FB official 9/1	Christians, Aaron	130.00	0.00		
09/05/2023	CD	20230905	5	44795	SB official 9/5	Stuhr, Kevin	210.00	0.00		
09/05/2023	CD	20230905	5	44796	SB official 9/5	Gottula, Steven	210.00	0.00		
09/05/2023	CD	20230905	5	44797	VB official 9/5	Stuhr, Michaela	170.00	0.00		
09/05/2023	CD	20230905	5	44798	VB official 9/5	HARTSHORN, JESSE	170.00	0.00		
09/05/2023	CD	20230905	5	44799	JH FB official 9/5	Tibbels, James	85.00	0.00		
09/05/2023	CD	20230905	5	44800	JH FB official 9/5	Hilton, Eric	85.00	0.00		
09/05/2023	CD	20230905	5	44801	JH FB official 9/5	Sterns, Michael	85.00	0.00		
09/05/2023	CD	20230905	5	44802	JH FB official 9/5	Smith, Adam	85.00	0.00		
09/11/2023	CD	20230911	5	44804	SB official 9/11	Sandoval, Carlos	210.00	0.00		
09/11/2023	CD	20230911	5	44805	SB official 9/11	Telecky, Martin D	210.00	0.00		
09/11/2023	CD	20230911	5	44806	VB official 9/11	Stuhr, Michaela	150.00	0.00		
09/11/2023	CD	20230911	5	44807	VB official	Maxwell, Jon	150.00	0.00		
09/14/2023	CD	20230914	5	44859	SB official 9/14	Loving, Sean	200.00	0.00		

**Activity Fund Balance Report - Detail - Exclude Encumbrances**

09/2023 - 09/2023

Regular; Beginning Month 09/2023; Processing Month 09/2023; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05      ACTIVITIES FUND**

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>				<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>				
09/14/2023	CD	20230914	5	44860	SB official 9/14	Leach, Brennan	200.00	0.00		
09/14/2023	CD	20230914	5	44861	VB official 9/14	Keeney, Paul	170.00	0.00		
09/14/2023	CD	20230914	5	44862	VB official 9/14	Taylor, Chuck	170.00	0.00		
09/14/2023	CD	20230915	5	44863	VB Game officiating for VB Invite	Keeney, Paul	55.00	0.00		
09/14/2023	CD	20230915	5	44864	VB Game officiating for VB Invite	Keeney, Jordyn	55.00	0.00		
09/18/2023	CD	20230918	5	44865	JHVB official 9/18	Fields, Kevin	120.00	0.00		
09/18/2023	CD	20230918	5	44866	JHVB official 9/18	Daniels, Julia Anne	120.00	0.00		
09/18/2023	CD	20230918	5	44867	SB official 9/18	Effle, Derek	130.00	0.00		
09/18/2023	CD	20230918	5	44868	SB official 9/18	Telecky, Martin D	130.00	0.00		
09/21/2023	CD	20230921	5	44879	FB official 9/21	Walz, Scott	130.00	0.00		
09/21/2023	CD	20230921	5	44880	FB official 9/21	Stromer, Richard	130.00	0.00		
09/21/2023	CD	20230921	5	44881	FB official 9/21	Roth, Trevor	130.00	0.00		
09/21/2023	CD	20230921	5	44882	FB official 9/21	Kitzing, Andrew	130.00	0.00		
09/21/2023	CD	20230921	5	44883	FB official 9/21	Roth, Trent	130.00	0.00		
09/25/2023	CD	20230925	5	44889	JH FB official 9/25	Ellingson, Timothy	75.00	0.00		
09/25/2023	CD	20230925	5	44890	JH FB official 9/25	Johnson, Lane	75.00	0.00		
09/25/2023	CD	20230925	5	44891	JH FB official 9/25	Zabel, Brody	75.00	0.00		
09/25/2023	CD	20230925	5	44892	VB official 9/26	Wiedel, Kurk	170.00	0.00		
09/25/2023	CD	20230925	5	44893	VB official 9/26	Stephens, Amy	170.00	0.00		
09/25/2023	CD	20230925	5	44894	SB official 9/26	Stuhr, Kevin	210.00	0.00		
09/25/2023	CD	20230925	5	44895	SB official 9/26	Gottula, Steven	210.00	0.00		
09/25/2023	CD	20230925	5	44896	JH VB official 9/28	Daniels, Julia Anne	120.00	0.00		
09/25/2023	CD	20230925	5	44897	JH VB official 9/28	Mitchell, Michele	120.00	0.00		
09/25/2023	CD	20230925	5	44898	SB official 9/28	Loving, Sean	130.00	0.00		
09/25/2023	CD	20230925	5	44899	SB official 9/28	Leach, Brennan	130.00	0.00		
09/25/2023	CD	20230925	5	44900	FB official 9/28	Sinnott, Jeff	130.00	0.00		
09/25/2023	CD	20230925	5	44901	FB official 9/28	Fritzen, Jeff	130.00	0.00		
09/25/2023	CD	20230925	5	44902	FB official 9/28	Caverzagie, Kevin	130.00	0.00		
09/25/2023	CD	20230925	5	44903	FB official 9/28	Wynn, Kevin	130.00	0.00		
09/25/2023	CD	20230925	5	44904	FB official 9/28	Robeson, Steve	130.00	0.00		
05 2900 610 000 0 000 0003					ATHLETICS SUPPLIES					
09/12/2023	CD	20230912	5	44816	VB Tournament Hospitality Room supplies	Capital One	84.62	0.00		
09/12/2023	CD	14846	5	44817	Neptune Game Time Music	CMC Neptune	500.00	0.00		
09/12/2023	CD	20230912	5	44819	Sam's Club Supplies	Sam's Club/Synchrony Bank	350.78	0.00		
09/12/2023	CD	951945253	5	44825	JH FB Helmets	Riddell All American Sports	862.95	0.00		
09/12/2023	CD	20230912-0001	5	44826	JH FB Equipment	BSN SPORTS LLC	262.31	0.00		
09/12/2023	CD	20230912	5	44827	Equipment	Lou's Sporting Goods	6,084.18	0.00		
09/13/2023	CD	0577097-IN	5	44846	Indoor Batting Cages	Beacon Athletics LLC	5,330.00	0.00		
09/13/2023	CD	20230913	5	44830	Wireless Portable Speaker	AMAZON CAPITAL SERVICES	294.99	0.00		
09/13/2023	CD	10010	5	44838	Headsets & Down Markers	SIDELINE POWER	4,040.25	0.00		
09/13/2023	CD	ARINV-670732	5	44840	Helmet Decals	Sportdecals	352.00	0.00		
09/13/2023	CD	100273	5	44841	Training Room supplies	Training Room, Inc.	622.41	0.00		
09/13/2023	CD	72651	5	44842	Awards VB/JHVB	AWARDS UNLIMITED	320.76	0.00		
09/22/2023	CD	72652	5	44885	JHWR, WR, JHBB medals	AWARDS UNLIMITED	926.67	0.00		

**Activity Fund Balance Report - Detail - Exclude Encumbrances**

09/2023 - 09/2023

Regular; Beginning Month 09/2023; Processing Month 09/2023; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05 ACTIVITIES FUND**

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
09/22/2023	CD	211175	5	44886	FB Game Balls	Big Game Sports, Inc.	704.92	0.00		
05 2900 810 000 0 000 0003			ATHLETICS DUES AND FEES							
09/12/2023	CD	20230912	5	44828	VB Entry Fee	MALCOLM PUBLIC SCHOOLS	125.00	0.00		
09/12/2023	CD	20230912	5	44829	Conference Dues	DAVID CITY PUBLIC SCHOOLS	750.00	0.00		
09/12/2023	CD	20230912	5	44811	XC Meet Entry Fee	Malcolm Public School	150.00	0.00		
09/12/2023	CD	20230912	5	44808	XC Entry Fee	Thayer Central Community Schools	140.00	0.00		
09/13/2023	CD	20230913	5	44832	XC Entry Fee	Milford High School	90.00	0.00		
09/13/2023	CD	20230913	5	44833	XC Entry Fee	FILLMORE CENTRAL PUBLIC SCHOOL	120.00	0.00		
09/13/2023	CD	20230913	5	44853	SB Entry Fee	Fairbury High School	125.00	0.00		
09/13/2023	CD	20230913	5	44856	VB Entry Fee	Central City Public Schools	100.00	0.00		
09/13/2023	CD	20230913	5	44857	SB Entry Fee	Louisville High School	120.00	0.00		
09/13/2023	CD	20230913	5	44858	JH VB Entry Fee	Friend High School	100.00	0.00		
09/20/2023	CD	20230920	5	44877	XC Meet Entry Fee	Raymond Central Public School	160.00	0.00		
09/27/2023	CD	20230927	5	44905	Esports NSESA membership	NSESA	100.00	0.00		
05 2900 890 000 0 000 0003			ATHLETICS MISC EXPENSE							
09/01/2023	CD	H00036132	5	44788	Hudl Account	Hudl	11,700.00	0.00		
09/13/2023	CD	20229736	5	44843	Impact Testing	IMPACT APPLICATIONS INC	485.00	0.00		
09/13/2023	CD	1366	5	44844	F.A.T. camera repair	Black Squirrel Enterprises, LLC	374.36	0.00		
09/20/2023	CD	0079745CC	5	44872	Sport Only students in FinalForms	FINALFORMS	50.00	0.00		
<b>05 704 0003</b>			<b>ATHLETICS FUND BALANCE</b>			<b>*Current Activity</b>				<b>(33,983.06)</b>
						<b>*Ending Balance:</b>	42,031.20	9,848.14	<b>(1,800.00)</b>	<b>(39,346.92)</b>
<b>05 704 0050</b>			<b>CONCESSIONS FUND BALANCE</b>			<b>*Previous Balance</b>				<b>30,580.46</b>
05 704 0050			CONCESSIONS FUND BALANCE							
09/13/2023	GJ				Conc to VB		0.00	0.00	<b>(697.23)</b>	
09/13/2023	GJ				Conc to BBB		0.00	0.00	<b>(495.89)</b>	
09/13/2023	GJ				Conc to GBB		0.00	0.00	<b>(149.34)</b>	
05 1790 0050			CONCESSIONS							
09/01/2023	CR	17452			JH VB Conc 8/31	Klanecky, Nikki	0.00	754.50		
09/01/2023	CR	AUTO			Conc. CC Charges	Square Inc.	0.00	18.78		
09/05/2023	CR	17454			Conc. FB 9/1	Klanecky, Nikki	0.00	1,703.00		
09/05/2023	CR	AUTO			Conc CC Charges	Square Inc.	0.00	18.51		
09/06/2023	CR	AUTO			Conc CC Charges	Square Inc.	0.00	20.20		
09/08/2023	CR	17457			Conc VB 9/5	Klanecky, Nikki	0.00	736.50		
09/08/2023	CR	17522			Conc JHFB 9/5	Klanecky, Nikki	0.00	362.25		
09/11/2023	CR	17460			Conc Youth FB 9/10	Klanecky, Nikki	0.00	391.50		
09/12/2023	CR	AUTO			Conc CC Charges	Square Inc.	0.00	25.31		
09/14/2023	CR	17461			Res VB Conc 9/11	Klanecky, Nikki	0.00	475.75		
09/15/2023	CR	AUTO			Conc CC Chargers	Square Inc.	0.00	6.94		
09/18/2023	CR	17465			VB Conc 9/14	Klanecky, Nikki	0.00	976.00		
09/18/2023	CR	AUTO			Conc CC Charges	Square Inc.	0.00	28.48		
09/19/2023	CR	AUTO			Conc CC Charges	Square Inc.	0.00	26.75		
09/20/2023	CR	17467			Conc JH VB 9/18	Klanecky, Nikki	0.00	696.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

09/2023 - 09/2023

Regular; Beginning Month 09/2023; Processing Month 09/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
09/20/2023	CR	17469			Conc JH VB 9/19	Klanecky, Nikki	0.00	459.25		
09/20/2023	CR	AUTO			Conc CC Charges	Square Inc.	0.00	17.96		
09/25/2023	CR	AUTO			Conc CC Charges	Square Inc.	0.00	52.13		
09/26/2023	CR	17474			Conc FB 9/22	Klanecky, Nikki	0.00	1,090.50		
09/26/2023	CR	17476			Conc. JH FB 9/25	Klanecky, Nikki	0.00	435.50		
09/26/2023	CR	AUTO			Conc CC Charges	Square Inc.	0.00	23.17		
09/27/2023	CR	AUTO			Conc CC Charges	Square Inc.	0.00	24.50		
09/28/2023	CR	17479			VB (JH/HS) Conc 9/26	Wagner, Jenny	0.00	1,732.55		
09/28/2023	CR	17494			pop, air heads, popcorn	Klanecky, Nikki	0.00	253.00		
09/28/2023	CR	AUTO			Conc CC Charges	Square Inc.	0.00	26.64		
05 2900 610 000 0 000 0050			CONCESSIONS							
09/12/2023	CD	20230912	5	44819	Sam's Club Supplies	Sam's Club/Synchrony Bank	202.42	0.00		
09/12/2023	CD	20230912	5	44820	Concession supplies	CASH-WA DISTRIBUTING CO	2,131.49	0.00		
09/12/2023	CD	20230912	5	44821	Conc. Pop Inside/Outside	Chesterman Company	3,190.07	0.00		
09/13/2023	CD	20230913	5	44839	supplies for conc.	CENTENNIAL MARKET	246.82	0.00		
09/13/2023	CD	20230913	5	44852	Conc. supplies for SB Tri	Prochaska, Vickie	18.60	0.00		
09/20/2023	CD	13938207	5	44873	Concession supplies	CASH-WA DISTRIBUTING CO	550.86	0.00		
09/21/2023	CD	300	5	44884	donuts and pizza	BRONCO SPUR	813.00	0.00		
09/21/2023	CD	13946205	5	44878	Concession Supplies	CASH-WA DISTRIBUTING CO	732.83	0.00		
<b>05 704 0050</b>			<b>CONCESSIONS FUND BALANCE</b>			<b>*Current Activity</b>				1,127.12
<b>*Ending Balance:</b>							7,886.09	10,355.67	(1,342.46)	31,707.58
<b>05 704 0052</b>			<b>BRONCO STORE FUND BALANCE</b>			<b>*Previous Balance</b>				2,259.96
05 704 0052			BRONCO STORE FUND BALANCE							
05 2900 610 000 0 000 0052			BRONCO STORE							
09/12/2023	CD	20230912	5	44819	Sam's Club Supplies	Sam's Club/Synchrony Bank	65.00	0.00		
<b>05 704 0052</b>			<b>BRONCO STORE FUND BALANCE</b>			<b>*Current Activity</b>				(65.00)
<b>*Ending Balance:</b>							65.00	0.00	0.00	2,194.96
<b>05 704 0053</b>			<b>MARKET 67 FUND BALANCE</b>			<b>*Previous Balance</b>				(95.50)
05 704 0053			MARKET 67 FUND BALANCE							
05 2900 610 000 0 000 0053			MARKET 67							
09/13/2023	CD	167D-9QLV-9M6X	5	44854	Clear Wood Finish Satin	AMAZON CAPITAL SERVICES	56.27	0.00		
<b>05 704 0053</b>			<b>MARKET 67 FUND BALANCE</b>			<b>*Current Activity</b>				(56.27)
<b>*Ending Balance:</b>							56.27	0.00	0.00	(151.77)
<b>05 704 0054</b>			<b>BRONCO CLOSET FUND BALANCE</b>			<b>*Previous Balance</b>				930.90
<b>*Ending Balance:</b>							0.00	0.00	0.00	930.90
<b>05 704 0055</b>			<b>BRONCO COFFEE &amp; CREATIONS FUND BALANCE</b>			<b>*Previous Balance</b>				45.38
<b>*Ending Balance:</b>							0.00	0.00	0.00	45.38

Activity Fund Balance Report - Detail - Exclude Encumbrances

09/2023 - 09/2023

Regular; Beginning Month 09/2023; Processing Month 09/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

Chart of Account Number		Chart of Account Description			Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description				
05 704 0056					SUMMER CAMPS FUND BALANCE				3,688.92
					<b>*Previous Balance</b>				3,688.92
					<b>*Ending Balance:</b>	0.00	0.00	0.00	3,688.92
05 704 0057					PBIS FUND BALANCE				(1,016.14)
					<b>*Previous Balance</b>				(1,016.14)
					<b>*Ending Balance:</b>	0.00	0.00	0.00	(1,016.14)
05 704 0103					DISTRICT EVENTS FUND BALANCE				23,153.98
					<b>*Previous Balance</b>				23,153.98
05 704 0103					DISTRICT EVENTS FUND BALANCE				
05 1750 0103					DISTRICT EVENTS POP MACHINE				
09/28/2023	CR	17483			Coca-Cola	Wagner, Jenny	0.00	23.50	
05 2900 610 000 0 000 0103					DISTRICT EVENTS				
09/12/2023	CD	20230912	5	44819	Sam's Club Supplies	Sam's Club/Synchrony Bank	109.10	0.00	
09/13/2023	CD	20230913	5	44839	Napkins for Staff Event	CENTENNIAL MARKET	4.48	0.00	
05 2900 890 000 0 000 0103					DISTRICT EVENTS MISC EXPENSE				
09/13/2023	CD	8232023CU	5	44845	Record Board Updates	SPORTBOARDZ	12.50	0.00	
09/28/2023	CD	20230928	5	44906	Coaches PD - Butter Braids from Juniors	CENTENNIAL ACTIVITY FUND	180.00	0.00	
05 704 0103					DISTRICT EVENTS FUND BALANCE				(282.58)
					<b>*Current Activity</b>				(282.58)
					<b>*Ending Balance:</b>	306.08	23.50	0.00	22,871.40
05 704 0104					BOYS BASKETBALL FUND BALANCE				2,617.46
					<b>*Previous Balance</b>				2,617.46
05 704 0104					BOYS BASKETBALL FUND BALANCE				
09/13/2023	GJ				Conc to BBB		0.00	0.00	495.89
05 704 0104					BOYS BASKETBALL FUND BALANCE				495.89
					<b>*Current Activity</b>				495.89
					<b>*Ending Balance:</b>	0.00	0.00	495.89	3,113.35
05 704 0105					CROSS COUNTRY FUND BALANCE				350.03
					<b>*Previous Balance</b>				350.03
					<b>*Ending Balance:</b>	0.00	0.00	0.00	350.03
05 704 0106					FOOTBALL FUND BALANCE				2,383.00
					<b>*Previous Balance</b>				2,383.00
05 704 0106					FOOTBALL FUND BALANCE				
05 1790 0106					FOOTBALL				
09/14/2023	CR	17464			fundraiser	Klanecky, Evan	0.00	7,305.00	
05 2900 610 000 0 000 0106					FOOTBALL				
09/12/2023	CD	20230912	5	44814	T-shirts & shorts	BSN SPORTS LLC	1,508.89	0.00	
09/13/2023	CD	10010	5	44838	Headsets & Down Markers	SIDELINE POWER	2,000.00	0.00	
09/13/2023	CD	20230913	5	44851	Supplies for FB	Eitzmann, Barry	8.56	0.00	
09/20/2023	CD	20230920	5	44875	FB Gear	BSN SPORTS LLC	2,906.47	0.00	
05 704 0106					FOOTBALL FUND BALANCE				881.08
					<b>*Current Activity</b>				881.08
					<b>*Ending Balance:</b>	6,423.92	7,305.00	0.00	3,264.08
05 704 0107					GIRLS BASKETBALL FUND BALANCE				(980.29)
					<b>*Previous Balance</b>				(980.29)
05 704 0107					GIRLS BASKETBALL FUND BALANCE				

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09/2023 - 09/2023

Regular; Beginning Month 09/2023; Processing Month 09/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

Chart of Account Number		Chart of Account Description			Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description				
09/13/2023	GJ				Conc to GBB	0.00	0.00	149.34	
<b>05 704 0107</b>					<b>GIRLS BASKETBALL FUND BALANCE</b>				
					<b>*Current Activity</b>				149.34
					<b>*Ending Balance:</b>	0.00	0.00	149.34	(830.95)
<b>05 704 0108</b>					<b>GOLF FUND BALANCE</b>				
					<b>*Previous Balance</b>				35.57
					<b>*Ending Balance:</b>	0.00	0.00	0.00	35.57
<b>05 704 0109</b>					<b>SOFTBALL FUND BALANCE</b>				
					<b>*Previous Balance</b>				976.41
05 704 0109					SOFTBALL FUND BALANCE				
05 2900 610 000 0 000 0109					SOFTBALL				
09/22/2023	CD	20230922	5	44887	Senior Gifts	161.64	0.00		
09/22/2023	CD	20230922	5	44888	Senior Gifts	133.03	0.00		
<b>05 704 0109</b>					<b>SOFTBALL FUND BALANCE</b>				
					<b>*Current Activity</b>				(294.67)
					<b>*Ending Balance:</b>	294.67	0.00	0.00	681.74
<b>05 704 0115</b>					<b>TRACK FUND BALANCE</b>				
					<b>*Previous Balance</b>				375.23
					<b>*Ending Balance:</b>	0.00	0.00	0.00	375.23
<b>05 704 0116</b>					<b>VOLLEYBALL FUND BALANCE</b>				
					<b>*Previous Balance</b>				3,420.56
05 704 0116					VOLLEYBALL FUND BALANCE				
09/13/2023	GJ				Conc to VB	0.00	0.00	697.23	
05 1790 0116					VOLLEYBALL				
09/28/2023	CR	17497			Team Jacket	0.00	60.00		
05 2900 610 000 0 000 0116					VOLLEYBALL				
09/13/2023	CD	20230913	5	44831	Team Jacket	74.22	0.00		
05 2900 890 000 0 000 0116					VOLLEYBALL MISC				
09/13/2023	CD	20230913	5	44835	Parking for VB Day @ Memorial Stadium	20.00	0.00		
<b>05 704 0116</b>					<b>VOLLEYBALL FUND BALANCE</b>				
					<b>*Current Activity</b>				663.01
					<b>*Ending Balance:</b>	94.22	60.00	697.23	4,083.57
<b>05 704 0117</b>					<b>WRESTLING FUND BALANCE</b>				
					<b>*Previous Balance</b>				1,581.19
					<b>*Ending Balance:</b>	0.00	0.00	0.00	1,581.19
<b>05 704 0118</b>					<b>BASEBALL FUND BALANCE</b>				
					<b>*Previous Balance</b>				807.80
					<b>*Ending Balance:</b>	0.00	0.00	0.00	807.80
<b>05 704 0204</b>					<b>JH BOYS BASKETBALL FUND BALANCE</b>				
					<b>*Previous Balance</b>				18.35
					<b>*Ending Balance:</b>	0.00	0.00	0.00	18.35
<b>05 704 0207</b>					<b>JH GIRLS BASKETBALL FUND BALANCE</b>				
					<b>*Previous Balance</b>				1,588.82
					<b>*Ending Balance:</b>	0.00	0.00	0.00	1,588.82
<b>05 704 0215</b>					<b>JH TRACK FUND BALANCE</b>				
					<b>*Previous Balance</b>				145.60

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09/2023 - 09/2023

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Fund: 05 ACTIVITIES FUND

Chart of Account Number		Chart of Account Description			Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description				
<b>*Ending Balance:</b>						0.00	0.00	0.00	145.60
05 704 0216					JH VOLLEYBALL FUND BALANCE				
05 1790 0216					JH VOLLEYBALL				
09/28/2023	CR	17486			JH VB shirts	0.00	405.00		
05 2900 610 000 0 000 0216					JH VOLLEYBALL				
09/13/2023	CD	18596	5	44834	JH VB Warm-ups	428.77	0.00		
<b>05 704 0216</b>					<b>JH VOLLEYBALL FUND BALANCE</b>				<b>(23.77)</b>
<b>*Current Activity</b>									
<b>*Ending Balance:</b>						428.77	405.00	0.00	<b>(23.77)</b>
<b>05 704 0301</b>					<b>ART FUND BALANCE</b>				<b>19.59</b>
<b>*Previous Balance</b>									<b>19.59</b>
<b>*Ending Balance:</b>						0.00	0.00	0.00	<b>19.59</b>
<b>05 704 0302</b>					<b>BAND TRIP FUND BALANCE</b>				<b>8,649.05</b>
<b>*Previous Balance</b>									<b>8,649.05</b>
<b>*Ending Balance:</b>						0.00	0.00	0.00	<b>8,649.05</b>
<b>05 704 0303</b>					<b>DANCE/CHEER FUND BALANCE</b>				<b>(2,055.67)</b>
<b>*Previous Balance</b>									<b>(2,055.67)</b>
05 704 0303					DANCE/CHEER FUND BALANCE				
09/21/2023	GJ				TXFR Dance to FFA for CC Charges	0.00	0.00	(1,346.95)	
05 1790 0303					DANCE/CHEER				
09/28/2023	CR	17492			Booster Club ck - Locker Tags	0.00	91.15		
09/28/2023	CR	17502			Dance Fundraiser - Kobie	0.00	320.00		
09/28/2023	CR	17503			Dance Fundraiser - Caylee Clouse	0.00	200.00		
09/28/2023	CR	17504			Dance Fundraiser - Cora H.	0.00	180.00		
09/28/2023	CR	17505			Dance Fundraiser - K. Luebbe	0.00	120.00		
09/28/2023	CR	17506			Dance Fundraiser - Andrea G.	0.00	240.00		
09/28/2023	CR	17507			Dance Fundraiser - Grace S.	0.00	240.00		
09/28/2023	CR	17508			Dance Fundraiser - Cheyenne T.	0.00	800.00		
09/28/2023	CR	17509			Dance Fundraiser - Colette	0.00	60.00		
09/28/2023	CR	17510			Dance Fundraiser - Nya F.	0.00	760.00		
09/28/2023	CR	17511			Dnace Fundraiser - Natalie S.	0.00	460.00		
05 2900 610 000 0 000 0303					DANCE/CHEER SUPPLIES				
09/12/2023	CD	20230912	5	44823	Dance Team Shirts	100.00	0.00		
09/12/2023	CD	75134	5	44810	Fall Locker Signs	91.15	0.00		
09/13/2023	CD	20230913	5	44849	HoCo shirts for Dance Team	120.00	0.00		
09/13/2023	CD	1RXY-RFYT-N4N6	5	44850	Dance Pants	216.94	0.00		
05 2900 890 000 0 000 0303					DANCE/CHEER MISC EXPENSE				
09/12/2023	CD	20230912	5	44809	Dance Team Fundraiser	1,968.00	0.00		
<b>05 704 0303</b>					<b>DANCE/CHEER FUND BALANCE</b>				<b>(371.89)</b>
<b>*Current Activity</b>									
<b>*Ending Balance:</b>						2,496.09	3,471.15	(1,346.95)	<b>(2,427.56)</b>
<b>05 704 0305</b>					<b>FBLA FUND BALANCE</b>				<b>3,079.31</b>
<b>*Previous Balance</b>									<b>3,079.31</b>
05 704 0305					FBLA FUND BALANCE				

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**Fund: 05 ACTIVITIES FUND**

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
05 2900 610 000 0 000 0305			FBLA							
09/12/2023	CD	20230912	5	44812	FBLA Root beer float supplies	Pankoke, Leah	42.86	0.00		
05 2900 810 000 0 000 0305			FBLA DUES AND FEES							
09/12/2023	CD	20230912	5	44818	2023 Fall Leadership Conf. Registration	Nebraska FBLA	150.00	0.00		
<b>05 704 0305</b>			<b>FBLA FUND BALANCE</b>			<b>*Current Activity</b>			<b>(192.86)</b>	
						<b>*Ending Balance:</b>	192.86	0.00	0.00	2,886.45
<b>05 704 0306</b>			<b>FCCLA FUND BALANCE</b>			<b>*Previous Balance</b>				2,334.73
						<b>*Ending Balance:</b>	0.00	0.00	0.00	2,334.73
<b>05 704 0307</b>			<b>FFA FUND BALANCE</b>			<b>*Previous Balance</b>				27,352.19
05 704 0307			FFA FUND BALANCE							
09/21/2023	GJ				TXFR Dance to FFA for CC Charges		0.00	0.00	1,346.95	
09/21/2023	GJ				TXFR Athl to FFA for CC Charges		0.00	0.00	300.00	
05 1730 0307			FFA DUES							
09/28/2023	CR	17489			FFA dues	Podliska, Holly	0.00	240.00		
05 1790 0307			FFA							
09/28/2023	CR	17487			Farm Safety Day	Podliska, Holly	0.00	3,370.00		
09/28/2023	CR	17488			Scrap metal, farm safety day	Podliska, Holly	0.00	450.30		
09/28/2023	CR	17490			scrap metal (\$56), Farm Safety Day	Podliska, Holly	0.00	581.00		
09/28/2023	CR	17500			Conc. Tip Money	Podliska, Holly	0.00	11.00		
05 2900 610 000 0 000 0307			FFA							
09/01/2023	CD	20231005	5	1	ck 44761 recorded as \$174.91 (\$174.71)	Perch Merch LLC	0.20	0.00		
09/12/2023	CD	20230912	5	44813	stamps	POSTMASTER	51.00	0.00		
09/13/2023	CD	MDS305988	5	44847	Hoodie	National FFA Organization	39.00	0.00		
09/13/2023	CD	MDS306061	5	44848	chapter pins	National FFA Organization	37.00	0.00		
09/13/2023	CD	20230913	5	44839	FFA Burger Bash supplies	CENTENNIAL MARKET	241.39	0.00		
09/20/2023	CD	MDS307432	5	44876	FFA official jackets	National FFA Organization	1,188.00	0.00		
05 2900 810 000 0 000 0307			FFA DUES AND FEES							
09/20/2023	CD	State Fair 523	5	44874	State Fair Registration	Nebraska FFA Association	25.00	0.00		
05 2900 890 000 0 000 0307			FFA MISC EXPENSE							
09/12/2023	CD	20230912	5	44824	Advertising	Lincoln Journal Star	81.21	0.00		
09/13/2023	CD	133760	5	44855	Charter Bus for Natl FFA Conv	Windstar Lines, Inc.	12,140.30	0.00		
<b>05 704 0307</b>			<b>FFA FUND BALANCE</b>			<b>*Current Activity</b>			<b>(7,503.85)</b>	
						<b>*Ending Balance:</b>	13,803.10	4,652.30	1,646.95	19,848.34
<b>05 704 0308</b>			<b>MUSICAL FUND BALANCE</b>			<b>*Previous Balance</b>				8,406.24
						<b>*Ending Balance:</b>	0.00	0.00	0.00	8,406.24
<b>05 704 0309</b>			<b>NHS FUND BALANCE</b>			<b>*Previous Balance</b>				40.10
						<b>*Ending Balance:</b>	0.00	0.00	0.00	40.10

Activity Fund Balance Report - Detail - Exclude Encumbrances

09/2023 - 09/2023

Regular; Beginning Month 09/2023; Processing Month 09/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

Chart of Account Number			Chart of Account Description			Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
<b>05 704 0311</b>			<b>ONE ACT FUND BALANCE</b>			<b>*Previous Balance</b>				816.22
05 704 0311			ONE ACT FUND BALANCE							
05 1790 0311			ONE ACT							
09/28/2023	CR	17481			Conc Tip Money	Fowler, Jarrett	0.00	12.00		
09/28/2023	CR	17501			Conc. Tip Money	Fowler, Jarrett	0.00	9.80		
<b>05 704 0311</b>			<b>ONE ACT FUND BALANCE</b>			<b>*Current Activity</b>				21.80
						<b>*Ending Balance:</b>	0.00	21.80	0.00	838.02
<b>05 704 0312</b>			<b>QUIZ BOWL FUND BALANCE</b>			<b>*Previous Balance</b>				696.02
05 704 0312			QUIZ BOWL FUND BALANCE							
05 2900 810 000 0 000 0312			QUIZ BOWL DUES & FEES							
09/20/2023	CD	20230920	5	44869	HS Quiz Bowl Meet Entry Fee	NELAC	100.00	0.00		
09/20/2023	CD	20230920	5	44870	Young Women's Quiz Bowl Entry Fee	GFWC NFWC	50.00	0.00		
<b>05 704 0312</b>			<b>QUIZ BOWL FUND BALANCE</b>			<b>*Current Activity</b>				(150.00)
						<b>*Ending Balance:</b>	150.00	0.00	0.00	546.02
<b>05 704 0313</b>			<b>SHOW CHOIR FUND BALANCE</b>			<b>*Previous Balance</b>				(2,669.34)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	(2,669.34)
<b>05 704 0314</b>			<b>SPEECH FUND BALANCE</b>			<b>*Previous Balance</b>				753.65
						<b>*Ending Balance:</b>	0.00	0.00	0.00	753.65
<b>05 704 0315</b>			<b>STUDENT COUNCIL FUND BALANCE</b>			<b>*Previous Balance</b>				2,368.39
05 704 0315			STUDENT COUNCIL FUND BALANCE							
05 1710 0315			STUDENT COUNCIL ADMISSIONS							
09/05/2023	CR	17456			HoCo Dance Admissions	Petersen, Emily	0.00	570.00		
05 1750 0315			STUDENT COUNCIL POP MACHINE							
09/28/2023	CR	17483			Coca-Cola	Wagner, Jenny	0.00	6.63		
05 2900 610 000 0 000 0315			STUDENT COUNCIL							
09/13/2023	CD	20230913	5	44836	Lip Synch Gifts	Ziegler, Riley	30.00	0.00		
09/13/2023	CD	20230913	5	44837	HoCo supplies	PETERSEN, EMILY MARIE	140.64	0.00		
05 2900 890 000 0 000 0315			STUDENT COUNCIL MISC EXPENSE							
09/01/2023	CD	20230913	5	44794	DJ @ HoCo Dance	Richters, Carson	100.00	0.00		
<b>05 704 0315</b>			<b>STUDENT COUNCIL FUND BALANCE</b>			<b>*Current Activity</b>				305.99
						<b>*Ending Balance:</b>	270.64	576.63	0.00	2,674.38
<b>05 704 0316</b>			<b>UNIFIED ACTIVITIES FUND BALANCE</b>			<b>*Previous Balance</b>				205.90
						<b>*Ending Balance:</b>	0.00	0.00	0.00	205.90
<b>05 704 0317</b>			<b>ISTRUMENTAL MUSIC</b>			<b>*Previous Balance</b>				(3,689.53)
05 704 0317			ISTRUMENTAL MUSIC							
05 1790 0317			INSTRUMENTAL MUSIC							

Activity Fund Balance Report - Detail - Exclude Encumbrances

09/2023 - 09/2023

Regular; Beginning Month 09/2023; Processing Month 09/2023; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 ACTIVITIES FUND

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
09/28/2023	CR	17495			Nave ck - Band Rental	Acton, Nate	0.00	50.00		
05 2900 610 000 0 000 0317					INSTRUMENTAL MUSIC					
09/12/2023	CD	FD4504-0	5	44815	Band Supplies	DIETZE MUSIC	130.60	0.00		
05 2900 810 000 0 000 0317					INSTRUMENTAL MUSIC DUES AND FEES					
09/08/2023	CD	56106	5	44803	Harvest of Harmony Parade entry fee	Grand Island Area Chamber of Commerce	125.00	0.00		
<b>05 704 0317</b>					<b>ISTRUMENTAL MUSIC</b>	<b>*Current Activity</b>				<b>(205.60)</b>
						<b>*Ending Balance:</b>	255.60	50.00	0.00	<b>(3,895.13)</b>
<b>05 704 0318</b>					<b>VOCAL MUSIC FUND BALANCE</b>	<b>*Previous Balance</b>				<b>(1,480.74)</b>
						<b>*Ending Balance:</b>	0.00	0.00	0.00	<b>(1,480.74)</b>
<b>05 704 0319</b>					<b>MIDDLE SCHOOL QUIZ BOWL FUND BALANCE</b>	<b>*Previous Balance</b>				1,315.11
05 704 0319					MIDDLE SCHOOL QUIZ BOWL FUND BALANCE					
05 1790 0319					MIDDLE SCHOOL QUIZ BOWL					
09/28/2023	CR	17493			Quiz Bowl meet	Rhodes, Marge	0.00	100.00		
<b>05 704 0319</b>					<b>MIDDLE SCHOOL QUIZ BOWL FUND BALANCE</b>	<b>*Current Activity</b>				100.00
						<b>*Ending Balance:</b>	0.00	100.00	0.00	1,415.11
<b>05 704 0320</b>					<b>FCA FUND BALANCE</b>	<b>*Previous Balance</b>				150.62
						<b>*Ending Balance:</b>	0.00	0.00	0.00	150.62
05 704 0321					EdRISING FUND BALANCE					
05 1790 0321					EdRISING					
09/28/2023	CR	17499			Conc. Tip Money	Bargen, Jen	0.00	5.00		
05 2900 810 000 0 000 0321					EdRISING DUES AND FEES					
09/20/2023	CD	20230920	5	44871	UNO Expo Registration	Nebraska Educators Rising	140.00	0.00		
<b>05 704 0321</b>					<b>EdRISING FUND BALANCE</b>	<b>*Current Activity</b>				<b>(135.00)</b>
						<b>*Ending Balance:</b>	140.00	5.00	0.00	<b>(135.00)</b>
<b>05 704 0401</b>					<b>CLASS 2021 FUND BALANCE</b>	<b>*Previous Balance</b>				1,385.56
						<b>*Ending Balance:</b>	0.00	0.00	0.00	1,385.56
<b>05 704 0403</b>					<b>CLASS 2023 FUND BALANCE</b>	<b>*Previous Balance</b>				209.45
						<b>*Ending Balance:</b>	0.00	0.00	0.00	209.45
<b>05 704 0405</b>					<b>CLASS 2024 FUND BALANCE</b>	<b>*Previous Balance</b>				2,205.05
						<b>*Ending Balance:</b>	0.00	0.00	0.00	2,205.05
<b>05 704 0406</b>					<b>CLASS 2025 FUND BALANCE</b>	<b>*Previous Balance</b>				1,417.07
						<b>*Ending Balance:</b>	0.00	0.00	0.00	1,417.07
<b>05 704 0407</b>					<b>CLASS 2026 FUND BALANCE</b>	<b>*Previous Balance</b>				1,045.50

**Activity Fund Balance Report - Detail - Exclude Encumbrances**

09/2023 - 09/2023

Regular; Beginning Month 09/2023; Processing Month 09/2023; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05 ACTIVITIES FUND**

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
						<b>*Ending Balance:</b>	0.00	0.00	0.00	1,045.50
<b>05 704 0702</b>					<b>CHROMEBOOK ASSURANCE FUND BALANCE</b>	<b>*Previous Balance</b>				6,278.10
05 704 0702					CHROMEBOOK ASSURANCE FUND BALANCE					
05 1740 0702					CHROMEBOOK ASSURANCE FEE					
09/05/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	80.00		
09/13/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	20.00		
09/20/2023	CR	AUTO			CB Assurance pd by CC on FinalForms	FinalForms Stripe, Transfer	0.00	40.00		
05 1790 0702					CHROMEBOOK ASSURANCE					
09/28/2023	CR	17498			CB Repair, charger, CB Assur.	Tesar, Dan	0.00	110.00		
<b>05 704 0702</b>					<b>CHROMEBOOK ASSURANCE FUND BALANCE</b>	<b>*Current Activity</b>				250.00
						<b>*Ending Balance:</b>	0.00	250.00	0.00	6,528.10
<b>05 704 0704</b>					<b>JH YEARBOOK FUND BALANCE</b>	<b>*Previous Balance</b>				(1,083.08)
						<b>*Ending Balance:</b>	0.00	0.00	0.00	(1,083.08)
<b>05 704 0705</b>					<b>LIBRARY FUND BALANCE</b>	<b>*Previous Balance</b>				631.09
05 704 0705					LIBRARY FUND BALANCE					
05 1790 0705					LIBRARY					
09/28/2023	CR	17496			lost books - A. Fehlhafer ck	Breitkreutz, Jessica	0.00	41.60		
<b>05 704 0705</b>					<b>LIBRARY FUND BALANCE</b>	<b>*Current Activity</b>				41.60
						<b>*Ending Balance:</b>	0.00	41.60	0.00	672.69
<b>05 704 0706</b>					<b>SCIENCE FUND BALANCE</b>	<b>*Previous Balance</b>				890.81
						<b>*Ending Balance:</b>	0.00	0.00	0.00	890.81
<b>05 704 0707</b>					<b>WEIGHT ROOM FUND BALANCE</b>	<b>*Previous Balance</b>				8,971.69
05 704 0707					WEIGHT ROOM FUND BALANCE					
05 1790 0707					WEIGHT ROOM					
09/28/2023	CR	17482			Key Fobs	Dickey, Susan	0.00	200.00		
<b>05 704 0707</b>					<b>WEIGHT ROOM FUND BALANCE</b>	<b>*Current Activity</b>				200.00
						<b>*Ending Balance:</b>	0.00	200.00	0.00	9,171.69
<b>05 704 0708</b>					<b>YEARBOOK FUND BALANCE</b>	<b>*Previous Balance</b>				2,606.93
05 704 0708					YEARBOOK FUND BALANCE					
09/11/2023	GJ				trsfr Athl to YB - \$ from Dist office		0.00	0.00	1,500.00	
05 1790 0708					YEARBOOK					
09/28/2023	CR	17485			Button/Team pics	Struckman, Amanda	0.00	1,257.00		
<b>05 704 0708</b>					<b>YEARBOOK FUND BALANCE</b>	<b>*Current Activity</b>				2,757.00

**Activity Fund Balance Report - Detail - Exclude Encumbrances**

09/2023 - 09/2023

Regular; Beginning Month 09/2023; Processing Month 09/2023; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05      ACTIVITIES FUND**

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>				
						0.00	1,257.00	1,500.00	5,363.93
<b>05 704 0709</b>					<b>SHOP/TECH FUND BALANCE</b>				2,118.09
						0.00	0.00	0.00	2,118.09
<b>05 704 0710</b>					<b>CHESS CLUB FUND BALANCE</b>				161.09
						0.00	0.00	0.00	161.09
<b>05 704 0800</b>					<b>CENTENNIAL CHOICE FUND BALANCE</b>				31,995.69
						0.00	0.00	0.00	31,995.69
<b>05 704 0801</b>					<b>DISTRICT REIMBURSEMENT FUND BALANCE</b>				(1,030.64)
05 704 0801					DISTRICT REIMBURSEMENT FUND BALANCE				
05 1790 0801					DISTRICT REIMBURSEMENT				
09/28/2023	CR	17493			cell phone storage boxes	Rhodes, Marge	0.00	114.30	
05 2900 610 000 0 000 0801					DISTRICT REIMBURSEMENT SUPPLIES				
09/12/2023	CD	20230912	5	44819	Elementary Supplies	Sam's Club/Synchrony Bank	138.94	0.00	
<b>05 704 0801</b>					<b>DISTRICT REIMBURSEMENT FUND BALANCE</b>				(24.64)
						138.94	114.30	0.00	(1,055.28)
<b>05 704 0900</b>					<b>GENERAL FUND BALANCE</b>				10,736.26
05 704 0900					GENERAL FUND BALANCE				
05 1750 0900					GENERAL (CEA) POP MACHINE				
09/28/2023	CR	17483			Coca-Cola	Wagner, Jenny	0.00	31.78	
05 1790 0900					GENERAL				
09/28/2023	CR	17484			Region 1 meeting food	Luce, Brad	0.00	1,312.80	
05 2900 890 000 0 000 0900					GENERAL MISC EXPENSE				
09/12/2023	CD	20230912	5	44822	Coca-Cola	Centennial Education Association	30.75	0.00	
<b>05 704 0900</b>					<b>GENERAL FUND BALANCE</b>				1,313.83
						30.75	1,344.58	0.00	12,050.09
					Fund Total: 05	75,064.20	40,081.67	0.00	147,351.80

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>
Checking	1		
<b>Checking</b>	<b>1</b>	<b>Fund: 01 GENERAL FUND</b>	
ADVANCED OFFICE AUTO		SUPPLIES/RISOGRAPH	250.71
AED SUPER STORE		SUPPLIES	772.00
ALL COPY PRODUCTS, INC		SUPPLIES	1,603.73
AMAZON CAPITAL SERVICES		SUPPLIES	914.63
ARNOLD MOTOR SUPPLY		AUTO PARTS	1,706.45
B & H PHOTO		A/V EQUIPMENT	1,695.59
BEAVER HARDWARE		FACILITY SUPPLIES	420.29
BGNE, INC		AUTO PARTS/SUPPLIES	350.89
BLACK HILLS ENERGY		NATURAL GAS	661.71
BRONCO SPUR		SUPPLIES	15.00
Capital One		SUPPLIES	85.64
CDW GOVERNMENT, INC		TECHNOLOGY	550.00
CENGAGE LEARNING		SUPPLIES	45.15
CENTENNIAL ACTIVITY FUND		DISTRICT REIMBURSEMENT	413.94
CENTENNIAL ELEMENTARY		REIMBURSEMENT	521.60
CENTENNIAL LUNCH		TRANSFER	204.52
CENTENNIAL MARKET		FOOD/SUPPLIES	64.41
CENTRAL NEBRASKA REHABILITATION SERVICES		PHYSICAL THERAPY	6,552.40
Central Valley Ag			10,784.08
CM SCHOOL SUPPLY		SUPPLIES	95.98
CULLIGAN OF CRETE		SUPPLIES	134.25
DAS STATE ACCOUNTING		TELEPHONE	505.76
DETWEILER, ASHLEY		MILEAGE	378.29
DICKEY, SUSAN		REIMBURSEMENT	24.89
DIETZE MUSIC		SHEET MUSIC/EQUIP	63.35
EASY TIME CLOCK, INC		CLOUD SOFTWARE	85.00
EDCLUB, INC		LICENSE FEE	838.00
EDUCATIONAL SERVICE UNIT #5		CONTRACTED SERVICES	174.00
EDUCATIONAL SERVICE UNIT #6		CONTRACTED SERVICES/SUPPLIES	1,488.75
EGAN SUPPLY CO		CUSTODIAL SUPPLIES	449.26
ESU COORDINATING COUNCIL		FEES	9,600.84
FAIRFIELD INN & SUITES		TRAVEL	119.95
FILTER CARE OF NEBRASKA		SUPPLIES	37.00
FINALFORMS		CLOUD SOFTWARE	2,440.00
GRAHAM TIRE COMPANY		TIRES	852.00
GRAINGER		FACILITY SUPPLIES	363.51
GUMDROP BOOKS		BOOKS	938.09
HOME DEPOT PRO, THE		FACILITY SUPPLIES	3,906.14
INLAND TRUCK PARTS CO		AUTO REPAIR	1,266.11
INSECT LORE		SUPPLIES	48.94
IXL LEARNING		CLOUD SOFTWARE	6,238.00
J.W. Pepper & Son, Inc.			192.99
JENSEN LUMBER CO		SUPPLIES	44.80
JOURNEY EDUCATION		SOFTWARE	1,173.75
K9 BED BUG DETECTION & HEAT		OTHER PROFESSIONAL SERVICES	475.00

<u>Vendor Name</u>	<u>Vendor Description</u>	<u>Amount</u>
TREATMENT		
KONICA MINOLTA PREMIER FINANCE	COPIER LEASE	468.43
KOPCHOS SANITATION, INC	SERVICES	731.75
KSB SCHOOL LAW	LEGAL SERVICE	7,102.40
KUCERA, MCKENNA	REIMBURSEMENT	59.88
LEARNING A-Z	SOFTWARE	241.00
LICHTI'S INC	APPLIANCES	26.95
LIFE TRACK SERVICES	STAFF DEV	600.00
LINCOLN WINNELSON CO	SUPPLIES	110.63
MATHESON TRI-GAS INC	WELDING SUPPLIES	415.85
MCCORMICK'S HEATING & AIR CONDITIONING	HVAC MAINTENANCE	2,570.90
MCGRAW-HILL LLC	TEXTBOOKS	1,185.53
MEMORIAL HEALTH CARE SYSTEMS	PHYSICALS	342.00
MIDWEST ALARM SERVICES	MAINTENANCE	176.49
NASB	FEEES	2,682.00
NASSP	DUES	480.00
NE COUNCIL OF SCHOOL ADMIN	FEEES	290.00
NE STATE FIRE MARSHAL/BOILER DIVISION	INSPECTION	144.00
NEBRASKA CENTRAL EQUIPMENT, INC	BUS PARTS/SUPPLIES	142.47
NEBRASKA SAFETY CENTER	DRIVERS ED	125.00
NEWEGG BUSINESS INC	HARDWARE	64.19
NORRIS PUBLIC POWER DISTRICT	ELECTRICTY	14,255.58
ORIENTAL TRADING COMPANY	SUPPLIES	29.99
OVERHEAD DOOR CO. OF LINCOLN, INC	SUPPLIES	325.00
PAC N SAVE - SEWARD	SUPPLIES	331.94
PAYFLEX	FEEES	607.10
PODLISKA, HOLLY	REIMBURSEMENT	12.96
POSTMASTER	PERMIT FEE	660.00
POTTER REPAIR	AUTO REPAIR	2,483.49
RAINBOW RESOURCE CENTER	TEXTBOOKS	77.97
REALLY GOOD STUFF	SUPPLIES	14.97
SAVVAS LEARNING COMPANY LLC	BOOKS & PERIODICALS	312.12
Scholl, Cameron		150.00
SCHOOL SPECIALTY, LLC	SUPPLIES	1,531.69
SITE ONE LANDSCAPE SUPPLY	SUPPLIES	844.22
SOUTHEAST COMMUNITY COLLEGE	CLASSES	3,790.30
UNITE PRIVATE NETWORKS, LLC	WAN FIBER	434.83
UPKEEP TECHNOLOGIES	CLOUD SOFTWARE	2,100.00
UTICA BODY & PAINT	AUTO REPAIRS	446.00
UTICA PARTS & SERVICE	AUTO REPAIRS/PARTS	16.19
VERIZON CONNECT FLEET	FLEET GPS	682.20
VILLAGE OF UTICA	WATER/SEWER	1,571.74
WINDSTREAM	TELEPHONE/INTERNET	588.74
YORK ELEMENTARY SCHOOL	REGISTRATION	40.00
YORK NEWS TIMES	ADV/PRINTING	961.39
ZITO BUSINESS	INTERNET SERVICE	121.69
ZORO.COM	FACILITY SUPPLIES	140.40

Vendor Name

Vendor Description

Amount

**Fund Total:**

**110,037.37**

**Checking Account Total:**

**110,037.37**

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>	
<u>Checking</u>				8
<b>Checking</b>	<b>8</b>	<b>Fund: 08 SPECIAL BUILDING FUND</b>		
CENTENNIAL ELEMENTARY		REIMBURSEMENT	1,897.03	
GAGNER RESTORATION			20,306.00	
MCCORMICK'S HEATING & AIR CONDITIONING		HVAC MAINTENANCE	5,736.00	
			<b>Fund Total:</b>	<b>27,939.03</b>
			<b>Checking Account Total:</b>	<b>27,939.03</b>

<u>Vendor Name</u>		<u>Vendor Description</u>	<u>Amount</u>	
<u>Checking</u>				
	6			
<b>Checking</b>	<b>6</b>	<b>Fund: 06 SCHOOL LUNCH/MILK FUND</b>		
BUSH, RUSSELL		REIMBURSEMENT	8.63	
Capital One		SUPPLIES	144.49	
CASH-WA DISTRIBUTING CO		FOOD/SUPPLIES	5,687.20	
CENTENNIAL MARKET		FOOD/SUPPLIES	16.74	
COCA-COLA OF LINCOLN		FOOD/SUPPLIES	346.49	
HILAND DAIRY FOODS		MILK	2,829.62	
INNOVATIVE OFFICE SOLUTIONS, LLC		COMPUTER HARDWARE	89.10	
SYSCO LINCOLN		FOOD/SUPPLIES	13,539.68	
		<b>Fund Total:</b>		<b>22,661.95</b>
		<b>Checking Account Total:</b>		<b>22,661.95</b>

Register Report - Last month

9/1/2023 through 9/30/2023

10/6/2023

Date	Account	Num	Description	Memo	Category	Tag	Ta...	Clr	Amount
<b>BALANCE 8/31/2023</b>									<b>28,804.97</b>
9/7/2023	Elementary	7017	Teacher Direct	Supplies for S... [Supplies Grant]	Student Su...				R-216.00
9/20/2023	Elementary	884538	First Grade Parents	Parent admiss... [General]	1st grade fi...				R42.00
9/20/2023	Elementary	7018	Stuhr Museum	Parent Admis... [General]	1st grade fi...				-42.00
9/25/2023	Elementary	7019	Centennial public School	Menard's Cre... [Polk Grant]	reimbursment				R-282.88
9/28/2023	Elementary	884539	Tony & Michelle Singleton	Donation for b... [Books]	One School...				1,081.00
9/29/2023	Elementary	884541	Pie Fundraiser	Money Rec'd (... [Fundraiser]	Pie Fundrai...				R16,681.50
<b>9/1/2023 - 9/30/2023</b>									<b>17,263.62</b>
<b>BALANCE 9/30/2023</b>									<b>46,068.59</b>
<b>TOTAL INFLOWS</b>									<b>17,804.50</b>
<b>TOTAL OUTFLOWS</b>									<b>-540.88</b>
<b>NET TOTAL</b>									<b>17,263.62</b>

**Activity Fund Balance Report - Summary - Exclude Encumbrances**

09/2023 - 09/2023

Regular; Beginning Month 09/2023; Processing Month 09/2023; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05      ACTIVITIES FUND**

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0003	ATHLETICS FUND BALANCE	(5,363.86)	42,031.20	9,848.14	(1,800.00)	(39,346.92)
05 704 0050	CONCESSIONS FUND BALANCE	30,580.46	7,886.09	10,355.67	(1,342.46)	31,707.58
05 704 0052	BRONCO STORE FUND BALANCE	2,259.96	65.00	0.00	0.00	2,194.96
05 704 0053	MARKET 67 FUND BALANCE	(95.50)	56.27	0.00	0.00	(151.77)
05 704 0054	BRONCO CLOSET FUND BALANCE	930.90	0.00	0.00	0.00	930.90
05 704 0055	BRONCO COFFEE & CREATIONS FUND BALANCE	45.38	0.00	0.00	0.00	45.38
05 704 0056	SUMMER CAMPS FUND BALANCE	3,688.92	0.00	0.00	0.00	3,688.92
05 704 0057	PBIS FUND BALANCE	(1,016.14)	0.00	0.00	0.00	(1,016.14)
05 704 0103	DISTRICT EVENTS FUND BALANCE	23,153.98	306.08	23.50	0.00	22,871.40
05 704 0104	BOYS BASKETBALL FUND BALANCE	2,617.46	0.00	0.00	495.89	3,113.35
05 704 0105	CROSS COUNTRY FUND BALANCE	350.03	0.00	0.00	0.00	350.03
05 704 0106	FOOTBALL FUND BALANCE	2,383.00	6,423.92	7,305.00	0.00	3,264.08
05 704 0107	GIRLS BASKETBALL FUND BALANCE	(980.29)	0.00	0.00	149.34	(830.95)
05 704 0108	GOLF FUND BALANCE	35.57	0.00	0.00	0.00	35.57
05 704 0109	SOFTBALL FUND BALANCE	976.41	294.67	0.00	0.00	681.74
05 704 0115	TRACK FUND BALANCE	375.23	0.00	0.00	0.00	375.23
05 704 0116	VOLLEYBALL FUND BALANCE	3,420.56	94.22	60.00	697.23	4,083.57
05 704 0117	WRESTLING FUND BALANCE	1,581.19	0.00	0.00	0.00	1,581.19
05 704 0118	BASEBALL FUND BALANCE	807.80	0.00	0.00	0.00	807.80
05 704 0204	JH BOYS BASKETBALL FUND BALANCE	18.35	0.00	0.00	0.00	18.35
05 704 0207	JH GIRLS BASKETBALL FUND BALANCE	1,588.82	0.00	0.00	0.00	1,588.82
05 704 0215	JH TRACK FUND BALANCE	145.60	0.00	0.00	0.00	145.60
05 704 0216	JH VOLLEYBALL FUND BALANCE	0.00	428.77	405.00	0.00	(23.77)
05 704 0301	ART FUND BALANCE	19.59	0.00	0.00	0.00	19.59
05 704 0302	BAND TRIP FUND BALANCE	8,649.05	0.00	0.00	0.00	8,649.05
05 704 0303	DANCE/CHEER FUND BALANCE	(2,055.67)	2,496.09	3,471.15	(1,346.95)	(2,427.56)
05 704 0305	FBLA FUND BALANCE	3,079.31	192.86	0.00	0.00	2,886.45
05 704 0306	FCCLA FUND BALANCE	2,334.73	0.00	0.00	0.00	2,334.73
05 704 0307	FFA FUND BALANCE	27,352.19	13,803.10	4,652.30	1,646.95	19,848.34
05 704 0308	MUSICAL FUND BALANCE	8,406.24	0.00	0.00	0.00	8,406.24
05 704 0309	NHS FUND BALANCE	40.10	0.00	0.00	0.00	40.10
05 704 0311	ONE ACT FUND BALANCE	816.22	0.00	21.80	0.00	838.02
05 704 0312	QUIZ BOWL FUND BALANCE	696.02	150.00	0.00	0.00	546.02
05 704 0313	SHOW CHOIR FUND BALANCE	(2,669.34)	0.00	0.00	0.00	(2,669.34)
05 704 0314	SPEECH FUND BALANCE	753.65	0.00	0.00	0.00	753.65
05 704 0315	STUDENT COUNCIL FUND BALANCE	2,368.39	270.64	576.63	0.00	2,674.38

**Activity Fund Balance Report - Summary - Exclude Encumbrances**

09/2023 - 09/2023

Regular; Beginning Month 09/2023; Processing Month 09/2023; Accounts to Include Accounts with Activity; Fund Number 05

**Fund: 05      ACTIVITIES FUND**

<u>Chart of Account Number</u>	<u>Chart of Account Description</u>	<u>Beginning Balance</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
05 704 0316	UNIFIED ACTIVITIES FUND BALANCE	205.90	0.00	0.00	0.00	205.90
05 704 0317	ISTRUMENTAL MUSIC	(3,689.53)	255.60	50.00	0.00	(3,895.13)
05 704 0318	VOCAL MUSIC FUND BALANCE	(1,480.74)	0.00	0.00	0.00	(1,480.74)
05 704 0319	MIDDLE SCHOOL QUIZ BOWL FUND BALANCE	1,315.11	0.00	100.00	0.00	1,415.11
05 704 0320	FCA FUND BALANCE	150.62	0.00	0.00	0.00	150.62
05 704 0321	EdRISING FUND BALANCE	0.00	140.00	5.00	0.00	(135.00)
05 704 0401	CLASS 2021 FUND BALANCE	1,385.56	0.00	0.00	0.00	1,385.56
05 704 0403	CLASS 2023 FUND BALANCE	209.45	0.00	0.00	0.00	209.45
05 704 0405	CLASS 2024 FUND BALANCE	2,205.05	0.00	0.00	0.00	2,205.05
05 704 0406	CLASS 2025 FUND BALANCE	1,417.07	0.00	0.00	0.00	1,417.07
05 704 0407	CLASS 2026 FUND BALANCE	1,045.50	0.00	0.00	0.00	1,045.50
05 704 0702	CHROMEBOOK ASSURANCE FUND BALANCE	6,278.10	0.00	250.00	0.00	6,528.10
05 704 0704	JH YEARBOOK FUND BALANCE	(1,083.08)	0.00	0.00	0.00	(1,083.08)
05 704 0705	LIBRARY FUND BALANCE	631.09	0.00	41.60	0.00	672.69
05 704 0706	SCIENCE FUND BALANCE	890.81	0.00	0.00	0.00	890.81
05 704 0707	WEIGHT ROOM FUND BALANCE	8,971.69	0.00	200.00	0.00	9,171.69
05 704 0708	YEARBOOK FUND BALANCE	2,606.93	0.00	1,257.00	1,500.00	5,363.93
05 704 0709	SHOP/TECH FUND BALANCE	2,118.09	0.00	0.00	0.00	2,118.09
05 704 0710	CHESS CLUB FUND BALANCE	161.09	0.00	0.00	0.00	161.09
05 704 0800	CENTENNIAL CHOICE FUND BALANCE	31,995.69	0.00	0.00	0.00	31,995.69
05 704 0801	DISTRICT REIMBURSEMENT FUND BALANCE	(1,030.64)	138.94	114.30	0.00	(1,055.28)
05 704 0900	GENERAL FUND BALANCE	10,736.26	30.75	1,344.58	0.00	12,050.09
Fund Total: 05		182,334.33	75,064.20	40,081.67	0.00	147,351.80

September 2023  
 August 2023 Bank Statement

**CENTENNIAL PUBLIC SCHOOL INVESTMENTS**

FUND	BANK	TYPE OF INVESTMENT	INT. RATE	AMOUNT	INT.REC
Lunch Fund	First Bank of Utica	Checking 180000		<u>\$63,763.23</u>	
			Total	\$63,763.23	
Depreciation Fund	Farmers & Merchants	MMA 436 949		<u>\$26,641.87</u>	\$10.18
			Total	\$26,641.87	
Unemployment Ins.	Cornerstone Bank	CD# 90917		\$59,085.06	\$109.69
	Cornerstone Bank	MMA 81190		<u>\$10,070.09</u>	<u>\$10.53</u>
			Total	\$69,155.15	\$120.22
Building Fund	First Bank of Utica	Checking 18 064 6		\$535,234.55	\$989.82
		Bond Fund 180034		<u>\$771,803.05</u>	<u>\$261.91</u>
			Total	\$1,307,037.60	\$1,251.73
General Account	York State, Gresham	CD 5204		\$187,304.55	\$0.00
	First Bank of Utica	PayFlex Acct		<u>\$33,153.49</u>	
			Total	\$220,458.04	\$0.00
	First Bank of Utica	Checking 180505		<u>\$1,900,580.96</u>	\$859.17
		General Fund Total		\$2,121,039.00	
		Total Invested All Accounts Combined		<u>\$3,587,636.85</u>	

Total amount invested at Farmers & Merchants .....	\$26,641.87
Total amount invested at First Bank of Utica .....	\$3,304,535.28
Total amount invested at Cornerstone Bank, Waco .....	\$69,155.15
Total amount invested at York State, Gresham .....	<u>\$187,304.55</u>
Total Invested	<u>\$3,587,636.85</u>

## Account Balances - As of 10/6/2023

Account	10/6/2023 Balance
<b>Bank Accounts</b>	
Elementary	51,192.59
Reading Classic	0.00
Savings	2,998.17
<b>TOTAL Bank Accounts</b>	<b>54,190.76</b>
<b>Liability Accounts</b>	
BACKPACK	-20,934.23
Books	-1,284.84
Boxtops	-1,832.64
Fundraiser	-27,960.50
General	-1,954.54
Girls on the Run	-363.94
Pictures	-973.43
Polk Grant	1,897.03
Supplies Grant	521.60
<b>TOTAL Liability Accounts</b>	<b>-52,885.49</b>
<b>OVERALL TOTAL</b>	<b>1,305.27</b>



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## M E M O R A N D U M

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The following is a description of the policies in the 4000 series.

**Policy 4001. [Intentionally Left Blank].**

**Policy 4002. Drug Free Workplace.** This policy satisfies the federal law requirement that school districts have a policy which prohibits the possession of illegal drugs and the improper use of alcohol. Federal regulations require employers to provide all employees with a copy of this policy. Be sure to either distribute copies of this policy or to reproduce it in your staff handbook.

**Policy 4003. Drug Testing of Drivers.** This policy satisfies the federal law requirement that school districts have a policy that requires drivers to be free from drug and alcohol abuse and that prohibits the possession of unlawful drugs on school property. It sets forth the protocol for requiring and administering testing of drivers. You should review it carefully, and update it as necessary to ensure it is consistent with the terms and procedures of your district's drug and alcohol testing program.

**Policy 4004. Employment of Relatives.** This policy addresses the employment of relatives, "domestic partners" and "significant others." It states that both may be employed but, as a general rule, one should not manage, supervise, or report directly to the other. This policy is not required by law and the board and the superintendent have the authority to modify the policy to fit the practice of the school district.

**Policy 4005. Communication between Board and District Employees.** This policy refers employees to the board's policy on chain of command for raising employment-related issues. It acknowledges that employees have the same right to communicate with the board about matters of public concern as other patrons of the district but it requires them to submit their communications about employment-related issues pursuant to the board's other policies on complaints, chain of command, grievances and the like before the employee can communicate with the board. This is proper

procedure but it will require the commitment of board members to follow it if it is to be effective.

**Policy 4006. Insurance.** This policy requires the district to purchase workers' compensation insurance in compliance with statutory requirements. It authorizes the board to purchase insurance coverage that it has agreed to provide pursuant to negotiations with teacher association and such other insurance as it deems appropriate.

**Policy 4007. Personnel Records.** This policy complies with the requirements of section 79-8,109 regarding the confidentiality of the contents of teachers' files. It states that the school attorney is "school official" so that the attorney may have access to personnel records when that is necessary for employment-related purposes.

**Policy 4008. Outside Employment.** Though school districts may not prohibit teachers from holding jobs outside the school district, they may require teachers to give precedence to their school employment, to avoid conflicts of interest, and to comply with statutory requirements and restrictions. It includes the statutory restrictions on a teacher's tutoring a student in his/her class for compensation. It prohibits teachers selling, soliciting or promoting the sale of goods or services to students or using their influence with the students or parents to do so. It also addresses the ownership of written or artistic works, instructional materials, inventions, procedures, ideas, innovations, systems, programs, or other work product created or developed by any employee in the course and scope of performance of his or her employment duties on behalf of the district. This sometimes becomes an issue when a teacher develops something on school time that he or she wants to sell.

**Policy 4009. Restrictions on Employees Receiving Gratuities.** This policy requires employees to inform the superintendent of receipt of any gift or bonus merchandise with a value of more than \$50. The board may set the threshold value at any level it wishes. Rule 27 of the Department of Education states that teachers may not accept any gift which will impair the professional judgment of the recipient. We have incorporated that standard into this policy.

**Policy 4010. Inclement Weather.** The board has authority to determine whether staff members are required to report on days school is closed for inclement weather. The policy has two options, one which requires staff members to report unless told otherwise by the superintendent. The second does not require staff members to report unless told otherwise by the superintendent. You must select the option which aligns with your practices.

**Policy 4011. Family Medical and Military Leave.** Federal law requires school districts to have a policy on their rights under the Family and Medical Leave Act. Congress amended the initial Family and Medical Leave Act to entitle employees to leave related to military service. Nebraska also has a Family Military Leave Act, which is addressed in a stand-alone policy.

Schools have very little discretion under the law and the primary decision for them to make is defining the 12-month period for determining eligibility. In section I(A)(2), we defined this period as “the 12-month period measured forward from the date such employee's first FMLA leave begins.” In our experience, this is the most advantageous choice for school districts.

**Forms:** We recommend that you use the forms offered by the Department of Labor. While you can use your own forms, there is no advantage in doing so. In fact, in some cases, asking for additional information not requested on the DOL’s forms can violate the law.

Once the school acquires knowledge that the leave is being requested for a FMLA-qualifying reason, we suggest you work with your human resource personnel or legal counsel to determine if the employee provided appropriate notice of the need for leave and to determine if any special school rules apply.

After the preliminary review, you must notify the employee, preferably using [Form WH-381](#) (Notice of Eligibility and Rights & Responsibilities) from the [DOL Website](#). This notice must be provided within 5 business days of initial request for leave or when you acquire knowledge of the FMLA-qualifying reason. Advise the employee of his or her eligibility status. If the employee is not eligible, you must state the reason why. Include a copy of your FMLA Policy with Form WH-381.

In addition to the Notice, you should deliver the appropriate certification form from the following selections:

- [Employee’s Serious Health Condition \(WH-380-E\)](#)
- [Family Member’s Serious Health Condition \(WH-380-F\)](#)
- [Qualifying Exigency for Military Family Leave \(WH-384\)](#)
- [Serious Injury or Illness of Current Servicemember \(WH-385\)](#)
- [Serious Injury or Illness of a Veteran for Military Caregiver Leave \(WH-385-V\)](#)

Include a written job description (preferred) with the Certification or list the essential functions of the job in the Certification.

When the employee returns the Certification, work with human resources or your legal counsel to determine if it is timely; whether it is clear, complete, and sufficient; and whether it would be appropriate to seek a second opinion.

Once you have completed the review, complete and deliver Designation Notice ([Form WH-382](#)).

**Policy 4011.1. Nebraska Family Military Leave.** The Nebraska Military Leave Act has some key differences from the FMLA, which is why we created a stand-alone policy to cover this separate, state-created form of leave. Any employee with an immediate family member with deployment orders for 179 days or more is entitled to this unpaid leave under state law. The policy outlines specific leave timelines, as well as notice requirements for the employee.

**Policy 4012. Staff Internet Use.** This policy addresses school employees' use of the district's computers and networks. It addresses "on duty" versus "off duty" use, including requirements which extend to the employees even when they are using the resources personally while off duty. Employee use of social media is broken out separately in policy 4051, but this policy addresses staff websites (e.g. Wordpress pages) that are operated by teachers for their classrooms.

**Policy 4013. Grievance Policy.** Though employees do not file grievances very often, it is important for a school district to have a policy defining a grievance and setting forth the procedure to processing it. Our policy limits grievances to allegations that there has been a violation of the negotiated agreement or a board policy. **Many districts have a grievance procedure in their negotiated agreement, which is our recommendation to clients. If you do, you should not adopt this policy and should instead leave this policy number blank.** Grievance procedures are a mandatory subject of bargaining so if you do not have a grievance procedure in your negotiated agreement and the teachers' union asks to include one in your collective bargaining agreement, you must agree to do so. We think this is best practice, as well.

**Policy 4014. [Intentionally Left Blank]**

**Policy 4015. Employment of Board Members.** Section 79-544 of the statutes prohibits a board member from being employed by a contract to teach as a teacher in a school district where he or she also serves on the board. We interpret section 79-544 to permit a board member to serve as a substitute teacher in his or her district, but not as a teacher on a regular teaching contract. Section 79-544 states:

No member of a school board shall be engaged in a contract to teach pursuant to sections 79-817 to 821 with the school district which he or she serves as a board member.

**Two Versions of Policy 4015.** We have provided two versions of policy 4015. One version prohibits board members from being employed by the district in any capacity, classified or certified. The other version permits board members to be employed as substitute teachers and as classified employees. The board may choose one of the two versions or may modify the policy as it sees fit – that is discretionary with the board.

**Policy 4016. Jury Duty and Witness in Court.** This policy states the state statutory requirement that an employee who has been called for jury duty will be paid his/her wages or salary while serving on a jury. It requires the employee to sign over to the district his/her compensation as a juror (but not expense payments).

The second paragraph of the policy states that an employee who has been subpoenaed to testify in court will be entitled to one day of paid leave. It requires the employee to sign over to the district his/her witness fee (but not expense payments). This is optional with the district and is not required by statute. Boards should check their leave policies to see whether such an absence is covered by a leave policy or a provision of the negotiated agreement.

**Policy 4017. Relations with Collective Bargaining Associations.** This policy states that the board will negotiate with recognized employee associations and “will allow associations to make reasonable use of district facilities for meetings outside the school’s and the employees’ work hours.” It states that the associations will be responsible for paying the district for “all supplies used, damage caused, or the loss or theft of borrowed property.” Though it is common for schools to permit employee associations to use school facilities for their meetings, we have found it to be rare that associations are responsible for paying for all supplies, damage to property and loss of property.

**Policy 4018. Corporal Punishment.** State statute prohibits corporal punishment. This policy prohibits corporal punishment and defines it as that term was defined by the Nebraska Supreme Court.

**Policy 4019. Workplace Injury Prevention and Safety Committee.** School districts are statutorily required to have safety committees. This policy repeats the statutory requirement that the safety

committee be set up through the collective bargaining process. Additionally, the statute requires employees serving on safety committees be paid their “regular hourly wage” for safety committee work. We interpret that to mean that so long as your safety committee meets during the regular work day, staff members are not entitled to additional compensation for this committee work.

**Policy 4020. Ownership of Copyrighted Words.** Works created by employees of the school district are considered “work for hire.” A work made for hire is defined as a work prepared by an employee within the scope of his or her employment. 17 U.S.C. § 101. Thus, the school owns all of the results of the work of a teacher if the teacher produced the work within the scope of his or her employment. It would be inefficient to require a new teacher to reproduce questions, lesson plans, or a syllabus each time a new teacher is hired. Policy 4020 makes this provision of law clear and allows the district under certain unusual circumstances to share ownership of the “work for hire” with an employee.

The policy also states that if a staff member shares the school’s property on in-state collaborative learning platforms like Safari Montage, distance learning, or an ESU curriculum collaborative, the school district still owns the material but has granted a license to other educational entities to use it. This protects both the school district other educational partners within the state.

**Policy 4021. [Intentionally Left Blank]**

**Policy 4022. Certification.** This policy repeats the statutory requirement that educators must be certified by the Nebraska Department of Education. A key element is that it requires them to maintain all their endorsements and prohibits them from permitting any endorsement to lapse or from removing it from their certificates. It also permits the board or superintendent to require a certified employee to obtain a new endorsement when it is deemed necessary for the benefit of the school district and/or to comply with federal or state requirements.

**Policy 4023. Professional Ethics.** This policy adopts the Regulations and Standards for Professional Practices Criteria, commonly known as Rule 27 of the Nebraska Department of Education, as the minimum standards for all certificated staff members of the school district. It requires all certified employees to read, understand, and comply with these standards. In our experience, this policy can be very helpful in personnel cases.

**Policy 4024. Teachers' Rights, Responsibilities & Duties.** This policy is a generally-worded statement about the broad responsibilities of certificated employees.

**Policy 4025. Superintendent.** This policy articulates the general responsibilities of the superintendent of schools. We recommend that you place specific performance expectations into compare it to any current description of the superintendent's responsibilities.

**Policy 4026. [Intentionally Left Blank]**

**Policy 4027. Part-Time Certificated Employees.** This policy addresses various issues regarding part-time certified employees such as their compensation, benefits, acquisition of permanent (tenured) status, movement on the salary schedule, attendance at in-service meetings, faculty meetings, school activities, etc. It states that a part-time teacher is responsible for attending "in-service meetings, faculty meetings, and school activities that take place outside the teacher's assigned duty hours without additional compensation." We have encountered instances when teachers who teach half a day expect to be paid for attending meetings that are scheduled during the other half of the day.

**Policy 4028. Substitute Teachers.** This policy defines the term substitute teachers and states the board's authority to establish their pay and benefits.

**Policy 4029. Salary Schedule for Certificated Employees.** This policy defines the limitation of advancing one step vertically on the salary schedule per year, the requirements for teachers to advance horizontally on the salary schedule, the requirement to earn a masters degree to move past the BA columns, and the requirements to move past the MA column on the salary schedule.

**Policy 4030. Evaluation of Certificated Employees.** This policy sets forth requirements of statute and the Nebraska Department of Education regarding the evaluation of certificated employees.

**Policy 4031. Evaluation of Probationary Certificated Employees.** This policy sets forth requirements of statute and the Nebraska Department of Education regarding the evaluation of probationary certificated employees. It also adds some definitions that are not provided by statute or the rules of the Nebraska Department of Education.

**Policy 4032. Professional Growth.** Certificated employees are required to show evidence of professional growth every six years after they become permanent (tenured). Six hours of college credit automatically count toward meeting this requirement and, at its discretion, the board may count other activities such as non-credit courses, lecture series, workshops, conferences, study groups, local in-service courses, committee service, supervising a student teacher, serving with professional groups, and travel of significant educational value. This policy addresses those issues.

**Policy 4033. [Intentionally Left Blank]**

**Policy 4034. Staff Handbook.** This policy is a general statement that the superintendent or a designee will see to the formulation of a staff handbook. It also makes clear that the handbook has the force of board policy.

**Policy 4035. [Intentionally Left Blank]**

**Policy 4036. [Intentionally Left Blank]**

**Policy 4037. Reduction in Force.** A school district must have a reduction in force policy in order to reduce certificated staff. Policy 4037 is a general reduction in force policy. The Nebraska statute on school district reduction-in-force policies states, "If employee evaluation is to be included as a criterion to be used for reduction in force, specific criteria such as frequency of evaluation, evaluation forms, and number and length of classroom observations shall be included as part of the reduction-in-force policy." The highlighted section of policy 4037 recites these requirements. We generally recommend against using evaluations as part of staff reductions for legal and practical reasons. Therefore, we would prefer that you delete the highlighted wording, but this is ultimately a decision for the board. Districts who use evaluation instruments as part of the reduction-in-force process are more likely to face legal challenge on the procedure and on the merits of the evaluation process.

**Policy 4038. Classified Staff Defined.** This policy defines the term "classified staff" as all employees other than certificated teachers and administrators. It states that they are employed at will, and their employment may be amended or terminated at any time and without any cause. We believe that classified staff members must be treated fairly, but strongly oppose giving them due process rights because hearings can prove very costly and divisive.

**Policy 4039. Employment of Classified Staff.** This policy authorizes the superintendent or designee to hire, discipline, and discharge classified staff members “to meet personnel needs consistent with the district’s budget, instructional needs, and non-instructional operations.”

**Policy 4040. Employment Terms for Classified Staff.** This policy is optional. It defines the terms of employment for classified staff members. It must be reviewed carefully and changed as necessary to make sure that it conforms to the school district’s practices.

**Policy 4041. Staff Dress and Appearance.** This policy provides two options to choose from regarding staff dress code. The options are similar, but the first is more formal (requiring ties for men, for example) and the second is less formal to account for things like polo shirts. You should select the version which conforms to the school district’s practices. If your district has different or additional standards related to staff dress and appearance, contact us and we will assist you in creating a customized policy.

**Policy 4042. Employee Social Security Numbers.** This policy states the statutory prohibition against an employer using or publishing an employee’s social security number except under certain specified circumstances. It affirms that the district will comply with this law and take reasonable steps to protect the confidentiality of employees’ social security numbers. However, neither state law nor this policy prohibits the district from using the last four digits of an employee’s social security number as an employee identification number or in any other reasonable manner.

**Policy 4043. Professional Boundaries Between Employees and Students.** Establishing standards of behavior and professional boundaries between employees and students has become increasingly important over the past several years. This policy endeavors to describe those standards and boundaries.

**Policy 4044. Staff Election Conduct.** The Nebraska Accountability and Disclosure Act sets out specific limitations regarding the use of school property or resources in election or ballot issues. This policy endeavors to describe the behavior that is prohibited.

**Policy 4045. Milk Expression.** This policy states the new federal requirement that the district provide reasonable break time for an employee who wishes to express breast milk for her nursing child in a place, other than a bathroom, which is shielded from view and free from intrusion from co-workers and the public for one year after the child’s birth.

**Policy 4046. Internet Searches Regarding Potential Employees.**

This policy authorizes administrators and members of a hiring committee to conduct internet research about job applicants, and it sets forth the procedure and limitations for doing so. This includes a prohibition against requiring job applicants to provide their usernames and passwords to personal social media accounts.

**Policy 4047. [Intentionally Left Blank]**

**Policy 4048. Assessment Administration and Security.** This policy sets forth the obligations of certificated staff regarding testing and assessments to measure students' knowledge, skills or abilities.

**Policy 4049. [Intentionally Left Blank]**

**Policy 4050. Overtime and Compensatory Time.** The federal Fair Labor Standards Act governs the compensation of non-exempt employees. This policy requires that all overtime work be authorized by an employee's supervisor before it may be performed. It authorizes the school district to use compensatory time in lieu of overtime pay. It states the statutory requirement that an employee be paid for unused compensatory time when he or she terminates employment.

**Policy 4051. Use of Social Media by School District Employees.**

As with the use of the internet and computers, the use of social media by school district employees has become of great relevance and importance to school districts over the past several years. This policy defines what is a "school owned" versus a "personal" social media account and states that the school district will not require staff members to provide the username or password to personal social media accounts.

**Policy 4052. Job References to Prospective Employers.**

This policy addresses requests for job references or employment history. The administrator will either provide a references in compliance with this policy or will forward the request to the Superintendent. If the school district is not bound by a separation agreement and receives a legally enforceable written consent to release the information, the district will provide the information unless otherwise prohibited.

This policy includes a prohibition against assisting an employee with obtaining a job when the school has probable cause to believe the employee engaged in sexual misconduct related to a student or minor in violation of the law, as required by Elementary and Secondary Education Act of 1965 (ESEA) as reauthorized through the Every Student Succeeds Act (ESSA). The statute

requiring this prohibition permits districts to recognize an exception in limited circumstances, which is included as an optional paragraph. The statute does not require that the school adopt the exception, as the school may take a more protective approach than that required by statute. You should review the policy carefully to determine whether you wish to adopt the required prohibition with, or without, the exception.

**Policy 4053. Conflict of Interest.** This policy sets out the conditions that an employee would have to meet to be deemed to have a business or financial conflict of interest.

**Policy 4054. Reporting Child Abuse or Neglect.** This policy addresses the reporting procedures for school employees to report child abuse or neglect should they have reasonable cause to believe that a child has been subjected to such abuse or neglect. Often teachers would prefer that an administrator make the report of suspected child abuse and the school district has an institutional interest in tracking the reports made about its students. This policy makes it clear that (1) staff must always tell the principal when they suspect abuse or neglect and (2) staff must also either report the abuse or neglect or cause a report to be made to the authorities by another person. That allows the district to have one staff member or administrator to report the observations of multiple employees.

**Policy 4055. Head Teacher.** This policy addresses creating a position for a Head Teacher. This policy is optional and is not necessary if you do not use a head teacher in your chain of command.

**Policy 4056. Resignation of Certificated Staff.** This policy addresses the process for Certificated Staff to provide their resignation as early as possible to allow the district to find suitable replacements. Please note there are two options to choose from. Please make sure to select one.

Philosophically, we prefer not to release teachers after the April 15 deadline since the teachers' union would never agree to extend the notice deadline to teachers. However, this is a matter for the board to decide. You should be sure to check your negotiated agreement to be sure that there is not a provision in that document which gives teachers the right to resign late. If there is, you should revise this policy (or call us to revise it) to ensure that it is consistent with your negotiated agreement.

**Policy 4057. Superintendent Evaluation.** This policy addresses how a superintendent shall be evaluated and how often the evaluation needs to take place. The dates in this policy can be changed to conform to your

district's practice and the superintendent's employment contract. We strongly encourage boards to evaluate superintendents at or prior to the January board meeting since many superintendents' contracts automatically renew in February or March.

Please read carefully the process we have described in the section headed "evaluation procedures." This policy contemplates that each board member will individually complete an evaluation instrument and that the board president will then compile the individual ratings into a final document. This is not the only lawful process – if your board has a different practice please let us know so that we can assist in revising this policy for you. Your board should also discuss what the board president will do with the individual board members' evaluation drafts. Your board's practices may affect your requirement to disclose each individual's draft evaluations under Nebraska's public records laws.

**Policy 4058. Confidentiality in Counseling and Guidance.** We have had a few guidance counselors mistakenly believe that they discharge their obligation to report suspected child abuse and neglect if they discuss the situation with the student's parents. That is not true. This policy makes the counselor's obligation to report explicit.

**Policy 4059. Suicide Prevention Training.** Nebraska statute requires the Nebraska Department of Education to provide annual suicide prevention training to schools. The statute provides, "Beginning in school year 2015-16, all public school nurses, teachers, counselors, school psychologists, administrators, school social workers, and any other appropriate personnel shall receive at least one hour of suicide awareness and prevention training each year." It is up to the board to determine who constitutes "other appropriate personnel." The Department of Education's school safety center recommends that "[a]ny school staff member having contact with students" participate in this training, including "para-professionals, administrative/secretarial staff, bus drivers, custodians, kitchen staff, etc." The attached policy lists all of the staff members who are required to complete the suicide awareness training. The highlighted positions are staff members who your board **may** deem to be "appropriate personnel" to receive the staff. If there are positions which you determine to not be an appropriate staff member to participate in suicide awareness training, please delete it from the version of the policy that your board adopts.

**Policy 4060. School Vehicle Use.** This policy is optional and provides certain standards for use of school vehicles in circumstances when students are not being transported. For example, it states that drivers with certain convictions or "points" against their driver's license are not allowed to operate

school vehicles. We know some insurance companies also have screening processes for staff members which determine who can drive school vehicles. You should consider this policy and the multiple options within it carefully. If you believe your insurance company's screening process is sufficient, this policy is not required. However, you should still review it to be sure.

**Policy 4061. Workplace or Non-Workplace Injuries or Illness and Return to Work.** This policy discusses reporting injuries both by the injured employee and any witnesses. It addresses circumstances when an employee may be given a modified or limited duty assignment or may be terminated before or after the employee is otherwise able to return to work. It also contains provisions for non-workplace injuries or illness. You can use the accompanying "Return to Work" form in most, if not all, return to work circumstances relating to workplace injury or non-workplace injury or illness.

**Policy 4062. Locker Room Supervision.** We have been stressing the importance of supervising locker rooms for many years at our school district presentations and inservices. Many hazing and bullying incidents occur in unsupervised or poorly supervised locker rooms. Some incidents are serious enough to result in litigation. It is important that the school's practice matches its policy, so this policy should be modified to fit your practice in the event you choose to adopt it.

**Policy 4063. Extra Duty and Extended Contract Payments.** This is an optional policy included after collaboration with NPERS. If you have any questions or concerns about your current NPERS compliance with regard to extra duty pay or extended contract days and payments, please give us a call. This policy has options for you to choose from, should you elect to adopt it.

The first portion of this policy is designed to allow you to pay most certificated staff over 12 months for their extra duty assignments, so long as they do at least some work toward each duty assignment in each month of the year and so long as you give them the assignment letter provided in the 4000 series forms. Staff must keep a log of the duties performed each month in the event of an NPERS audit.

The policy also addresses when extended contract days are assigned. Assigning extended contract days to be performed either the beginning or ending of a staff member's regular contract period can impact things like effective separation dates and payment obligations.

**4064. Transporting Students in Employee Vehicles.** NDE Rule 91 has always contained provisions governing transportation of students within private employee vehicles. The training and other safety obligations

applicable to drivers of “small vehicles” generally apply any time a staff member transports a student in the staff member’s personal vehicle. There are two exceptions to these requirements. First, staff members can transport any students who live with them, such as their children. Second, staff members can transport students in emergency situations. This policy is optional, but the Rule 91 obligations apply regardless of whether or not you have a policy in place. Even if you don’t adopt the policy, you should consider your current practices in light of these rules.

In light of these obligations, we have included two options. One option flatly prohibits staff from transporting students unless one of the exceptions noted above applies. We understand this is not very practical, especially for districts that cover a wide geographic area where it may be common for staff members to transport students on their way to and from school. However, it clarifies for staff that this is not permitted outside of the exceptions. The second option permits staff to seek approval to transport students outside of the exceptions, but requires them to complete the training and other obligations of the NDE rules.

**5065**  
**DRAFT 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 not be excluded from school the day of the diagnosis unless the student has been diagnosed previously and attempts at treatment have failed. If attempts at treatment fail, the administration may utilize other methods that permit the students to continue attending, such as the student(s) may be required to change clothes upon arrival at school. No healthy child should be excluded from or allowed to miss school time because of bed bugs unless efforts to remedy an infestation have been unsuccessful.

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.

Adopted on: \_\_\_7/10/2017\_\_\_\_\_

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

Reviewed on: \_\_5/9/2022\_\_\_\_\_

**COMMUNITIES UNITED FOR A BRIGHTER TOMORROW**  
EMPOWER, CHALLENGE, AND SUPPORT EVERY STUDENT, EVERY DAY.

**2023 - 2024**



**CENTENNIAL  
PUBLIC SCHOOL**

**Elementary Student/Parent Handbook**

Centennial Public School  
Elementary Student/Parent Handbook  
2023-24 School Year

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**Section 1 Intent of Handbook**

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

Although the information found in the handbook is detailed and specific on many topics, this handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a "contract." The administration

reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the wellbeing of all students. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

**Dear Centennial Elementary Parents/Guardians and Students,**

We welcome all of you to the start of the 2023-24 school year at Centennial Elementary School. We want you to enjoy the school experience, to profit from the time spent, and to take advantage of the many opportunities offered at Centennial.

The educational experience is a joint effort between student, parent, and school. We at Centennial encourage the students to “put their best foot forward”, and the parents to become actively involved with your child’s education and the school. Cooperation and communication between all parties involved will create the best possible circumstances necessary to meet your child’s educational needs.

The elementary staff and administration look forward to the opportunity to work with parents and students. We wish you a very satisfying, challenging and successful school year.

Sincerely,

Brad Luce, Elementary Principal  
and the Centennial Elementary Staff

**Section 2 Member of the Board of Education**

Name	Position
Jason Richters	President
Mark Avery	Vice-President
Bryce Borchers	Secretary
Doug Cast	Treasurer
Lana Hoffschneider	Member
Derek Tomes	Member

**Section 3 Administrative Staff**

Name	Position
Ford, Seth	Superintendent

Bargen, Colin	Secondary Principal
Luce, Brad	Elementary Principal
Stoll, Cara	Special Education Director
Wagner, Jenny	Assistant Principal/Activities Director
Tesar, Dan	Operations Director/Technology Coordinator

#### Section 4 Teachers and Counselors

Name	Department	Grades
Acton, Katie	Vocal Music	K-12
Acton, Nate	Instrumental Music	K-12
Anstine, Alex	Special Education	K-9
Bargen, Jennifer	Mathematics	10-12
Barjenbruch, Craig	Business	7-12
Barjenbruch, Jordan	5th Grade	5
Breitkreutz, Jessica	Technology Integrationist/Library Media Specialist	PK-12
Chrisman, Dana	Preschool	PK
Dannehl, Emma	Art	K-12
Dey, Julie	6th Grade	6
Easter, Cassa	Science	10-12
Eitzmann, Barry	Mathematics	8-12
Fehlhafer, Kelly	Speech-Language Pathologist	PK-12
Fowler, Jarrett	2nd Grade	2
Geiger, Rochelle	Elementary Counselor	PK-6
Heine, Bridget	Kindergarten	K
Hirschfeld, Tricia	Interventionist	4-8
Homolka, Tori	Preschool	PK
Johansen, Rob	Industrial Tech	7-12

Jorgensen, Crystal	3rd Grade	3
Klanecky, Evan	PE	7-12
Klanecky, Nikki	Special Education	7-12
Kloke, Eric	PE	K-6
Kucera, McKenna	4th Grade	4
Morenzoni, Liz	5th Grade	5
Mowinkel, Calyn	Family Consumer Science	7-12
Ortmeier, Jordan	Social Studies/Criminal Justice	10-12
Ortmeier, Mark	Science/PE	K-8
Pankoke, Leah	Business/Technology	7-12
Payne, Phil	Social Studies	7-9
Petersen, Emily	Spanish	8-12
Podliska, Holly	Agriculture	8-12
Pracheil, Molly	3rd Grade	3
Pulliam, Laura	Language Arts	6-8
Rafert, Linda	Title I	K-6
Robinson, Chelsea	Special Education	K-6
Rodine, Drew	Math/Coding and Robotics	6-8
Rodine, Shauna	1st Grade	1
Sams, Brian	Science	9-12
Saunders, Rachel	Language Arts	9-12
Scholl, Cam	Special Education/PE	7-12
Schutt, Kaylee	4th Grade	4
Sloup, Natalie	Preschool	PK
Soliz, Danae	1st Grade	1
Struckman, Amanda	Language Arts	10-12
Stutzman, Edith	2nd Grade	2
Waller, Zachary	Guidance Counselor	7-12

Warm, Molly	Kindergarten	K
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**Section 5 Support Staff**

<b>Name</b>	<b>Position</b>
Tonniges, Lindsey	Nurse
Rhodes, Marge	Bookkeeper
Richters, Nancy	Business Manager
Fickel, Teri	Special Education Secretary
Dickey, Susan	Superintendent Secretary
Jackson, PJ	Secondary Secretary
Fehlhafer, Kara	Secondary Secretary
Crawford, Megan	Elementary Secretary
Fortner, Si	Maintenance Technician
Borncamp, Socorro	Custodian
Kirkpatrick, Diana	Custodian
Mogee, Nancy	Custodian
Tieken, Tim	Custodian
Wiemer, Nick	Custodian
Adrienne Heater	Head Custodian/Transportation
Brueggemann, Jayson	Athletic Trainer
Bush, Dianne	Food Service
Walgren, Donna	Food Service
Allen, Dani	Food Service
Kiley Heidtbrink	Food Service
Lostroh, Amanda	Food Service
Vance, Janice	Food Service
Dumpert, Nicole	Transportation
Erks, Barb	Transportation

Erks, Ron	Transportation
Gierhan, Brenda	Transportation
Gierhan, Bryant	Transportation
Gumaer, Carrie	Transportation
Heine, Kathy	Transportation
Nisly, Mitch	Transportation
Steve Fehlhafer	Transportation Supervisor
Ahrens, Julie	Paraprofessional
Yamber, Dana	Media/Paraprofessional
Black, Heather	Transportation/Paraprofessional
Butzke, Angela	Paraprofessional
Ford, Keshia	Paraprofessional
LeDoux, Sarah	Paraprofessional
Pavlish, Erin	Paraprofessional
Prochaska, Vicki	Paraprofessional
Rathjen, Teresa	Paraprofessional
Scholl, Amber	Paraprofessional
Sheehan, Kim	Paraprofessional
Stephens, Kim	Paraprofessional
Stuhr, Wendy	Paraprofessional

Section 6 School Calendar

Centennial Public School						
2023-2024 School Calendar						
August '23						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
FD-10 EO-1 SD - 14						
September '23						
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FD-19 SD-20						
October '23						
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FD-19 EO-2 SD-22*						
November '23						
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FD-20 SD-20						
December '23						
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24	25	26	27	28	29	30
31						
FD-15 EO-1 SD-16						
January '24						
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FD-20 SD-21						
February '24						
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FD-18 EO-2 SD-22*						
March '24						
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31						
FD-15 SD-15						
April '24						
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FD-20 SD-21						
May '24						
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FD-11 EO-1 SD-13						
June '24						
Su	M	Tu	W	Th	F	S
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30						
July '24						
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21	22	23	24	25	26	27
28	29	30	31			
Q1-44; Q2-42; Q3-46; Q4-42 Totals: FD-167 EO-7; SD - 183 FD-6.83, 410 FR-5.83, 350 EO-4.83, 290 1140.61+33.81=1174.42						

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| <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: red; margin-right: 5px;"></span> School Closed/ Holidays</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: yellow; margin-right: 5px;"></span> P-T Conferences</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: orange; margin-right: 5px;"></span> Start/End of Quarter</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: lightblue; margin-right: 5px;"></span> 2:30pm Dismissal: Inservice</li> </ul> | <ul style="list-style-type: none"> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: lightgreen; margin-right: 5px;"></span> Teacher in-Service Day (no school for students)</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: limegreen; margin-right: 5px;"></span> First and Last Day of School (1:30 Dismissal)</li> <li><span style="display: inline-block; width: 15px; height: 15px; background-color: purple; margin-right: 5px;"></span> Graduation</li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## **ARTICLE 1 – MISSION & GOALS**

### **Section 1 School Identity/Mission/Vision Statements**

#### **WHO WE ARE...**

Communities United for a Brighter Tomorrow

#### **WHAT WE ARE ALL ABOUT...**

Empower, Challenge, and Support Every Student, Every Day

#### **WHERE WE ARE HEADED...**

We will:

- Engage students in rigorous, relevant and fun learning opportunities that promote academic, physical, social and emotional growth.
- Implement student-centered educational programs that challenge all students to perform at their highest potential.
- Inspire students to be critical thinkers and problem solvers through a variety of methods.
- Support our students when they face challenges and conflicts.
- Build leaders at all grade levels.
- Instill a deep sense of pride in school, community, state and country.
- Build confidence, leadership skills, and workforce skills for all students.
- Provide service opportunities for all students.
- Partner with local businesses and community members to set up real world education, connections and opportunities for all students at all ages.
- Create a positive Culture amongst all employees, families and students.
- Help our students build relationships that last a lifetime.

### **Section 2 Mutual Respect**

The Centennial Public School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

### **Section 3 Right of Custodial and Non-Custodial Parents**

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.

#### **Section 4 Complaint Procedures**

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 complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.

- 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
  - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received 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.

**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.

### **Section 5 Child Abuse and Neglect**

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; or (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.

## **ARTICLE 2 – SCHOOL DAY**

### **Section 1 Daily Schedule**

The Centennial Elementary School attendance day begins at 8:10 a.m. and ends at 3:26 p.m. unless otherwise noted. Students are allowed to go to their classrooms beginning at 8:05 a.m.

### **Section 2 Severe Weather and School Cancellations**

#### **SCHOOL CLOSINGS**

Advance notice of school closings will be announced by the following radio and TV stations:

KZKX in Lincoln – 96.9 FM

KLKN TV in Lincoln

KAWL in York – 104.9 FM, 1370 AM

KFAB in Omaha – 1110 AM

KOLN TV in Lincoln

KZEN in Central City – 100.3

**In addition, the school alert system will be activated.**

**After School Starts:** Every attempt will be made to avoid closing school once classes are in session. In some instances, closing school during the day is inevitable if children are to safely return home before the brunt of a major storm hits. In these cases, as much advance notice as possible will be given to parents. If school is closed during the day, the notice will be broadcast by the media and the school alert system will be activated. **Parents should have a plan in place to accommodate these circumstances.**

**What Not To Do:** Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado**

**warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Emergency Conditions: Centennial Public School has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

Tornado Drills: Students are to move quietly and promptly to the location noted by the teacher. Follow all directions that are given.

Fire Drills: Sec. 81-52 of Nebraska School Law requires fire drills to be held once a month. When the alarm sounds, all people (employees included) will file out in a quiet and orderly fashion through the prescribed exit to a predetermined location.

**ABSOLUTELY NO RUNNING.** The proper exit location from all rooms will be shared by each teacher. When the "return to building" announcement is given, students are requested to return quietly to their respective rooms.

### **Section 3 Closed Campus**

All students are required to remain on campus during the school day.

## **ARTICLE 3 – USE OF BUILDING & GROUNDS**

### **Section 1 Arrival at School**

Students are expected to arrive at school **NO MORE THAN 20 MINUTES PRIOR** to the first class or school program which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students are to enter through their assigned entrance and proceed to designated areas.

### **Section 2 Dismissal from School**

Students will be dismissed at the end of the last period of the school day unless there are other circumstances (early dismissal, detention, etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

### **Section 3 Late Starts and Early Dismissals**

Certain days on the calendar are "shortened days," meaning that the school day starts or ends other than on the normal schedule. Parents are strongly encouraged to be aware of those days so their children are not left in an unsupervised situation or without a means to get home upon dismissal.

### **Section 4 Signing a Child In and Out of School**

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The schools will only release children to adults designated by the parent.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

### **Section 5 Supervision at Dismissal**

Parents or guardians of children in grades K to 5, where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. The parent or guardian may designate up to 2 escorts. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect.

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

### **Section 6 Emergency Closing Procedures**

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

### **Section 7 Visitors**

Upon entering the main entrance, all visitors must report to the superintendent's office to sign-in and receive a visitor's pass. For the safety of our students and staff, visitors who check into our building will need to have a staff member escort them throughout the building to their destination. If dropping off supplies for your child, you will be asked to leave these supplies in the Superintendent's Office, and the supplies will be delivered to your child by a staff member. When exiting the building, you will also need to be escorted by a staff member.

Parents are welcome at all times, as long as your visit is not disruptive to the learning environment. Please sign-in/out at the superintendent's office upon entering/exiting the school. Visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administration. Please notify the child's teacher IN ADVANCE OF YOUR VISIT to avoid scheduling conflicts. Visits of two hours or less in duration are allowable.

### **Section 8 Smoke-Free Building**

Centennial Public School declares our entire school building to be smoke-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our buildings are smoke and tobacco-free, and abide by our District's policy.

### **Section 9 Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

Fines are determined on books according to the following criteria:

1. **Broken covers** – replacement cost of the textbook
2. **Obscenities (words or pictures) written** – replacement cost of the textbook
3. **Torn pages** – tape if possible; if not possible, \$2.00 per page to cost of the textbook

4. **Torn or damaged cover** - \$5.00
5. **Ink marks (if not erasable)** - \$2.00 per page to cost of the textbook
6. **Water damage** - \$5.00 for minor damage; replacement cost of the textbook for major damage
7. **Defacing cover, edges, etc.** - \$10.00
8. **Lost** – replacement cost of the textbook
9. **Broken binding** - \$10.00
10. **Missing pages** – replacement cost of the textbook

School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

### **Section 10 Lockers**

Each student in grades 3-5 will be assigned a locker. Each locker will be provided with a built-in lock for security. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker remain locked at all times when not open for use by the student to whom it is assigned. Students are responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers.

### **Section 11 Search of Lockers and Other Types of Searches**

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

The following rules shall apply to searches of students and of a student's personal property and to the seizure of items in a student's possession or control:

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

### **Section 12 Video Surveillance**

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

Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies.

### **Section 13 Recordings Made by Parents/Guardians and Patrons**

Parents/guardians and patrons may make recordings of school activities in a non-disruptive manner including things like athletic contests and school board meetings to the extent permitted by law unless otherwise lawfully restricted by the administration. Parents/guardians or patrons may not make recordings if they are volunteering or visiting school during the school day without permission of the administration or supervising staff member and subject to this policy, such as recording their child's classroom activities or recess. Violation of this policy may be grounds for exclusion from school property, loss of volunteer privileges, or other restrictions deemed appropriate by the administration.

### **Section 14 Recordings Made by Students**

This policy applies to students 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. Students may make recordings of school activities in a non-disruptive manner including things like athletic contests and other extracurricular performances to the extent permitted by law. Students generally are not permitted to record classroom instruction or members of the school community during the school day without the express consent of a staff member or as required by the student's education plan. Student use of assistive technology that has the capacity to record and/or transmit recordings (e.g. AngelSense) must be approved by the student's education team or administration. Students remain subject to all other district policies and rules. In no event shall 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.

### **Section 15 Use of Phone**

Incoming Calls: The office will attempt to cooperate with parents or guardians in order to deliver messages to students during school hours. Messages will be written and delivered to students. Only in cases of extreme urgency will students be called out of class. Calls for students during school hours are disturbing to normal school routine and should be held to a minimum and for emergency purposes only.

Out-Going Calls: The school telephone is primarily for school business and shall not be used for personal calls. Students finding it necessary to make calls are to come to the office to gain permission to use the school's phone. In an emergency, an office phone may be used with permission from office personnel.

### **Section 16 Bicycles**

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks. The school is not responsible for damage or theft of parts while bicycles are on school property.

### **Section 17 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.**

### **Section 18 Exercise and Fresh Air**

The school believes in exercise and fresh air for active, healthy children. Because of that, all children will be expected to go outside except under extreme circumstances. Parents/Guardians should see that children are provided with appropriate dress and protective footwear. We realize that circumstances arise which make it necessary for the students to remain inside. Parents/Guardians are asked to send a

written request when they do not want their child to go outside because of some short term cold or illness.

### **Section 19 Personal Party Invitations**

Birthday and other party invitations may not be distributed at school. Because we value equity, we want to avoid hurt feelings when some children receive invitations while others do not. As such, all private party arrangements must be made outside of school -- this includes bringing overnight bags, sleeping bags and presents to school. **The school will not release directory type information about our students, including addresses or phone numbers, to be used for invitations.**

### **Section 20 Lost and Found**

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. **It is recommended to put your students name on all items that may be removed while at school, to assist in getting lost items back to the rightful owner.**

### **Section 21 Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the Principal or another district administrator.

### **Section 22 Insurance**

Under Nebraska law, the District may not use school funds to provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. The district does not make recommendations, nor handle the premiums or claims for any insurance company, agent, or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

### **Section 23 Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within a week after the event.

### **Section 24 Copyright and Fair Use Policy**

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>.

## **ARTICLE 4 – ATTENDANCE**

## Section 1 Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

## Section 2 Attendances and Absences

### Absences From School - Definitions

An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

#### 1. Excused Absences

Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

- (A) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (B) Physical or mental illness which causes a student to be absent from school (A doctor's note will be required after four consecutive days absent for illness OR if the school nurse sent the student home), NOTE: Just because a student visited the school nurse does not mean that going home will be excused.
- (C) Medical appointments which require student to be absent from school, (**with note from doctor or dentist to verify excuse**)
- (D) Court appearances that are required by a court order and the **student is not responsible for needing to be in court**,
- (E) School sponsored activities which require students to be absent from school,
- (F) Family trips in which student accompanies parent(s)/legal guardian(s) **IF AND ONLY IF** the following conditions are met: 1) approval by the principal in advance; 2) the student communicates with all of his/her teachers prior to the trip and makes mutually agreed upon plan with each teacher for completing work prior to the trip and/or setting due dates for work that can be completed upon the student's return to school; 3) successfully meeting all deadlines for schoolwork set forth in condition #2.
- (G) Severe Weather
- (H) Suspensions and Expulsions
- (I) Other absences which have received prior approval from the Principal.

**The Principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.**

1. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused, the student will be required to make-up work and may be required to make up the time missed.

A student who engages in unexcused absences may be considered truant as per state law, Neb.Rev.Stat. § 79-201. Truancy is a violation of school rules. The consequence of such action may include suspension from classes, and the student may be required to make up the time missed. Students who leave the school premises without permission during the school day will be considered truant.

### Mandatory Ages of Attendance

A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

### Exceptions for Younger Students

Attendance is not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-current school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section 79-1601(3) on or before the child's seventh birthday.

### Exceptions for Older Students

Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

### Early Withdrawal for Students Enrolled in Accredited or Approved Schools

A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

### Exit Interview

The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Centennial Public School or resides in Centennial Public School and is enrolled in a private, denominational, or parochial school.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee if the child at the time of the exit interview is enrolled in a school operated by the school district; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview which may include, for example, other school personnel or the child's principal if the child is enrolled in a private school.

At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

#### Withdrawal Form

Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

#### Early Withdrawal for Students Enrolled in an Exempt School (Home Schools)

A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if such child has been enrolled in a school that elects not to meet the accreditation or approval requirements by filing with the State Department of Education a signed notarized release on a form prescribed by the Commissioner of Education.

### **Section 3      Absence Procedures**

A student will not be allowed to enter class after an absence until an admit slip, based upon a written parental excuse, is issued by the Principal's office. Work must be made up within the time allowed on the admit slip. Students missing classes for school activities must present a completed activities dismissal slip to the sponsor before being allowed to leave for the activity.

For excused absences, two school days will be allowed to make up the work for each day missed with a maximum of ten (10) days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. If parents and/or students request assignment sheets, the school should be contacted by no later than 9:30 a.m.

For unexcused absences, the student will receive a failing mark for or in each class period missed.

### **Section 4      Make-Up Work**

Written make-up work may be assigned for each day missed, regardless of the type of absence. If make-up work is not completed, students will receive no credit for the work required. The time each student is allowed will be determined by mutual agreement between the student and teacher. The student has the responsibility to contact teachers, initially, regarding make-up assignments.

### **Section 5      Attendance is Required to Participate in or Attend Activities**

Students must attend school all day the day of any scheduled school activity in order to participate in or attend the activity. This includes sports contests, practices, and music programs. Failure to attend on that day will result in a student being withheld from participation in or attendance at the activity. The principal retains the right to grant participation should exceptional circumstances prevail.

## **Section 6 Truancy**

### **Reporting and Responding to Truant Behavior**

Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child age 6 to 18 to attend school regularly without lawful reason shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, of his or her personal knowledge, or by report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, the services listed under the "Excessive Absenteeism" policy.

### **Excessive Absenteeism**

When a student receives 5 unexcused absences or the hourly equivalent in any semester, the Attendance Officer will follow the attached procedure for addressing barriers to the student's 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/must 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.

### **Excessive Absenteeism - Procedure**

Students who accumulate five (5) absences in a quarter and/or twenty (20) absences in a school year shall be deemed to have "excessive absences." Such absences shall be determined on a per day basis or a per class basis for secondary students. When a student has excessive absences, the following procedures may be implemented:

1. Referral to the Seward County Truancy Prevention Office.
2. One or more meetings may be held between a school attendance officer, school social worker, the school principal or a member of the school administrative staff as designated by the school administration, the parent/guardian, and the student to develop a collaborative plan to improve regular attendance. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
3. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
4. Referral to Student Assistance Team and/or an educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the excessive absenteeism problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
5. Investigation of the excessive absenteeism problem by the Seward County Truancy Prevention Office to identify conditions which may be contributing to the excessive absenteeism problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the excessive absenteeism problem.

### Reporting Excessive Absenteeism to the County Attorney

- A. Twenty Excused Absences: If a student accumulates more than twenty (20) absences per year and all of the absences are due to documented illness that makes attendance impossible or impracticable or are otherwise excused by school authorities, the attendance officer may report such information to the county attorney of the county in which the person having control of the student resides.
- B. Twenty Unexcused Absences: If a student accumulates more than twenty (20) absences per year, and any of the absences are not excused, the attendance officer shall file a report with the county attorney of the county in which the person having control of the student resides. The report shall be made on a form which includes the following two statements, one of which must be designated by the school representative signing the report: (a) The school representative requests additional time to work with the student prior to intervention by the county attorney; and (b) the school representative believes that the school has used all reasonable efforts to resolve the student's excessive absenteeism without success and recommends county attorney intervention. If further action is necessary to address the child's attendance, the initial meeting between the parent or guardian of the child, the school, and the county attorney or his or her designee shall be at a location determined by the school.
- C. Other: A report to the county attorney may also be made when a student otherwise accrues excessive absences as herein defined.

### Reporting Excessive Absenteeism to the Commissioner

The Superintendent or designee shall report on a quarterly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

### Advisory Procedures

- A. Advisory letters will be sent to parents or guardians when their child has accrued four (4) and seven (7) absences per class during the semester.
- B. After seven (7) absences, the parent/guardian/student will be notified of potential retention by the principal.

### Student's Rights to Due Process

The following procedure will be followed to ensure due process.

#### A. THE FACULTY COMMITTEE ON ABSENTEEISM

1. Parents/Guardians/Students who wish to appeal the potential retention must make this request within seven (7) days of notification. Requests for appeal must be made in writing on forms supplied by the principal.
2. The Faculty Committee on Absenteeism shall review all absences/tardies and exceptions to the limitation on absences. Chronic and/or extended illness and/or other unusual circumstances will be considered.
3. A determination will be made individually on each case.
4. The Faculty Committee on Absenteeism shall not exercise the right to take credits from a student.
5. The Faculty Committee on Absenteeism shall make its recommendation in writing to the principal.

**B. THE PRINCIPAL, PARENT/GUARDIAN, AND STUDENT**

1. The principal will render a decision within three (3) days after receiving the committee's recommendation and notify the student/parent/guardian.
2. The request for a hearing may be filed by the student or the student's parents/guardians and presented within seven (7) days following the notification of pending loss of credit.

**C. THE SUPERINTENDENT**

Upon rendering a decision, the principal will forward the decision to the superintendent. If the student is to be denied credit, the superintendent will either support the denial or grant an extension of absences. If the superintendent supports the principal's decision, he/she will notify the student/parent/guardian. The affected party may then request a hearing before the Board of Education. This request must be made within seven (7) days after receiving notification.

**D. THE BOARD OF EDUCATION**

1. The Board of Education shall serve as the appeal body and may grant or deny an extension of absences after hearing the case.
2. The administration and Board of Education reserve the right to ask for a medical opinion in cases of prolonged or chronic illness.

Attendance Hearings

All attendance hearings will be scheduled for the last week of the semester.

**Section 7 Tardiness**

Students will be considered tardy to school if they are not seated in their assigned class or ready and attentive in their assigned area when the bell for their first class rings.

**Section 8 Leaving School**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to check in at the office. Students who leave without permission and/or without signing out in the proper manner will be considered truant.

**ARTICLE 5 – SCHOLASTIC ACHIEVEMENT**

**Section 1 Grading System**

Centennial Elementary School will use the following grading system:

Kindergarten students are graded on progress toward grade-level state/national standards. The grade symbols are:

- E = Exceeds the Standard
- M = Meets the Standard Consistently
- P = Progressing Toward the Standard
- B = Beginning Level of the Standard

Grade 1 and 2 students receive report card grades: The following letter grades/symbols are used:

Grading Symbol and Effort Code

- O = 95 – 100 Outstanding
- S+= 90- 94 Very good
- S = 80 – 89 Satisfactory
- N = 70 – 79 Needs Improvement
- U = 0 – 69 Unsatisfactory

Grade 3-5 students receive report card grades. The following symbols are used:

Grading System Achievement

A+ = 99-100  
B+ = 91-92  
C+ = 84-85  
D+ = 76-77  
F = 0-69

A = 95-98  
B = 88-90  
C = 80-83  
D = 72-75

A- = 93-94  
B- = 86-87  
C- = 78-79  
D- = 70-71

Elementary physical education, instrumental music, vocal music and library skills are graded as follows:  
Very Good (S+), Satisfactory (S), Progressing (S-), Needs Improvement (N).

Each teacher should define for students the grading procedures to be used in their classes.

## **Section 2 Promotion and Retention**

Any elementary teacher considering the retention of a student must submit a report of the reasons to the elementary principal. The report shall include a summary of conferences held with the parents/guardians.

The teacher, parents and elementary principal will attempt to reach a unanimous decision on whether or not a student will be retained. If agreement cannot be reached the final decision will be made by the elementary principal.

## **Section 3 Interim Reports**

Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher determines.

## **Section 4 Report Cards**

Report cards are issued at the end of each quarter, or nine-week sessions. Grades are used to designate a student's progress.

## **Section 5 Parent-Teacher Conferences**

Parent-teacher conferences will be held during the 1st quarter and 3rd quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

## **Section 6 Academic Integrity**

### **A. Policy Statement**

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

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

### **B. Definitions**

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

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

Cheating includes, but is not limited to:

- a. Tests (includes tests, quizzes, and other examinations or academic

- performances):
- i. Advance Information: Obtaining, reviewing, or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
  - ii. Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices, or information while taking a test except as expressly permitted. For example, except for “open book” tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
  - iii. Use of Other Student Answers: Copying or looking at another student’s answers or work, or sharing answers or work with another student when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student’s paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student’s answers on the test paper.
  - iv. Use of Other Student to Take Test. Having another person take one’s place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
  - v. Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student’s real reason for missing class was because the student was not prepared for the test.
- b. Papers (includes papers, essays, lab projects, and other similar academic work):
- i. Use of Another’s Paper: Copying another student’s paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.
  - ii. Re-use of One’s Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.
  - iii. Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student’s work. For example, a student engages in cheating if the student has a draft essay reviewed by the student’s parent or sibling, and the essay is substantially re-written by the student’s parent or sibling. Assistance from home is encouraged, but the work must remain the student’s.
  - iv. Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.
  - v. Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student’s real reason for missing class was because the student had not finished the paper.
- c. Alteration of Assigned Grades. Any unauthorized alteration of assigned

grades by a student in the teacher's grade book or the school records is a serious form of cheating.

2. "Plagiarism" means to take and present as one's own material a portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes but is not limited to:

- i. Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.
  - ii. Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at test answers, to copy papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### **C. Sanctions**

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
2. Report to Parents and Administration. The instructor will notify the principal of the offense and the instructor or principal will notify the student's parents or guardian.
3. Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

## **ARTICLE 6 – SUPPORT SERVICES**

### **Section 1 Special Education Identification and Placement Procedures**

#### What Does Special Education Mean?

Special education means educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement, and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

### How are Students With Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

### Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, or visual handicap may be placed in regular education with support services or may benefit from a special education classroom or service.

### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

### Re-evaluation

Students identified for special education will be reevaluated at least every three years by the IEP team. The IEP team will review existing evaluation data on the student and will identify what additional data, if any, are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

### Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent.

An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents;
4. The child (when appropriate);
5. At least one regular education teacher if the child is or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is a good idea to inform the school before the scheduled meeting. The school district will provide parents with a copy of the IEP.

### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated to the maximum extent possible with students who do not have disabilities. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools, or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether they approve of the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents in a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification, or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

### Alternative Programs

Parents have a right to know about available private and public programs, other than those offered by the schools. The school district staff will provide information about those programs on request. If parents place the student in one of those programs, however, the school district is not required to pay for the student's education.

### Transportation of Students Receiving Special Education

The district special education staff will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the superintendent for a review.

### Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained, or used by the school district in providing educational services.

### Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

### Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

### Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Centennial Public School district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the superintendent at the Centennial Public School Superintendent's Office.

## **Section 2     Guidance Services**

The Centennial Public School employs a guidance counselor for the purpose of assisting with the District's testing program, to assist with scheduling. If students wish to see a counselor, they are encouraged to stop by the counselor's office and make arrangements for an appointment.

## **Section 3     Health Services**

### School Nurse

Centennial Public School employs a full-time school nurse. All students who become ill during the school day must visit the nurse's office. If she determines the illness warrants going home, she will initiate such proceedings.

### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. **Students with a fever of 100°F or greater need to have a temperature of less than 100°F for at least 24 hours without the aid of fever reducing medication prior to returning to school.**

Parents are encouraged to include emergency daytime phone numbers on each child's enrollment card so parents can be reached if their child becomes ill or injured while at school. Parents should also inform the school health office staff of health related information they feel is important for their student's success in the classroom and/or safety at school.

### Guidelines for Administering Medication

Whenever possible, children should be provided medications by parents outside of school hours. In the event it is necessary that a child takes or has medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If a child has asthma or diabetes and is capable of self-managing his or her health condition, parents should contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Parents should limit the amount of medication provided to the school to a two-week supply.

### Self-Management of Diabetes or Asthma/Anaphylaxis

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.

### Essential Oils

Use/Application in school: No staff member, including the school nurse, will be allowed to administer or diffuse homeopathic remedies such as essential oils, creams, or lotions containing essential oils.

Parents may administer these remedies to their own children, unless the scent from these remedies triggers an adverse reaction to other students or staff in school.

Reasons for the decision:

1. Not FDA regulated;
2. Known to trigger asthma attacks in asthmatics;
3. Known to trigger allergic reactions in some;

4. Chemical sensitivities - headaches, nausea, dizziness, rashes, respiratory difficulty (including asthmatic episodes), and cognitive dysfunction. The more immune-compromised a person is, the more likely they are to have these sensitivities;
5. Seizures - those who are prone to seizures may be adversely affected.

### School Health Screening

Children in Preschool and Kindergarten through fourth grade, as well as children in seventh and tenth grades, are screened for vision, hearing, dental defects, height, and weight. Scoliosis screening is not required by the state and will not be done unless a request is made by the parent/guardian. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse, may also be screened. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### Physical and Visual Examination

Evidence of a physical examination and a visual evaluation is required within six months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the foregoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

### Immunizations

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices. Unimmunized students may be excluded from school in the event of a disease outbreak.

### **Summary of the School Immunization Rules and Regulations for the 2023-2024 School Year**

Student Age Group	Required Vaccines
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4 <sup>th</sup> birthday 3 doses of Polio vaccine 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet:

<http://dhhs.ne.gov/Immunization/School-Summary-RR-English.pdf> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) **Updated 01/26/2011**

### Birth Certificate Requirements

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. A certified copy may be obtained from the Bureau of Vital Statistics in the state in which the child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

**Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.**

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

### Communicable Diseases

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, please call the school nurse’s office.

#### Guidelines for Head Lice

The following guidelines are in place to better control a nuisance condition, reduce absenteeism due to head lice, and involve parents as partners with the school’s control efforts:

1. Children will be sent home from school for live head lice. In the event a child has two cases of live lice in a semester, the child will be sent home until free of both live lice and nits (eggs).
  2. Health office staff will provide written treatment information and instructions, including how to check and identify head lice\*.
  3. A child who is sent home from school for head lice should miss no more than two school days.
  4. A child who has been sent from school due to head lice must come to the health office for inspection before returning to class.
  5. A child who returns to class with nits (eggs) will be checked again in 7-10 days.
  6. Families are encouraged to report head lice to the school health office.
  7. Classroom-wide or school-wide head checks will be conducted as needed in order to control the condition at school.
- \*Nit removal will be emphasized for effective management of the condition. For more information, call the nurse at school.

#### **Section 4 Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transportation on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses which are listed in

#### **Section 5 Seward County Wellness for All Services**

Centennial Public School, in cooperation with Milford Public Schools, Seward Public Schools, Memorial Health, ESU 6, and ESU 5, participates in the Seward County Wellness for All program. Through this program, a Licensed Mental Health Professional will provide support to all students and staff members through tier one interventions and programming. Individual counseling will also be available to students with parent/guardian permission.

### **ARTICLE 7 – DRUGS, ALCOHOL, & TOBACCO**

#### **Section 1 Drug-Free Schools**

The District implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District’s safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

#### **Section 2 Education and Prevention**

This District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, this District will have proper in-service orientation and training for all employed staff.

#### Drug and Alcohol Use and Prevention

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities.

#### Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations

All students are provided age appropriate, developmentally based drug and alcohol education and prevention programs for all students of the schools. It shall be the policy of the District to require instruction at such grade level concerning the adverse effects resulting from the use of illicit drugs and alcohol. Such instruction shall be designed by affected classroom teachers or as otherwise directed by the Board to be appropriate to the age of the student exposed to such instruction. One of the primary objectives shall be the prevention of illicit drug and alcohol use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers, medical personnel, and experts on the subject of drug and alcohol abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol, that drug and alcohol abuse is wrong and is harmful both to the student and the District, as well as its educational programs.

#### Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

All students shall be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the Guidance Counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

### **Section 3 Standards of Student Conduct Pertaining to Drugs, Alcohol & Tobacco**

(In addition to standards of student conduct elsewhere adopted by Board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs or alcohol on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, and at school sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

9. The use or possession of any tobacco product, including the use of vapor products, or any other such look-alike product.

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

#### Drugs and Alcohol Prohibited - Standards of Conduct for Students and Employed Staff

The manufacture, possession, selling, dispensing, use or being under the influence of alcohol or any alcoholic beverage or alcoholic liquor on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

#### Authorized Use

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician.

#### Disciplinary Sanctions

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or students involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

#### Intervention

The Centennial Public School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate

or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

#### Administration

The administration is authorized to adopt such administrative rules, regulations, or practices necessary to properly implement this policy. Such regulations, rules, or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations, and practices may include administrative forms, such as checklists, to be used by staff to record observed behavior and to determine the proper plan of action.

#### Safe and Drug-Free Schools -- Parental Notice

**NOTICE TO PARENTS:** Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice, the student will be withdrawn from the program or activity to which parental objection has been made.

## **ARTICLE 8 – STUDENT RIGHTS, CONDUCT, RULES & REGULATIONS**

### **Section 1 Student Conduct and Discipline Policies**

The common goal of students, parents, faculty, and administration of Centennial Public School is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Centennial Public School will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE CENTENNIAL PUBLIC SCHOOL'S RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in this policy and the Student Discipline Act, which 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, 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. Disciplinary consequences may also include in-school suspension, Saturday School, and any other consequence authorized by law. District administrators may develop building-specific protocols for the imposition of student discipline.

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

Any statement, notice, recommendation, determination, or similar action specified in this policy 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 policy may not participate in and/or attend 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.

## **Section 2 Forms of School Discipline**

### **Short-Term Suspension:**

Students may be excluded by the principal or his designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Centennial Public School 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 or the principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will be made 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 the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, (not to exceed an additional 48 hours) the principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the principal or administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations, under the conditions outlined by the principal at the time of the suspension.
5. A student on short-term suspension shall not be permitted to be on school grounds or at any school activity without the express permission of the principal.

### **Emergency Exclusion**

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

### **Weapons and/or Firearms**

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:**

Students may be excluded by the principal or the principal's designee from school or any school function for a period of more than five school days but less than twenty school days on (long-term suspension) the conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

## **Pre-Kindergarten through Second Grade Students**

An elementary school shall not suspend a student in pre-kindergarten through second grade unless the student 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. As an alternative to suspension, the school district may take any action authorized by law, including those provided in section 79-258.

### **Expulsion:**

1. **Meaning of Expulsion.** Expulsion shall mean 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 Board of Education or a committee of school board members 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 either provide an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in NEB. REV. STAT. 79-266.

### **Section 3 Student Conduct Expectations**

Students have an opportunity to learn by sharing some of the responsibility for creating a good learning environment. To help maintain a quality instructional environment for all students attending Centennial Public School, all students are expected to refrain from the following conduct.

#### **Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment**

The following conduct shall constitute 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;
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 which 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 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, gender, 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, or a tobacco imitation substance or packaging, regardless of form, including cigarettes, chewing tobacco, and any other form of tobacco or imitation, such as 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;
- g. Sexting or the possession of sexting images (a combination of sex and texting - the act of sending sexually explicit messages or photos electronically);
- h. Engaging in hazing, defined as 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. Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating and include but are not limited to the following: personal servitude; sleep deprivation and 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; branding; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault;
- i. 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;
- j. Violation of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; and
- k. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

### **Due Process Afforded to Students Facing Long-Term Suspension or Expulsion**

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 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:
  - 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;

- The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
- 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;
- A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
- A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and
- A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail 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 parents, guardian or representative 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 or guardian 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 or guardian 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 or guardian 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 or guardian, except with the consent of all the parties.

8. The principal or legal counsel for the school, the student, and the student's parent, guardian, 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).

#### **Section 4 Additional Student Conduct Rules**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct 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.

##### Student Appearance Policy

Students at Centennial Public School are expected to dress in a way that is appropriate for a school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate. Such list is not exclusive, and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

- a. Clothing or jewelry that is gang related;
- b. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants); no holes in pants above the knee. Shorts, skirts, and skorts should be mid-thigh in length at the minimum.
- c. Clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- d. Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs;
- e. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play";
- f. Head wear including hats, caps, bandannas, and scarves;
- g. Clothing or jewelry which exhibits nudity, makes sexual references, or carries double meanings;

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

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

On a first offense of the dress code, the student may call home for proper apparel, change it, turn it inside out, cover it, or spend the remainder of the day assigned to in-school suspension. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct previously mentioned. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in discipline, up to expulsion.

#### Electronic Device Policy

##### A. PURPOSE AND PHILOSOPHY

Centennial Public School District encourages the appropriate use of electronic devices at school. Although the inappropriate use of electronic devices can be disruptive to the educational process and electronic devices are frequently lost or stolen, Centennial Public School District recognizes the benefits that the incorporation of technology can bring to the curriculum. The District is not responsible for the security and safekeeping of these items and is not financially responsible for any damage, destruction, or loss of electronic devices. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices. **NOTE: By bringing an electronic device to school, students and parents/guardians consent to a search of the device if approved by the administration.**

##### B. DEFINITIONS

"Electronic devices" include, but are not limited to, cell phones, Mp3 players, iPods, e-readers, tablets, portable game consoles, cameras, digital scanners, laptop computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

##### C. ELECTRONIC DEVICE USE

1. Students are not permitted to possess and use electronic devices during the school day (8:16 a.m.-3:26 p.m.) except as otherwise provided by this policy. Cell phone and text transmitting device (ex: iPod touch) usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
2. Students are permitted to possess and use electronic devices before school hours, provided that the student does not commit any abusive use of the device (see paragraph [D][1]). Administrators have the discretion to prohibit student possession and use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use. **CELL PHONES ARE TO BE TURNED OFF AND STORED IN STUDENT LOCKERS DURING THE SCHOOL DAY.**

3. Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of an e-reader during independent reading time; student use of a lap top computer for a class presentation).
4. Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan.

#### D. VIOLATIONS

1. Students shall not possess or use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.
2. The use of electronic devices in locker rooms and restrooms is strictly prohibited.
3. Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

**First Violation:** Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a detention, and a conference between the student and school principal. The electronic device shall remain in the possession of the school administration until such time as the student serves their detention and personally comes to the school's main office and retrieves the electronic device.

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

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

**Subsequent Violations:** Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

Students and/or parents/guardians, as applicable, are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices after this time period.

**Search:** Electronic devices confiscated under this policy shall be subject to reasonable searches, including search of phone number directory, voice mail, and text messages, upon determination by school officials that the facts and circumstances establish reasonable grounds for believing that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school.

### Artificial Intelligence

As used in this policy, 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, Google Bard, and other chatbots.

The board recognizes that among other resources, when properly used, AI Tools may provide valuable source information to students and teachers in relation to the district’s academic curriculum and assignments. 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. Unless an individual teacher affirmatively communicates to students that AI Tools may be used for a specific assignment, then AI Tools may not be used. Individual teachers will decide for each individual assignment the extent to which students may use AI Tools for such assignment. Teachers are encouraged to make such a decision in advance of students being given the individual assignment in question.
2. Teachers will communicate to all students responsible for completing an assignment the extent to which such students may use AI Tools in connection with such assignment. Teachers will endeavor to include in such communications examples of permissible and impermissible uses of AI Tools.
3. If a student uses any AI Tools in connection with a school assignment, the student must comply with the following:
  - a. The student must explicitly disclose to the teacher in writing that the student used an AI Tool and the specific AI Tool used.
  - b. In any student work (whether hard copy, electronic, digital, or otherwise), the student shall give proper attribution to the 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.
  - c. In no instance may the output from one or more AI Tools be copied and placed within a student’s work as if the student wrote such a section himself or herself. For example and not limitation, students may not outsource the organization or the writing of any written work to any AI Tool.

4. 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.

5. 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.

### **Policy 6038**

Adopted on: 7/10/2023\_\_\_\_\_

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

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

#### Transportation

Students are expected to abide by the rules and regulations as set forth in the Centennial Public School Bus Information Pamphlet. Please read and review these rules with your children. Safety is our first consideration, when transporting children to school. If the bus driver is distracted, danger exists. This is why rigid standards of discipline have been established and must be maintained for our children's safety.

Parents are reminded that school buses are operated for the purpose of providing transportation for children to and from school. Once the bus arrives at the school, the students must enter the school and are subject to the discipline and rules. If for some reason you have not received a School Bus Information pamphlet, notify the Elementary Principal's office.

Parents are asked to call the bus barn (402-534-4711) if their child or children will not be riding the bus on a given morning.

**A note or phone call from a parent/guardian will be required before a driver will allow a student to get off the bus at a location other than his/her regular unloading area.**

#### Altering Bus Routes

If some students are not riding the bus on certain days, drivers may vary their routes. Bad road conditions may also cause a bus driver to alter the route.

#### Library Books

Students are allowed to check-out two books from the school library at any given time. Students will be charged for damaged or lost library books. Additional books will not be checked out until the previous overdue books are returned. At the end of the school year, report cards will be held until restitution is made.

#### Internet Safety and Acceptable Use Policy

##### A. Internet Safety Policy

It is the policy of Centennial Public School to comply with the Children's Internet Protection Act (CIPA). With respect to the District's computer network, the District shall: (a) prevent user access to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) provide for the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) prevent unauthorized access, including so-called "hacking," and other unlawful activities online; (d)

prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (e) implement measures designed to restrict minors' access to materials (visual or non-visual) that are harmful to minors.

1. Definitions. Key terms are as defined in CIPA. "Inappropriate material" for purposes of this policy includes material that is obscene, child pornography, or harmful to minors. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
2. Access to Inappropriate Material. To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the CIPA, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.
3. Inappropriate Network Usage. To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors. Supervision and Monitoring. It shall be the responsibility of all members of the District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and CIPA. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent and the Superintendent's designees.
4. Social Networking. Students shall be educated about appropriate online behavior, including interacting with others on social networking websites and in chat rooms, and cyberbullying awareness and response. The plan shall be for all students to be provided education on these subjects. The Superintendent or the Superintendent's designee shall be responsible for identifying educational materials, lessons, and/or programs suitable for the age and maturity level of the students and for ensuring the delivery of such materials, lessons, and/or programs to students.
5. Adoption. This Internet Safety Policy was adopted by the Board at a public meeting, following normal public notice.

#### B. Computer Acceptable Use Policy

This computer acceptable use policy is supplemental to the District's Internet Safety Policy.

1. Technology Subject to this Policy. This Computer Acceptable Use Policy applies to all technology resources of the District or made available by the District. Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail and electronic communications, and the internet.
2. Access and User Agreements. Use of the District technology resources is a privilege and not a right. The Superintendent or designee shall develop appropriate user agreements and

shall require that employees, students (and their parents or guardians), and others to sign such user agreements as a condition of access to the technology resources, as the Superintendent determines appropriate. Parents and guardians of students in programs operated by the District shall inform the Superintendent or designee in writing if they do not want their child to have access.

The Superintendent and designees are authorized and directed to establish and implement such other regulations, forms, procedures, guidelines, and standards to implement this Policy.

The technology resources are not a public forum. The District reserves the right to restrict any communications and to remove communications that have been posted.

3. Acceptable Uses. The technology resources are to be used for the limited purpose of advancing the District's mission. The technology resources are to be used, in general, for educational purposes, meaning activities that are integral, immediate, and proximate to the education of students as defined in the E-rate program regulations.
4. Unacceptable Uses.

The following are unacceptable uses of the technology resources:

- a. **Personal Gain:** Technology resources shall not be used, and no person shall authorize its use, for personal financial gain other than in accordance with prescribed constitutional, statutory, and regulatory procedures, other than compensation provided by law.
- b. **Personal Matters:** Technology resources shall not be used, and no person shall authorize its use, for personal matters.

Occasional use that the Superintendent or designee determines to ultimately facilitate the mission of the District is not prohibited by this provision. Examples of occasional use that may be determined to ultimately facilitate the mission of the District: sending an e-mail to a minor child or spouse; sending an e-mail related to a community group in which an employee is a member where the membership in the community group facilitates the District's mission.

This occasional use exception does not permit use by employees contrary to the expectations of their position. For example, employees may not play games or surf the net for purposes not directly related to their job during duty time; nor may students do so during instructional time.

The occasional use exception also does not permit use of the technology resources for private business, such as searching for or ordering items on the internet for non-school use; or sending an e-mail related to one's own private consulting business.

- c. **Campaigning:** Technology resources shall not be used, and no person shall authorize its use, for the purpose of campaigning for or against the nomination or election of a candidate or the qualification, passage, or defeat of a ballot question.
- d. **Technology-Related Limitations:** Technology resources shall not be used in any manner which impairs its effective operations or the rights of other technology users. Without limitation,

- i. Users shall not use another person's name, log-on, password, or files for any reason, or allow another to use their password (except for authorized staff members). Users shall not erase, remake, or make unusable another person's computer, information, files, programs or disks.
  - ii. Users shall not access resources not specifically granted to the user or engage in electronic trespassing.
  - iii. Users shall not engage in "hacking" to gain unauthorized access to the operating system software or unauthorized access to the system of other users.
  - iv. Users shall not copy, change, or transfer any software without permission from the network administrators.
  - v. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.
  - vi. Users shall not engage in any form of vandalism of the technology resources.
  - vii. Users shall follow the generally accepted rules of network etiquette. The Superintendent or designees may further define such rules.
- e. Other Policies and Laws: Technology resources shall not be used for any purpose contrary to any District policy, any school rules to which a student user is subject, or any applicable law. Without limitation, this means that technology resources may not be used:
- i. to access any material contrary to the Internet Safety Policy; or to create or generate any such material.
  - ii. to engage in unlawful harassment or discrimination, such as sending e-mails that contain sexual jokes or images.
  - iii. to engage in violations of employee ethical standards and employee standards of performance, such as sending e-mails that are threatening or offensive or which contain abusive language; use of end messages on e-mails that may imply that the District is supportive of a particular religion or religious belief system, a political candidate or issue, or a controversial issue; or sending e-mails that divulge protected confidential student information to unauthorized persons.
  - iv. to engage in or promote violations of student conduct rules.
  - v. to engage in illegal activity, such as gambling.
  - vi. in a manner contrary to copyright laws.
  - vii. in a manner contrary to software licenses.
5. Disclaimer. The technology resources are supplied on an "as is, as available" basis. The District does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet.
6. Filter. A technology protection measure is in place that blocks and/or filters access to prevent access to Internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate.

Notwithstanding technology protection measures, some inappropriate material may be accessible by the Internet, including material that is illegal, defamatory, inaccurate, or potentially offensive to some people. Users accept the risk of access to such material and responsibility for promptly exiting any such material.

The technology protection measure that blocks and/or filters Internet access may be disabled only by an authorized staff member for bona fide research or educational purposes: (a) who has successfully completed District training on proper disabling circumstances and procedures, (b) with permission of the immediate supervisor of the staff member requesting said disabling, or (c) with the permission of the Superintendent. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

7. Monitoring. Use of the technology resources, including but not limited to internet sites visited and e-mail transmitted or received, is subject to monitoring by the administration and network administrators at any time to maintain the system and insure that users are using the system responsibly, without notice to the users. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. All technology equipment shall be used under the supervision of the Superintendent and the Superintendent's designees.
8. Sanctions. Violation of the policies and procedures concerning the use of the District technology resources may result in suspension or cancellation of the privilege to use the technology resources and disciplinary action, up to and including expulsion of students and termination of employees. Use that is unethical may be reported to the Commissioner of Education. Use that is unlawful may be reported to the law enforcement authorities. Users shall be responsible for damages caused and injuries sustained by improper or non-permitted use.

Legal Reference: Children's Internet Protection Act, 47 USC § 254  
FCC Order adopted August 10, 2011  
47 USC § 254(h)(1)(b); 47 CFR 54.500(b) and 68 FR 36932 (2003) (E-rate restrictions)  
Neb. Rev. Stat. § 49-14,101.01 (Political Accountability and Disclosure Act)

Date of Adoption: June 11, 2012

#### HARASSMENT AND BULLYING POLICY

One of the missions of Centennial Public School is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students and staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and corrected. Students and staff are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

"Bullying" is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g. teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. "Harassment" includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment are violations of student conduct rules, and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a

very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher, counselor, or principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report. If students are not comfortable reporting the situation to a teacher or administrator, they are encouraged to use the district's anonymous platform, [Vector Alert Tipline](#), to make this report.

It is the policy of Centennial Public School that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

**Step I:** The first time school personnel become aware of a possible harassment or bullying situation, the accused student will be informed that such a complaint has been filed. At that time a warning will be given regarding this kind of behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If, in the school's opinion, the first occurrence of harassment behavior is severe, the school may move immediately to any of the four steps in the harassment policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include expulsion, in the event the conduct is also a violation of other provisions of the student code.

**Step II:** The second time school personnel become aware of a harassment incident, the accused student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

**Step III:** If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.

**Step IV:** If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

#### Harassment and Bullying Program--Levels:

Purpose: All students have the right to attend Centennial Public School free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

**Level I:** The guidelines for a Level I placement are listed below.

- a) The length of the assignment will be for a minimum of two weeks.
- b) The student will report to the office no later than 8:10 a.m. each morning.
- c) The student will eat on campus at an assigned table.

- d) The student will report to an assigned room at the end of the day and will remain until 3:55 p.m. This will allow all other students to leave the school grounds in safety.

**Level II:** The guidelines for a Level II placement are listed below.

- a) The length of the assignment will be for a minimum of two weeks.
- b) The student will report to the office no later than 8:10 a.m. in the morning.
- c) The student will eat on campus at an assigned table.
- d) The student will report to an assigned room at the end of the day and remain until 3:55 p.m.
- e) The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

**Level III:** This is a long-term assignment. The guidelines are listed below.

All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.

#### INAPPROPRIATE PUBLIC DISPLAYS OF AFFECTION (PDA or IPDA)

Inappropriate Public Displays of Affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs.

**1st Offense:** Student will be confronted and directed to cease.

**2nd Offense:** Student will be confronted, directed to cease, and parents will be notified.

**3rd Offense:** Students will be suspended from school for a minimum of 1 day, and the parents and student will need to meet with administrator(s) and counselor.

\*If this type of behavior continues, the student could face long-term suspension or expulsion.

#### SPECIFIC RULE ITEMS

The following conduct may result in disciplinary action which, in the event of repeated violations, may result in discipline up to expulsion.

- a. Gum, candy, seeds, etc. are not allowed in the school building or classrooms, without prior approval.
- b. Students are expected to bring all books and necessary materials to class. This includes study halls.
- c. Assignments for all classes are due as assigned by the teacher.
- d. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- e. Students are to be in their classroom and ready for class on the tardy bell.
- f. Students are not to bring items to school that are not required for educational purposes as they may be taken from lockers and will not be allowed in the classroom. These items are classified as "nuisance items" and include but are not limited to: a) personal stereos, b) cell phones, c) beepers, and d) laser pointers.
- g. Snow and water balloon handling is prohibited.

#### Section 5 Reporting Student Law Violations

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.

Student behavior is always subject to possible legal sanctions, regardless of where the behavior occurs, it shall be the policy of the Centennial Public School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- a. Knowingly possessing illegal drugs or alcohol.
- b. Assault.
- c. Vandalism resulting in significant property damage.
- d. Theft of school or personal property of a significant nature.
- e. Automobile accident.
- f. Any other behavior which significantly threatens the health or safety of students, staff, or other persons or which is required by law to be reported.

## **ARTICLE 9 – EXTRA-CURRICULAR ACTIVITIES STUDENT RIGHTS, CONDUCT, RULES & REGULATIONS**

### **Section 1 Student Conduct at Activities**

Elementary students are required to be escorted by a parent/guardian to all school activities, programs or performances. We encourage your support in the fostering of proper conduct of students at programs and activities. Any conduct that interferes with others in attendance, such as running around, being loud, destructive, distracting, etc., could constitute a need for correction.

### **Section 2 Student Fee Policy**

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. [In other special cases where the parent/guardian requests that the student be exempted from charges, the superintendent shall determine granting of waivers.] No fees, specialized or non-specialized attire, or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

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

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

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

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

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall

be provided with a musical instrument of the school's choice.

Waiver for any of the following shall be provided for students who qualify for free or reduced-price lunches:

- Section 1 Fees and specialized equipment and specialized attire required for participation in extracurricular activities;
- Section 2 Admission fees for onsite district-sponsored extra-curricular activities and district transportation charges for spectators attending offsite extracurricular activities; and
- Section 3 Materials required for course projects where the project becomes the property of the student upon completion.

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

- Section 4 Participation in extracurricular activities;
- Section 5 Postsecondary education costs; and
- Section 6 Summer school or night school.

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

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

1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified courses and activities;
3. Any materials required for course projects if the project becomes the property of the student upon completion; and
4. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.
5. The superintendent shall also promulgate regulations authorizing and governing the following areas:
6. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
7. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
8. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
9. Deadlines for waivers for all types of fees;
10. Procedures for allowing facilities use for NSAA District events to avoid conflict with this policy;
11. Procedures [to avoid the direct handling of fees; for the handling of fees] for students receiving postsecondary education credits;
12. Procedures for handling of fees related to summer school or night school;
13. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy;
14. Procedures for admitting students on waiver to extracurricular activities; and
15. Procedures for transportation of student spectators to extracurricular activities and collection of any related fees.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 1003.3 Complaints.

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

Legal Reference: Neb. Constitution, Art VII, Sect. 1  
Neb. Statute 79-215 (tuition)  
79-241 (option student busing)  
79-605 (nonresident busing)  
79-611 (transportation fee)  
79-734 (books, equipment and supplies)  
79-2,104 (student files)  
79-2,125 to 2,134 (student fees law)  
79-1104 (before-and-after-school services)  
79-1106 to 1108 (learners with high ability)

### **Section 3 Physical Condition and Injuries**

A student will not be permitted to participate in physical education or recess if the student, his/her parents or teacher feel that the student is not in sufficiently good physical condition. The school principal and/or athletic director will be notified of the student's physical condition if there is a question regarding participation.

If a student sustains a serious physical injury, other than a concussion, that requires a physician's attention, and the student's parents do not want him/her to participate in physical education or recess, the student must submit his/her physician's written permission before he/she will be permitted to return to physical education or recess.

#### **Concussions**

Any student who has suffered a confirmed concussion will be removed from physical education and recess. The student will not be permitted to return to participation until evaluated by an appropriate licensed health care professional and a written and signed clearance form (RTP-Return to Play) is provided by the health care provider and parent. The school will provide concussion educational training to all coaches and staff. Concussion information can be obtained from numerous internet sites or contact an administrator. It is very important that communication between the school, student and parents be held to provide a safe environment for our students.

The Centennial Concussion Management Team (CMT) consists of administration, the school nurse, and the athletic trainer. Return to Learn Protocol will be as follows:

1. Concussion occurs; family is notified of possible concussion.
2. Encourage parent to obtain medical confirmation of concussion from a licensed health care provider.
3. Parent signs Release of Information form allowing the school to be notified of concussion by the health care provider and for information sharing.
4. CMT Contact person notified of concussion by parent, teacher or health care provider.
5. CMT Contact person informs appropriate school personnel of concussed student and specifies general accommodations from health care provider, if available.
6. CMT implements a gradual Return to Learn Protocol based on the individual needs of the student.
7. CMT documents physical, cognitive, behavioral and emotional symptoms of concussed student and assesses the student's needs based on symptoms.
8. CMT designs individual academic adjustments/accommodation plan with school staff and reviews with student and family.
9. CMT-Teachers monitor the effectiveness of adjustments, accommodations, and symptoms of concussion and report progress/recovery data results to CMT contact person.
10. CMT makes adjustments and readjustments to individual plan until student no longer has special needs in the classroom resulting from the concussion.
11. CMT and family agree the student is symptom free and function is "back to baseline" in

- classroom.
12. Student returns to the classroom full-time with no adjustments or accommodations.
  13. Parent/guardians deliver medical clearance from healthcare provider to the CMT and parent provides written permission for the Return to Play Progression to begin.
  14. Student begins Return to Play Progression after a successful Return to Learn.
  15. CMT ensures that the concussion date and adjustments for Return to Learn are documented in the student's file.
  16. Once the Return to Play Progression has been successfully completed, the student is cleared for participation without restriction.

## **ARTICLE 10 – STATE and FEDERAL PROGRAMS**

### **Section 1 Notice of Discrimination**

Centennial Public School 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 following person has been designated to handle inquiries regarding the nondiscrimination policies:

Name: Colin Bargaen  
 Title: Secondary Principal  
 Address: PO Box 187, 1301 Centennial Ave, Utica, NE 68456  
 Telephone: (402) 534-2321  
 E-mail: [colin.bargaen@centennialbroncos.org](mailto:colin.bargaen@centennialbroncos.org)

For further information on notice of nondiscrimination call 1-800-421-3481.

For additional prohibited discrimination and related information, please review school district Board Policy 3053 – Nondiscrimination.

### **Section 2 Designation of Coordinator(s)**

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs.

<b>Law, Policy or Program</b>	<b>Issue or Concern</b>	<b>Coordinator</b>
Title VI	Discrimination or harassment based on race, color, or national origin;	Brad Luce
Title IX	Discrimination or harassment based on sex; gender equity	Colin Bargaen
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Cara Stoll
Homeless student laws	Children who are homeless	Seth Ford
Safe and Drug Free Schools and Communities	Safe and drug free schools	Colin Bargaen

### **Section 3 Anti-Discrimination and Harrasment**

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: Cara Stoll at (402) 534-2321, [cara.stoll@centennialbroncos.org](mailto:cara.stoll@centennialbroncos.org), 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: Colin Bargaen at (402) 534-2321, [colin.bargaen@centennialbroncos.org](mailto:colin.bargaen@centennialbroncos.org), or in person at school. Students who believe that they have been the subject of any other unlawful discrimination or harassment should contact Brad Luce at (402) 534-2321, [brad.luce@centennialbroncos.org](mailto:brad.luce@centennialbroncos.org), 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.

#### **Section 4 Title IX Policy**

It is the policy of the school district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any of the school district's programs or activities. The district is required by Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106 to not discriminate in such a manner.

##### **1. Title IX Coordinator**

1.1. **Designation.** The district will designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under this policy, who will be referred to as the “**Title IX Coordinator.**” The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, of the name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment). This report may be made by any means, including but not limited to, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours).

##### **2. Definitions** - As used in this policy, the following terms are defined as follows:

2.1. **Actual knowledge** means notice of sexual harassment or allegations of sexual harassment to any district employee. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only district employee with actual knowledge is the respondent (as that term is defined below). “Notice” as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in subsection 1.1 above.

2.2. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

2.3. **Formal complaint** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the district investigate the allegation of sexual harassment. The only district official who is authorized to initiate the Grievance Process for Formal Complaints of Sexual Harassment against a respondent is the Title IX Coordinator (by signing a formal complaint). At the time of filing a formal complaint with the district, a complainant must be participating in or attempting to participate in the district's education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information required to be listed for the Title IX Coordinator under subsection 1.1 above, and by any additional method designated by the district. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the district) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the

Title IX Coordinator is not a complainant or otherwise a party under this policy or under 34 C.F.R. part 106, and will comply with the requirements of this policy and 34 C.F.R. part 106, including subsections 5.1.3–5.1.4 and 34 C.F.R. § 106.45(b)(1)(iii).

2.4. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

2.5. **Consent** for purposes of this policy means the willingness in fact for conduct to occur. An individual may, as a result of age, incapacity, disability, lack of information, or other circumstances be incapable of providing consent to some or all sexual conduct or activity. Neither verbal nor physical resistance is required to establish that an individual did not consent. District officials will consider the totality of the circumstances in determining whether there was consent for any specific conduct. Consent may be revoked or withdrawn at any time.

2.6. **Sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:

2.6.1. An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct;

2.6.2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity;

2.6.3. Sexual assault, as defined in 20 U.S.C. § 1092(f)(6)(A)(v), which means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation:

2.6.3.1. **Sex Offenses, Forcible**—Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

2.6.3.1.1. **Rape**—(Except Statutory Rape) The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

2.6.3.1.2. **Sodomy**—Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.3. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.1.4. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

2.6.3.2. **Sex Offenses, Non-forcible**—(Except Prostitution Offenses) Unlawful, non-forcible sexual intercourse.

2.6.3.2.1. **Incest**—Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

2.6.3.2.2. **Statutory Rape**—Non-Forcible sexual intercourse with a person who is under the statutory age of consent

2.6.4. **Dating violence**, as defined in 34 U.S.C. § 12291(a)(10), which means violence committed by a person—

2.6.4.1. who is or has been in a social relationship of a romantic or intimate nature with the victim; and

2.6.4.2. where the existence of such a relationship shall be determined based on a consideration of the following factors:

2.6.4.2.1. The length of the relationship.

2.6.4.2.2. The type of relationship.

2.6.4.2.3. The frequency of interaction between the persons involved in the relationship.

2.6.5. **Domestic violence**, as defined in 34 U.S.C. § 12291(a)(8), which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

2.6.6. **Stalking**, as defined in 34 U.S.C. § 12291(a)(30), which means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

2.6.6.1. fear for his or her safety or the safety of others; or

2.6.6.2. suffer substantial emotional distress.

2.7. **Supportive measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the district's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the district's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The district will maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the district to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

### 3. Discrimination Not Involving Sexual Harassment

3.1. **General Prohibition.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the district.

3.2. **Specific Prohibitions.** Except as provided elsewhere in Title IX, 34 C.F.R. part 106, or this policy, in providing any aid, benefit, or service to a student, the district will not on the basis of sex:

3.2.1. Treat one person differently from another in determining whether such person satisfies any requirement or condition for the provision of such aid, benefit, or service;

3.2.2. Provide different aid, benefits, or services or provide aid, benefits, or services in a different manner;

3.2.3. Deny any person any such aid, benefit, or service;

3.2.4. Subject any person to separate or different rules of behavior, sanctions, or other treatment;

3.2.5. Apply any rule concerning the domicile or residence of a student or applicant;

3.2.6. Aid or perpetuate discrimination against any person by providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students or employees;

3.2.7. Otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity.

3.3. **Complaint Procedure.** All complaints regarding any alleged discrimination on the basis of sex, including without limitation violations of this policy, 34 C.F.R. part 106, Title IX, Title VII, or other state or federal law—when the alleged discrimination does not arise from or relate to an allegation of sexual harassment as defined in subsection 2.6 above—shall be addressed pursuant to the district’s general complaint procedure, [Board Policy 2006](#).

#### **4. Response to Sexual Harassment**

4.1. **Reporting Sexual Harassment.** Any person who witnesses an act of unlawful sexual harassment is encouraged to report it to the District’s Title IX Coordinator. No person will be retaliated against based on any report of suspected sexual harassment or retaliation. Any District employee who receives a report of sexual harassment or has actual knowledge of sexual harassment must convey that information to the Title IX Coordinator as soon as reasonably practicable, but in no case later than the end of the following school day.

4.2. **General Response to Sexual Harassment.** When the district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, the district will respond promptly in a manner that is not deliberately indifferent. The district will be deemed to be deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances. For the purposes of this policy “education program or activity” includes locations, events, or circumstances over which the district exercised substantial control over both the respondent and the context in which the sexual harassment occurs. The district’s response will treat complainants and respondents equitably by offering supportive measures as defined in subsection 2.7 above to a complainant, and by following the grievance process described in section 5 below before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

4.3. **Emergency Removal.** Nothing in this policy precludes the district from removing a respondent from the district’s education program or activity on an emergency basis, provided that the district undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. In the event that the district so removes a respondent on an emergency basis, then the district will provide the respondent with notice and an opportunity to challenge the decision immediately following the removal. This provision may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

4.4. **Administrative Leave.** Nothing in this policy precludes the district from placing a non-student employee respondent on administrative leave during the pendency of a grievance process that complies with section 5 below. This provision may not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

4.5. **General Response Not Conditioned on Formal Complaint.** With or without a formal complaint, the district will comply with the obligations and procedures described in this section 4.

#### **5. Grievance Process for Formal Complaints of Sexual Harassment**

##### **5.1. General Requirements.**

5.1.1. **Equitable Treatment.** The district will treat complainants and respondents equitably by providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against the respondent, and by following the grievance process described in this section 5 before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

Remedies will be designed to restore or preserve equal access to the district's education program or activity. Remedies may include the same individualized services described in subsection 2.7 as "supportive measures"; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

**5.1.2. Objective Evaluation.** This grievance process requires an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. Credibility determinations may not be based on a person's status as a complainant, respondent, or witness.

**5.1.3. Absence of Conflicts of Interest or Bias.** The district will require that any individual designated by a recipient as a Title IX Coordinator, investigator, decision-maker, or any person designated by a recipient to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

**5.1.4. Training.** The district will ensure that all individuals or entities described in this Training section 5.1.4 receive training as provided below. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints of sexual harassment.

**5.1.4.1. All District Employees and Board Members.** All district employees and board members will be trained on how to identify and report sexual harassment.

**5.1.4.2. Title IX Coordinators, Investigators, Decision Makers, or Informal Resolution Facilitators.** The district will ensure that Title IX Coordinators, investigators, decision-makers, or any person designated by the district to facilitate an informal resolution process receive training on:

5.1.4.2.1. The definition of sexual harassment in subsection 2.6; 5.1.4.2.2.

The scope of the district's education program or activity; 5.1.4.2.3. How to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable; and

5.1.4.2.4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

**5.1.4.3. Decision-Makers.** The district will ensure that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, as set forth in subsection 5.6.

**5.1.4.4. Investigators.** The district will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence, as set forth in subsection 5.5.8.

**5.1.5. Presumption.** It is presumed that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

**5.1.6. Reasonably Prompt Time Frames.** This grievance process shall include reasonably prompt time frames for conclusion of the grievance process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes if the district offers informal resolution processes. The process shall also allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

**5.1.7. Range of Possible Sanctions and Remedies.** Following a determination of responsibility, the district may impose disciplinary sanctions and remedies in conformance with this and the district's student discipline policy, and other state and federal laws. Depending upon the circumstances, these policies provide for disciplinary sanctions and remedies up to and including expulsion.

5.1.8. **Range of Supportive Measures.** The range of supportive measures available to complainants and respondents include those listed in subsection 2.7.

5.1.9. **Respect for Privileged Information.** The district will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

## 5.2. **Notice of Allegations.**

5.2.1. **Initial Notice.** Upon receipt of a formal complaint, the district will provide the following written notice to the parties who are known:

5.2.1.1. A copy of this policy.

5.2.1.2. Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in subsection 2.6, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice will include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, under subsection 5.5.5, and may inspect and review evidence under subsection 5.5.5. The written notice will inform the parties of any provision in the district's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

5.2.2. **Supplemental Notice.** If, in the course of an investigation, the district decides to investigate allegations about the complainant or respondent that are not included in the Initial Notice described above, the district will provide notice of the additional allegations to the parties whose identities are known.

## 5.3. **Dismissal of Formal Complaint.**

5.3.1. The district will investigate the allegations in a formal complaint.

5.3.2. **Mandatory Dismissals.** The district must dismiss a formal complaint if the conduct alleged in the formal complaint:

5.3.2.1. Would not constitute sexual harassment as defined in subsection 2.6 even if proved;

5.3.2.2. Did not occur in the district's education program or activity; or

5.3.2.3. Did not occur against a person in the United States.

5.3.3. **Discretionary Dismissals.** The district **may** dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing:

5.3.3.1. The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;

5.3.3.2. The respondent is no longer enrolled in or employed by the district; or

5.3.3.3. Specific circumstances prevent the district from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

5.3.4. Upon a dismissal required or permitted pursuant to subsections 5.3.2 or 5.3.3 above, the district will promptly send written notice of the dismissal and an explanation of that action simultaneously to the parties.

5.3.5. Dismissal of a formal complaint under this policy does not preclude the district from taking action under another provision of the district's code of conduct or pursuant to another district policy.

5.4. **Consolidation of Formal Complaints.** The district may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where

the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular “party,” “complainant,” or “respondent” include the plural, as applicable.

**5.5. Investigation of Formal Complaint.** When investigating a formal complaint and throughout the grievance process, the district will:

5.5.1. Designate and authorize one or more persons (which need not be district employees) as investigator(s) to conduct the district’s investigation of a formal complaint;

5.5.2. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the district and not on the parties provided that the district cannot access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the district obtains that party’s voluntary, written consent to do so for a grievance process under this section (if a party is not an “eligible student,” as defined in 34 CFR 99.3, then the district will obtain the voluntary, written consent of a “parent,” as defined in 34 CFR 99.3);

5.5.3. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;

5.5.4. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;

5.5.5. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the district may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;

5.5.6. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

5.5.7. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the district does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the district will send to each party and the party’s advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties will have at least 10 calendar days to submit a written response, which the investigator will consider prior to completion of the investigative report; and

5.5.8. Create an investigative report that fairly summarizes relevant evidence and, at least 10 calendar days prior to the time of determination regarding responsibility, send to each party and the party’s advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

#### **5.6. Determination Regarding Responsibility**

5.6.1. **Decision-Maker(s).** The decision-maker(s) cannot be the same person as the Title IX Coordinator or the investigator(s).

5.6.2. **Exchange of Written Questions.** After the district has sent the investigative report to the parties pursuant to subsection 5.5.8, but before reaching a determination regarding responsibility, the decision-maker(s) will afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness,

provide each party with the answers, and allow for additional, limited follow-up question from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) will explain to the party proposing the questions any decision to exclude a question as not relevant.

**5.6.3 Written Determination.** The decision-maker(s) will issue a written determination regarding responsibility. To reach this determination, the decision-maker(s) will apply the preponderance of the evidence standard. The written determination will include:

5.6.3.1. Identification of the allegations potentially constituting sexual harassment as defined in subsection 2.6;

5.6.3.2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;

5.6.3.3. Findings of fact supporting the determination;

5.6.3.4. Conclusions regarding the application of the district's code of conduct to the facts;

5.6.3.5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the district's education program or activity will be provided by the district to the complainant; and

5.6.3.6. The district's procedures and permissible bases for the complainant and respondent to appeal.

5.6.3. The district will provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5.6.4. The Title IX Coordinator is responsible for effective implementation of any remedies.

**5.7. Appeals.** The district will offer both parties the opportunity to appeal from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, on the grounds identified below.

**5.7.1. Time for Appeal.** Appeals may only be initiated by submitting a written Notice of Appeal to the Office of the Superintendent of Schools within ten (10) calendar days of the date of the respective written determination of responsibility or dismissal from which the appeal is taken. The Notice of Appeal must include (a) the name of the party or parties making the appeal, (b) the determination, dismissal, or portion thereof being appealed, and (c) a concise statement of the specific grounds (from subsection 5.8.2 below) upon which the appeal is based. A party's failure to timely submit a Notice of Appeal will be deemed a waiver of the party's right to appeal under this policy, 34 C.F.R. part, 106, and Title IX.

**5.7.2. Grounds for Appeal.** Appeals from a determination regarding responsibility, and from the district's dismissal of a formal complaint or any allegations therein, are limited to the following grounds:

5.7.2.1. Procedural irregularity that affected the outcome of the matter;

5.7.2.2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

5.7.2.3. The Title IX Coordinator, investigator(s), or decisionmaker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

5.7.3. As to all appeals, the district will:

5.7.3.1. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;

5.7.3.2. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;

5.7.3.3. Ensure that the decision-maker(s) for the appeal complies with the standards set forth in subsections 5.1.3–5.1.4.

5.7.3.4. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;

5.7.3.5. Issue a written decision describing the result of the appeal and the rationale for the result; and

5.7.3.6. Provide the written decision simultaneously to both parties.

**5.8. Informal Resolution.** The district will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the district will not require the parties to participate in an informal resolution process under this section and may not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the district may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the district:

5.8.1. Provides to the parties a written notice disclosing:

5.8.1.1. The allegations;

5.8.1.2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;

5.8.1.3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and

5.8.1.4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;

5.8.2. Obtains the parties' voluntary, written consent to the informal resolution process; and

5.8.3. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

**5.9. Recordkeeping.**

5.9.1. The district will maintain for a period of seven years records of:

5.9.1.1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the district's education program or activity;

5.9.1.2. Any appeal and the result therefrom;

5.9.1.3. Any informal resolution and the result therefrom; and

5.9.1.4. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The district will make these training materials publicly available on its website, or if the district does not maintain a website then the district will make these materials available upon request for inspection by members of the public.

5.9.2. For each response required under section 4, the district will create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each

instance, the district will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the district's education program or activity. If the district does not provide a complainant with supportive measures, then the district will document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the district in the future from providing additional explanations or detailing additional measures taken.

**6. Superintendent Authorized to Contract** - The board authorizes the Superintendent to contract for, designate, and appoint individuals to serve in the roles of the district's investigator(s), decision-maker(s), informal resolution facilitator(s), or appellate decision-maker(s) as contemplated by this policy.

## **7. Access to Classes and Schools**

7.1. **General Standard.** Except as provided in this section or otherwise in 34 C.F.R. part 106, the district will not provide or otherwise carry out any of its education programs or activities separately on the basis of sex, or require or refuse participation therein by any of its students on the basis of sex.

7.1.1. **Contact sports in physical education classes.** This section does not prohibit separation of students by sex within physical education classes or activities during participation in wrestling, boxing, rugby, ice hockey, football, basketball, and other sports the purpose or major activity of which involves bodily contact.

7.1.2. **Ability grouping in physical education classes.** This section does not prohibit grouping of students in physical education classes and activities by ability as assessed by objective standards of individual performance developed and applied without regard to sex.

7.1.3. **Human sexuality classes.** Classes or portions of classes that deal primarily with human sexuality may be conducted in separate sessions for boys and girls.

7.1.4. **Choruses.** The district may make requirements based on vocal range or quality that may result in a chorus or choruses of one or predominantly one sex.

7.2. **Classes and Extracurricular Activities.** The district may provide non-vocational single-sex classes or extracurricular activities as permitted by 34 C.F.R. part 106.

**8. Athletics** - It is the policy of the district that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any interscholastic, club, or intramural athletics offered by the district, and that the district will not provide any such athletics separately on such basis.

8.1. **Separate Teams.** Notwithstanding the foregoing paragraph, the district may operate or sponsor separate teams for members of each sex where selection for such teams is based upon competitive skill or the activity involved is a contact sport.

8.2. **Equal opportunity.** The district will provide equal athletic opportunity for members of both sexes. Unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams will not constitute noncompliance with this section.

**9. Certain Different Treatment on the Basis of Sex Permitted** - Nothing herein shall be construed to prohibit the district from treating persons differently on the basis of sex as permitted by Title IX or 34 C.F.R. part 106. For example, and without limiting the foregoing, the district may provide separate toilet, locker room, and shower facilities on the basis of sex, but such facilities provided for students of one sex shall be comparable to such facilities provided for students of the other sex.

**10. Retaliation Prohibited** - Neither the district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, 34 C.F.R. part 106, or this policy, or because the individual has made a report or complaint,

testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. The district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 C.F.R. part 99, or as required by law, or to carry out the purposes of 34 C.F.R. part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder. Complaints alleging retaliation may be filed according to shall be addressed pursuant to Board Policy 2006 (Complaint Procedure).

**10.1. Specific Circumstances.**

10.1.1. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited by this section.

10.1.2. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this part does not constitute retaliation prohibited under this section, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

**11. Notification of Policy** - The district will notify applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district of the existence of this policy. The requirement to not discriminate, as stated in Title IX and 34 C.F.R. part 106, in the district's education program(s) or activities extends to admission and employment, and inquiries about the application of Title IX and 34 C.F.R. part 106 to the district may be referred to the district's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

**12. Publication of Policy** - The district will prominently display on its website, if any, and in each handbook that it makes available to applicants for admission and employment, students, parents or legal guardians of students, employees, and all unions or professional organizations holding collective bargaining or professional agreements with the district, the name or title, office address, electronic mail address, and telephone number of the employee or employees designated as the Title IX Coordinator(s).

**13. Application Outside the United States** - The requirements of this policy apply only to sex discrimination occurring against a person in the United States.

**14. Scope of Policy** - Nothing herein shall be construed to be more demanding or more constraining upon the district than the requirements of Title IX (20 U.S.C. § 1681) and 34 C.F.R. part 106. To the extent that the district is in compliance with Title IX and 34 C.F.R. part 106, then all of the district's obligations under this policy shall be deemed to be fulfilled and discharged.

**Section 5 Right of Custodial and Non-Custodial Parents**

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.

## **Section 6 Complaint Procedures**

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 complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, Title IX/504 coordinator, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted in writing to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted in writing to the president of the board of education.
  - d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov); by telephone at (816) 268-0550; or by fax at (816) 268-0599.
3. When a complainant submits a complaint to an administrator or to the Title IX/504 coordinator, the administrator or Title IX/504 coordinator shall promptly and thoroughly investigate the complaint, and shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator or Title IX/504 coordinator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator or Title IX/504 coordinator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution which the complainant seeks.

- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator or Title IX/504 coordinator received the complaint.
4. If either the complainant or the accused party is not satisfied with the administrator's or the Title IX/504 coordinator's decision regarding a complaint, he or she may appeal the decision to the superintendent.
- a) This appeal must be in writing.
  - b) This appeal must be received by the superintendent no later than ten (10) business days from the date the administrator or Title IX/504 coordinator communicated his/her decision to the complainant.
  - c) The superintendent will investigate as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - d) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received 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.

### **Section 7 Opting Out of Assessments**

The Board of Education has adopted a policy on approval or denial of state and federal assessments opt-out requests, which is based on requirements in law. The policy can be viewed online by visiting: [5018 Parent and Guardian Involvement In Education Practices](#) or can be obtained by submitting a written request to the superintendent.

### **Section 8 Multi-Cultural Education Policy**

In every curriculum area and at all grades, the school district will provide programs which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize the rich diversity of the population of the United States.

The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations. The superintendent shall provide the board with a report on the status of the district's multicultural education program annually.

### **Section 9 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973**

The following is a description of the rights granted by federal law to qualifying students with disabilities. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance.

### **Section 10 Notice Concerning Student Records**

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.

### **Section 11 Routine Directory Information**

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children. The school district has designated the following as directory information:

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 and 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.

Directory information about students may be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district in writing that they do not want this information disclosed without prior written parental 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.

Parents who **OBJECT** to the disclosure of any directory information about their student should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1, 2023.

#### 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 re-disclosure 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

## **Section 12 Notice Concerning Staff Qualifications**

The Every Student Succeeds Act of 2015 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Centennial Public School will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Centennial Public School will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

## **Section 13 Protection of Pupil Rights**

The Centennial Board of Education respects the rights of parents and their children, and has adopted this policy in consultation with parents to comply with the federal Protection of Pupil Rights Amendment (PPRA).

### **1. Surveys**

- a. Surveys Created by a Third Party
  - i. This section applies to every survey:
    1. that is created by a person or entity other than a district staff member or student;
    2. regardless of whether the student answering the questions can be identified; and
    3. regardless of the subject matter of the questions
  - ii. Parents have the right to inspect any survey created by a third party before that survey is distributed to their student.
- b. Surveys Requesting Particular Sensitive Information
  - i. Sensitive information shall include:
    1. Political affiliations or beliefs of the student or the student's parent(s);
    2. Mental or psychological problems of the student or the student's family;
    3. Sexual behavior or attitudes;
    4. Illegal, anti-social, self-incriminating, or demeaning behavior;
    5. Critical appraisals of other individuals with whom respondents have close family relationships;
    6. Legally recognized privileged or analogous relationships, such as those of lawyers; physicians, and ministers;
    7. Religious practices, affiliations, or beliefs of the student or student's parent(s); or
    8. Income (other than that required by law to determine eligibility for



following:

- i. post-secondary education recruitment;
- ii. military recruitment;
- iii. tests and assessments to provide cognitive, evaluative, diagnostic or achievement information about students; and/or
- iv. student recognition programs.

**4. Inspection of Instructional Material**

- a. Definition
  - i. The term “instructional materials” means instructional content that is provided to a student regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet).
  - ii. The term does not include academic tests or academic assessments.
- b. Parents may inspect, upon their request, any instructional material used as part of their child’s education curriculum.
- c. Curriculum inspection requests must be made to the building principal in writing.
- d. Building principals shall respond to inspection requests within a reasonable amount of time.

**5. Notification of Rights and Procedures**

- a. The superintendent shall notify parents of:
  - i. this policy and its availability upon request from the office of the district;
  - ii. how to opt their child out of participation in activities as provided for in this policy;
  - iii. the approximate dates during the school year when a survey requesting personal information is scheduled or expected to be scheduled; and
  - iv. how to request access to any survey or other material described in this policy.
- b. This notification shall be given to parents as least annually, at the beginning of the school year and within a reasonable period after any substantive change in this policy.

**Section 14 Parent & Guardian Involvement in Education Practices**

The school district recognizes the importance of parental and guardian involvement in the education of their children. The school district will take the following steps to ensure that the rights of parents and guardians to participate in the education of their children are preserved.

1. Parents/Guardians will be provided access, as described in district procedures, to district-approved textbooks and other curricular materials and tests used in the district upon request.
  - a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used.
  - b. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process.
  - c. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. Parents wishing to review statewide NSCAS assessments will be provided with sample questions and a copy of a practice test, but will not be provided with copies of the actual assessment due to testing security. In the case of other secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.
2. Parents/Guardians will be permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

- a. Parents/guardians are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental/guardian observation would not disrupt the activity. Observations that last more than 60 minutes or occur on consecutive days are typically disruptive and will not be permitted absent unusual circumstances, in the sole discretion of the building principal.
- b. Parents/guardians may contact the building principal to request permission to attend counseling sessions in which their child is involved.
3. Parents/guardians will be permitted, within district procedures, to ask that their children be excused from school experiences that parents find objectionable.
  - a. Building principals may excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents/guardians will be informed through the student handbook and district policies of the manner that the district will provide access to records of students.
5. Parents/guardians will be informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Parents/guardians will be informed of the circumstances under which they may opt-out of state and federal assessments.
  - a. In accordance with federal law, at the beginning of the school year, the District shall provide notice of the right to request a copy of this policy to parents/guardians of students attending schools receiving Title I funds. The District will provide a copy of this policy to a requesting parent in a timely manner.
  - b. State Assessments - The District cannot approve requests to opt out of state assessments. Approval of such requests is contrary to state law.
  - c. National Assessment of Educational Progress - As a condition of receiving federal funds, the District participates in the National Assessment of Educational Progress (NAEP). To help ensure that the District has a representative sample of students taking the NAEP, which will allow the District to assess the quality and effectiveness of its programming on a national level, the District strongly encourages all eligible students to participate. However, student participation in NAEP is voluntary.  
The District shall provide parents/guardians of eligible students with reasonable notice prior to the exam being administered. Parents/guardians wishing to opt their students out of the NAEP assessment must notify the district in writing at least three school days prior to the exam date to ensure that the District can coordinate supervision and alternative activities for students who have opted out.
7. Parents/guardians will be notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents/guardians may restrict their child from participating in any survey.

### **Section 15 Title I Parental Involvement Policy**

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.

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.

#### **Section 16 Homeless Students Policy**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

#### No Stigmatization or Segregation of Homeless Students:

It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

#### Homeless Coordinator:

The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless

Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

#### Enrollment of and Services to Homeless Children:

A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the Centennial Public School, and the homeless child continues to live in the Centennial Public School district, transportation to and from the school or origin shall be provided by the Centennial Public School; and (2) if the homeless child lives in a school district other than the Centennial Public School, but continues to attend the Centennial Public School based on it being the school of origin, the new school and the Centennial Public School shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

#### **Section 17 School Wellness Policy**

The Centennial Public School (CPS) District is committed to providing school environments that promote and protect children's health well-being, and ability to learn by supporting healthy eating and physical activity. [Policy 5052- School Wellness](#).

#### **Section 18 Breakfast and Lunch Programs**

The Centennial Public School has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced-price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and

reduced-price meals in all National School Lunch Programs. The District provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

In fulfilling its responsibilities, the school food authority, Centennial Public School:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced-price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced-price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced-price meals. During the appeal and hearing the child will continue to receive

free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

- i. A publicly-announced, simple method for making an oral or written request for a hearing.
  - ii. An opportunity to be assisted or represented by an attorney or other person.
  - iii. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - iv. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
  - v. An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - vi. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
  - vii. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
  - viii. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced-price meals.
  9. Agrees to develop and send to each child's parent or guardian a letter as outlined by the State Department of Education including an application form for free or reduced-price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

The following attachments will be available in the office of the Superintendent:

- Eligibility criteria for free and reduced meals
- Parent letter and application
- Public release
- Collection procedure

**Breakfast and Lunch Prices for 2023-24**

Group	Breakfast	Lunch	Milk
PreK - 5th Grade Students	\$2.10	\$2.95	\$0.50
Adults	\$2.40	\$3.90	\$0.50
Students' lunch money will be credited to a "family account" versus an "individual account."			

**RECEIPT OF THE 2023-2024 STUDENT-PARENT HANDBOOK  
OF CENTENNIAL PUBLIC SCHOOL**

This Student Handbook is distributed in accordance with Nebraska State Law, Section 79-262, paragraph three which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..."

**PARENT/STUDENT AGREEMENT**

I have received and read the Student Handbook that describes the Centennial School District's discipline policies, regulations, rules, and expectations to be followed by students enrolled in Centennial Public School, including the Drug Free School Policy. My child and I have discussed these policies and understand that we must comply with them.

**RECOGNITION OF POTENTIAL AMENDMENTS OR SUPPLEMENTS**

In light of the unique challenges and circumstances posed by the outbreak of the novel coronavirus and the recent promulgation of expansive federal regulations, the rules and information provided in this handbook may be supplemented or amended by the School District's administration at any time, consistent with applicable law and board policy. All parents shall be provided notice of any such changes by the district's regular means of contact. By signing below, you agree that you will read any such information and communications, discuss them with your child, and recognize that you must comply with all rules, procedures, and requirements as they apply at that time.

**Parent (or guardian) and students are required to sign & return  
the receipt form below by August 25, 2023.**

Student #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #3 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #4 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #5 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Legal Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## STUDENT'S INTERNET ACCEPTABLE USE AGREEMENT

In order to make sure that all members of Centennial Public School community understand and agree to these rules of conduct, Centennial Public School asks that you as a student user sign the following statement:

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

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

Student #1 Name (Printed): \_\_\_\_\_

Student #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #2 Name (Printed): \_\_\_\_\_

Student #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #3 Name (Printed): \_\_\_\_\_

Student #3 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #4 Name (Printed): \_\_\_\_\_

Student #4 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #5 Name (Printed): \_\_\_\_\_

Student #5 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Please return this page, signed, to the Centennial Secondary Office no later than Friday, August 25, 2023.**

Sincerely,

**Brad Luce**  
Elementary Principal



# JAG|NE

**JOBS for AMERICA'S GRADUATES NEBRASKA**  
In Association with United Way of the Midlands



## JAG Class Description

*Jobs for America's Graduates (JAG Nebraska) is dedicated to empowering students with the personal and professional development skills and support to achieve success in high school graduation, further-education and employment following high school graduation. JAG Nebraska programming is provided as in-school, for-credit class electives during the school day. Classes integrate project-based learning and employer engagement through hands-on, realistic learning experiences where students master up to 87 competencies translatable to the workforce. JAG also provides leadership development experiences through extracurricular activities which include student-led planning and engagement for public service and social awareness projects and activities in addition to participation in State and National JAG conferences throughout the school year. As a result of JAG Nebraska, students become equipped to contribute to the local community through attainment of meaningful employment and active civic engagement skills.*

*Course Codes:329930-329934; or 320100 for Middle School and 320101 for High School programs.*



United Way  
of the Midlands



# JAG Nebraska Programs

## SY 2018-2019

Columbus High School (11-12)  
Fremont High School (11-12)  
Umo Ho Nation High School (9-12)

## SY 2019-2020

Grand Island High School (11-12)  
Hastings High School (11-12)  
Nebraska City High School (11-12)  
York High School (11-12)  
Fremont High School (9-10)

## SY 2020-2021

Omaha Public Schools  
    Monroe Middle School (7-8)  
    Bryan Middle School (7-8)

## SY 2021-2022

Omaha Public Schools  
    Benson High School (9-10)  
    Bryan High School (9-10)  
    Nathan Hale Middle School (7-8)  
    Norris Middle School (7-8)

## SY 2022-2023

Omaha Public Schools  
    Bryan High School (11-12)  
    South High School (9-10)  
    Northwest High School (9-10)  
    Buena Vista High School (9-10)  
    King Science Middle School (7-8)  
    McMillan Middle School (7-8)

Blair High School (9-12)  
Blair Middle School (7-8)  
Auburn High School (9-12)  
Johnson County Central High School (9-12)

## SY 2023-2024

Bellevue Public Schools  
    Mission Middle School (7-8)  
    Logan Middle School (7-8)  
    Lewis and Clark Middle School (7-8)  
    East High School (9-10)  
    Alternative Education (ACE) High School (9-12)

Banner County High School (6-12)

Louisville Middle School (7-8)  
Humbolt Table Rock Steinauer (HTRS) High School (9-12)  
Grand Island High School (9-10)  
Omaha Public Schools  
    Marrs Middle School (7-8)

# JAG Nebraska

## JAG Nebraska is...

- Data-driven and evidence-based
- for-credit, in-school career and technical education (CTE) class elective
- provided to students on a need, want, and benefit basis
- inclusive of all students
- community partner

## JAG Specialists are...

- teachers and educators (Department of Education Career and Technical Education Certified)
- advocates for students
- caring adults and mentors

## JAG Students are...

- mastering academic and employability skills
- practicing leadership, interpersonal, and community service engagement
- achieving success in education, employment and life!

# The JAG Advantage

- **Trauma Informed Care.** Students receive individual supports as they navigate a variety of challenges experienced. JAG Nebraska students are overcoming an average of six to nine challenges, ranging from three to 22 per student.
- **Project Based Learning.** Hands-on methodology engages student participation in realistic learning experiences. Smaller diverse classes create a dynamic learning environment conducive to mastering competencies applicable to life and workforce.
- **Employer Engagement.** First-hand experiences of Nebraska's high skill and high wage occupations through opportunities provided by the generosity of our local industry partners increase awareness and successful employment outcomes for JAG students.
- **Community Service.** Through *voice* and *choice* students identify a challenge in the community and how they can be the solution. Students lead and coordinate all planning for their community service project in second semester.

# JAG Career Association Chapters

- Local Career Association Chapter Officer Elections
  - President, Vice President, and Secretary
- State and National Leadership Development Conference
  - Statewide conference for local chapter officers last Thursday of October.
  - State Officers attend Washington, D.C. the last week of November.
- State and National Career Development Conference
  - Showcase event designed for students to demonstrate skills learned throughout the school year through interviews, public speaking, and outstanding chapter events.

# JAG Classroom Enrollment

Each class block or period should...

- Engage students who want to participate in JAG classes.
- Consist evenly of male and female students each class.
- Include a variety of academic and social levels.
- All students selected for JAG must return a signed consent form to the JAG Specialist at the start of the school year.

# School Advisory Committees

- Comprised of school faculty who can provide sufficient insight on students who could benefit from JAG.
  - Administrative staff
  - Counselors
  - Core academic teachers
  - Vocational faculty
  - Other supportive school personnel
- Responsible for identifying potential students for JAG and approving class rosters.
- Participate in Advisory Committee meetings once per semester.

# Inviting Students to Participate

## Academic Performance

GPA lower than 2.0, skills deficiencies identified, repeated grade levels, did not pass state proficiency exam(s), excessive absenteeism, suspensions or expulsions, lack of academic technology or internet access from home.

## Personal Development

Student has a 504 plan, motivation or maturity supports needed for pursuit of post-graduation success.

## Environmental Factors

Household composition and background of single, incarcerated, or deceased parent(s); First generation college student, dependent children in home or is a parent themselves, judicial system involvement, experiencing homelessness, or requires transportation assistance.

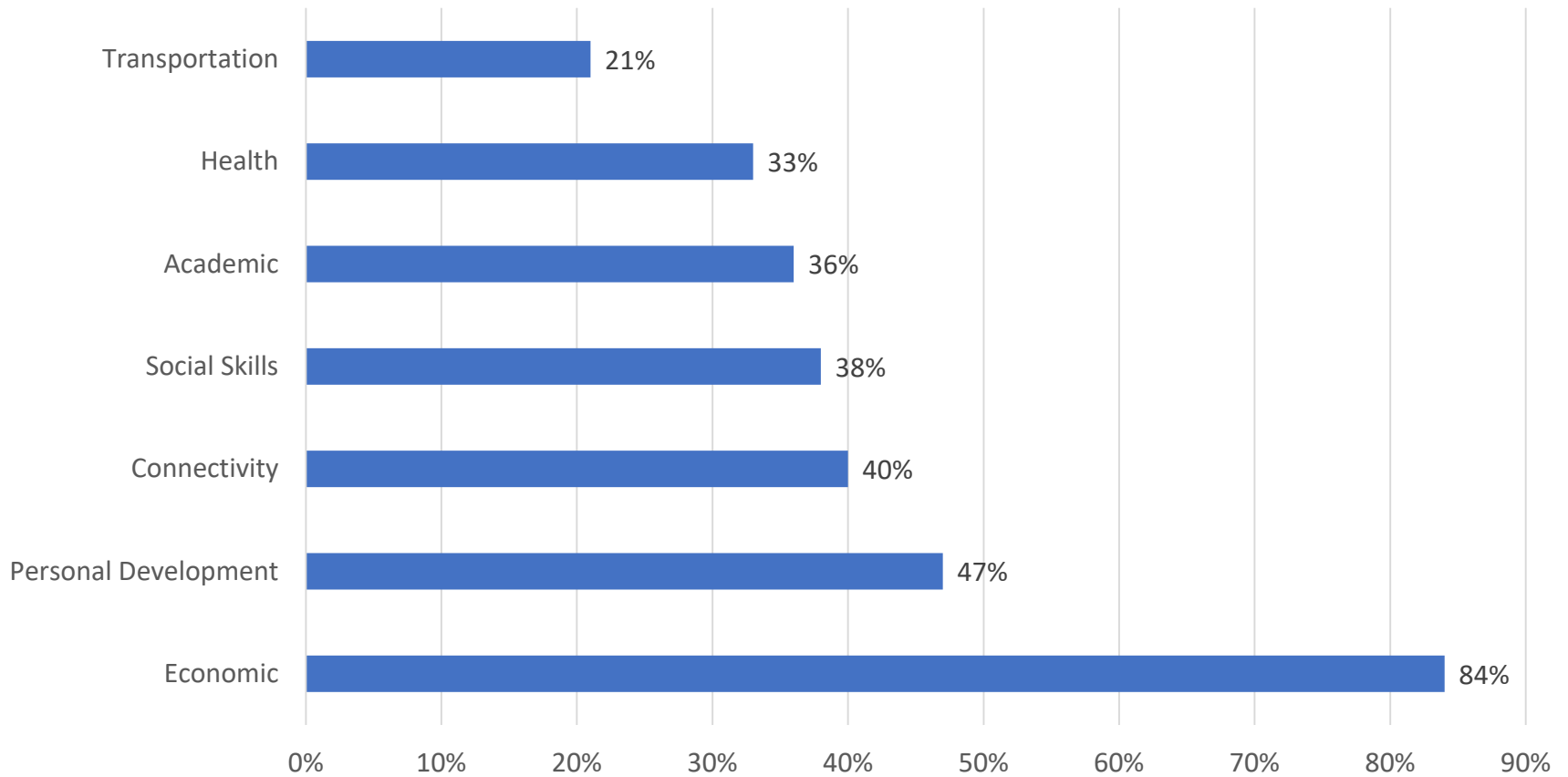
## Economic Indicators

Qualifies for free or reduced lunch or affected by the pandemic.

## Social Skills

Lack of connection to extra-curricular activities, has experienced bullying, fear of public speaking.

# JAG Students Overcome Challenges



# JAG Nebraska Outcomes

High School Performance Outcomes	JAG National Network Goal	JAG Nebraska Class of 2020	JAG Nebraska Class of 2021	JAG Nebraska 2022
Graduation Rate	90%	100%	100%	99%
Connectivity	91%	89%	94%	94%
Full Time Employment	60%	79%	75%	74%
Full-Time Positive Outcomes	50%	86%	73%	78%
Further Education	35%	43%	38%	36%

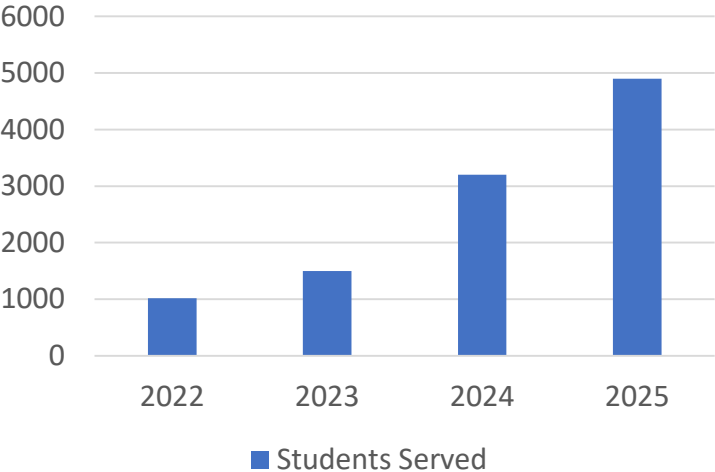
Performance Outcomes	JAG National Network Goal: Middle Schools (7-8 <sup>th</sup> grades)	JAG National Network Goal: High Schools (9-11 <sup>th</sup> grades)
Transition to Next Grade Level	90%	90%
Improved Attendance Rate	70%	70%
Improved Academics	90%	90%
Reduction in Disciplinary Referrals	60%	60%
Reduction of 1+ Barriers	70%	90%

# Employment Outcomes

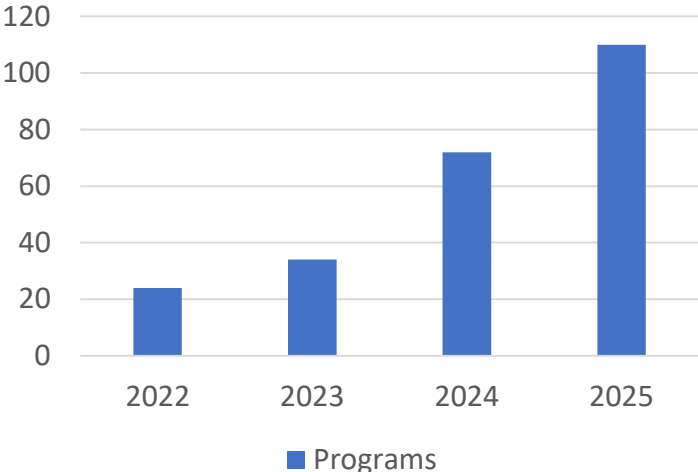
Commonwealth Electric	Chief Construction	Therapy
Corteva Ag Sciences	Pidis General Contracting LLC	St. Joseph's School Daycare
Galivion Farm	Ford Dealership	Growing Hearts Daycare
Central Nebraska Humane Society	Steinhardt Park Aquatic Center	Black Diamond Tattoo
Platte Valley Veterinary Hospital	YMCA	Fremont Municipal Airport
Parks Veterinary	United States Army National Guard	Table Creek Golf Course
Orscheln Farm & Home Lutz	Avani Day Spa and Yoga Studio	Dave's Lawn Care
CHI Saint Francis	York Middle School	Island Oasis
Edgewood Nursing Home	Hastings Public Schools	Burlington Coat Factory
Hastings Family Medical Center	Arbor Links	Walmart
	Grand Island Physical	Bomgaars

# Capacity Projections

### Students Served



### Statewide Programs



*Thank You!*

To learn more visit [www.jagnebraska.org](http://www.jagnebraska.org)

**Shauna Paolini**  
**JAG Nebraska Director**  
**(402) 522-7951**  
**[spaolini@JAGNebraska.org](mailto:spaolini@JAGNebraska.org)**



# JAG MAKES A DIFFERENCE FOR YOUR STUDENTS AND COMMUNITY

It's a question that troubles educators across our state: How do we keep students with high-risk factors engaged in school and on the path to becoming productive community members? JAG Nebraska provides the answer.

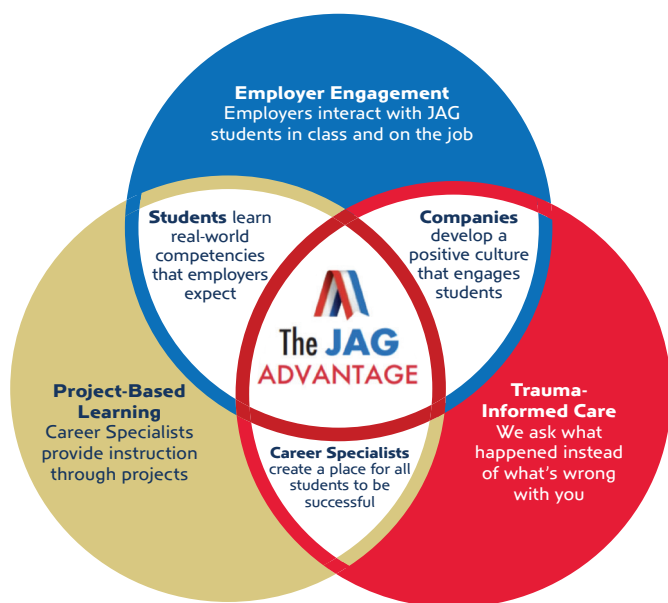
## LEARNING THAT WORKS FOR NEBRASKA

JAG Nebraska is aligned with the guiding principles and priorities of the Nebraska Career and Technical Education (CTE) program, part of the Nebraska Department of Education. CTE programs help students explore career options, identify interests and develop skills that prepare them for postsecondary education and entry-level careers. Learn more at [www.education.ne.gov/nce/](http://www.education.ne.gov/nce/).

JAG (Jobs for America's Graduates) Nebraska is an evidence-based organization dedicated to empowering young people with the skills and support to be successful in education, employment and life.



## THE JAG ADVANTAGE



## WHY IS THE JAG MODEL EFFECTIVE?

An elective, for-credit classroom program with instruction provided by certified CTE JAG Career Specialists, JAG teaches up to 87 desirable workplace competencies. Hands-on experiences and extracurricular activities provided by local businesses and civic partners help students develop confidence and real-world skills.

## JAG Nebraska School Implementation Timeline



### 14 to 12 months prior to start

- First meeting with district/school leadership
- District school board approval
- MOU signatures

### 12 to 10 months prior to start

- Teacher presentations
- Appoint JAG Advisory Committee
- Student invitations to JAG Nebraska presentations

### 10 to 8 months prior to start

- Teacher presentations
- Appoint JAG Advisory Committee members

### 8 to 7 months prior to start

- Letters to parents
- Student invitations and presentations
- Students enrollment

### 2 to 3 months prior to start

- Hire JAG Nebraska Specialist/Teacher
- Conduct UWM and JAG Nebraska onboarding training

### 1 to 2 month(s) prior to start

- Complete school district new teacher trainings
- Order supplies and set up JAG Nebraska classroom

### 1 month post implementation

- Verification of final class rosters
- Advisory Committee reviews and verifies baseline data

## PLAN TO BECOME A JAG NEBRASKA SCHOOL DISTRICT

A program of United Way of the Midlands in partnership with government agencies and participating Nebraska school districts, JAG Nebraska has a proven record of improving attendance, GPAs and graduation rates. For example, 98% of JAG Nebraska students graduated in 2021. We look forward to helping more schools see positive results as JAG Nebraska grows.

## JAG CAREER SPECIALISTS WORK AS PART OF YOUR TEAM

JAG Nebraska Career Specialists are state-certified CTE teachers who handle all record keeping and instruction for four to five classes, serving a total of 50 students. They provide advocacy, mentorship and individualized support to empower students to graduate high school and pursue postsecondary education and/or employment opportunities.

At \$1,800 per student, JAG helps each participant succeed for \$5 per day.



## START BUILDING YOUR ADVISORY COMMITTEE TODAY

The JAG Advisory Committee identifies potential JAG students, approves class rosters and participates in student-support meetings. The committee is made up of school faculty with insight on students who could benefit from the program, such as administrators, counselors, academic and vocational teachers and other supportive school personnel.



“The JAG program has given our students a positive connection to their learning, their community and their futures. It has provided the support students needed at a critical time in their lives.”

– Dan Phillips, Director of Innovation for College and Career Readiness, Grand Island Public Schools



**JAG|NE**

JOBS for AMERICA'S GRADUATES NEBRASKA  
In Association with United Way of the Midlands

JAG Nebraska is a program of United Way of the Midlands  
info@jagnebraska.org | 402.522.7951 | 2201 Farnam St., Suite 200, Omaha, NE 68102



	Revenue	Payroll Totals	Bill Totals	Expense Totals	Revenue/Expense Differential
<b>September</b>					
20-21	\$1,305,737	\$475,820	\$242,571	\$718,391	\$587,346
21-22	\$1,400,580	\$588,442	\$153,833	\$742,275	\$658,305
22-23	\$1,563,086	\$638,324	\$225,472	\$863,796	\$699,290
23-24	\$1,897,183	\$660,804	\$195,350	\$856,154	\$1,041,029
<b>Average</b>	<b>\$1,541,646</b>	<b>\$553,308</b>	<b>\$219,005</b>	<b>\$795,154</b>	<b>\$606,393</b>
<b>October</b>					
20-21	\$506,008	\$587,674	\$127,043	\$714,717	-\$208,709
21-22	\$476,870	\$643,689	\$104,862	\$748,551	-\$271,681
22-23	\$515,470	\$641,805	\$102,588	\$744,392	-\$228,922
23-24		\$673,151	\$110,037	\$783,188	
<b>Average</b>	<b>\$527,624</b>	<b>\$570,156</b>	<b>\$131,409</b>	<b>\$701,566</b>	<b>-\$169,714</b>
<b>November</b>					
20-21	\$145,732	\$581,408	\$111,904	\$693,312	-\$547,580
21-22	\$129,756	\$608,501	\$215,170	\$823,671	-\$693,915
22-23	\$122,074	\$635,248	\$114,671	\$749,918	-\$627,844
23-24					
<b>Average</b>	<b>\$123,077</b>	<b>\$563,877</b>	<b>\$141,586</b>	<b>\$705,463</b>	<b>-\$578,793</b>
<b>December</b>					
20-21	\$114,690	\$566,956	\$92,587	\$659,543	-\$544,853
21-22	\$275,182	\$596,356	\$114,068	\$710,424	-\$435,242
22-23	\$185,764	\$621,091	\$95,341	\$716,432	-\$530,668
23-24					
<b>Average</b>	<b>\$298,990</b>	<b>\$578,715</b>	<b>\$97,768</b>	<b>\$676,483</b>	<b>-\$353,738</b>
<b>January</b>					
20-21	\$1,054,783	\$550,335	\$108,849	\$659,184	\$395,599
21-22	\$1,690,334	\$580,961	\$124,153	\$705,114	\$985,220
22-23	\$1,724,396	\$585,495	\$120,330	\$705,825	\$1,018,571
23-24					
<b>Average</b>	<b>\$1,351,505</b>	<b>\$526,994</b>	<b>\$149,297</b>	<b>\$676,291</b>	<b>\$675,213</b>
<b>February</b>					
20-21	\$918,255	\$559,130	\$87,330	\$646,460	\$271,795
21-22	\$922,640	\$605,566	\$133,808	\$739,374	\$183,267
22-23	\$1,209,231	\$607,215	\$157,257	\$764,472	\$444,759
23-24					
<b>Average</b>	<b>\$742,248</b>	<b>\$547,870</b>	<b>\$106,014</b>	<b>\$653,884</b>	<b>\$88,364</b>
<b>March</b>					
20-21	\$589,949	\$555,260	\$89,282	\$644,542	-\$54,592
21-22	\$305,057	\$599,437	\$95,671	\$695,108	-\$390,051
22-23	\$392,202	\$605,397	\$135,111	\$741,726	-\$349,524
23-24					
<b>Average</b>	<b>\$433,694</b>	<b>\$542,246</b>	<b>\$103,346</b>	<b>\$645,592</b>	<b>-\$211,898</b>
<b>April</b>					
20-21	\$815,295	\$583,512	\$96,815	\$680,327	\$134,968
21-22	\$799,070	\$594,898	\$139,819	\$734,717	\$64,353
22-23	\$938,788	\$611,829	\$191,483	\$803,312	\$135,476
23-24					
<b>Average</b>	<b>\$653,409</b>	<b>\$546,738</b>	<b>\$111,203</b>	<b>\$657,941</b>	<b>-\$4,532</b>
<b>May</b>					
20-21	\$1,690,128	\$598,668	\$100,856	\$699,524	\$990,604
21-22	\$2,030,275	\$603,899	\$117,669	\$721,568	\$1,308,707
22-23	\$1,946,599	\$614,708	\$106,911	\$721,619	\$1,224,979
23-24					
<b>Average</b>	<b>\$1,772,215</b>	<b>\$568,300</b>	<b>\$105,319</b>	<b>\$673,619</b>	<b>\$1,098,596</b>
<b>June</b>					
20-21	\$865,361	\$550,119	\$112,314	\$662,433	\$202,929
21-22	\$710,439	\$578,502	\$145,767	\$724,269	-\$13,830
22-23	\$835,327	\$595,109	\$215,470	\$810,580	\$24,748
23-24					
<b>Average</b>	<b>\$917,165</b>	<b>\$507,844</b>	<b>\$126,622</b>	<b>\$634,465</b>	<b>\$282,700</b>
<b>July</b>					
20-21	\$110,638	\$509,851	\$180,007	\$689,858	-\$579,221
21-22	\$84,305	\$519,122	\$263,775	\$782,897	-\$698,592
22-23	\$127,337	\$525,701	\$155,067	\$680,768	
23-24					
<b>Average</b>	<b>\$98,998</b>	<b>\$469,638</b>	<b>\$171,799</b>	<b>\$641,437</b>	<b>-\$542,439</b>
<b>August</b>					
20-21	\$162,558	\$505,218	\$310,232	\$815,450	-\$652,891
21-22	\$236,606	\$504,895	\$144,109	\$649,004	-\$412,398
22-23	\$89,966	\$532,878	\$488,582	\$1,021,460	
23-24					
<b>Average</b>	<b>\$134,777</b>	<b>\$465,948</b>	<b>\$274,957</b>	<b>\$740,904</b>	<b>-\$606,128</b>

	2023-2024 Disbursements					
Month	Total Expenditures	Cumulative Spent	% of Budget	Average % of Budget	Cum. % of Budget Spent	Average % Spent
September	\$856,154	\$856,154	8.56%	8.69%	8.56%	8.69%
October	\$783,188	\$1,639,342	7.83%	8.21%	16.40%	16.90%
November			0.00%	8.53%	0.00%	25.43%
December			0.00%	7.73%	0.00%	33.16%
January			0.00%	7.64%	0.00%	40.80%
February			0.00%	8.14%	0.00%	48.94%
March			0.00%	7.78%	0.00%	56.72%
April			0.00%	8.33%	0.00%	65.05%
May			0.00%	7.82%	0.00%	72.87%
June			0.00%	8.31%	0.00%	81.18%
July			0.00%	7.94%	0.00%	89.12%
August			0.00%	10.88%	0.00%	100.00%
2021 Budgeted Disbursements	\$9,996,811					
	Cumulative:					
	September	October	November	December	January	February
Projected Expenses	\$868,723	\$1,689,461	\$2,542,189	\$3,314,943	\$4,078,699	\$4,892,439
Actual Expenses	\$856,154	\$1,639,342	\$1,639,342			
Difference	\$12,568	\$50,119	\$902,847	\$3,314,943	\$4,078,699	\$4,892,439