



# **PK-12 STUDENT HANDBOOK**

**2024-2025**

<u>WELCOME</u>	<u>5</u>
<u>Intent of Handbook</u>	<u>6</u>
<u>Centura Public Schools Staff List</u>	<u>7</u>
<u>Notice of Nondiscrimination</u>	<u>8</u>
<u>Vision Statement</u>	<u>9</u>
<u>Mission Statement</u>	<u>9</u>
<u>Continuous Improvement Goals</u>	<u>9</u>
<u>SECTION ONE : ATTENDANCE</u>	<u>10</u>
<u>Attendance Officer</u>	<u>10</u>
<u>Attendance Policy School (Board Policy 5001)</u>	<u>10</u>
<u>Excessive Absenteeism</u>	<u>11</u>
<u>Excused Absences</u>	<u>11</u>
<u>Extracurricular Activity Absence (Board Policy 6014)</u>	<u>12</u>
<u>Mandatory Attendance Age</u>	<u>13</u>
<u>Pregnant and Parenting Students</u>	<u>14</u>
<u>Preschool Enrollment Criteria</u>	<u>14</u>
<u>Required Attendance (Nebraska State law, §79-209)</u>	<u>14</u>
<u>Tardies</u>	<u>14</u>
<u>SECTION TWO: BASIC SCHOOL RULES AND GENERAL PRACTICES</u>	<u>15</u>
<u>Band</u>	<u>15</u>
<u>Bills</u>	<u>15</u>
<u>Books and Supplies</u>	<u>16</u>
<u>Bulletin Boards (Board Policy 5042)</u>	<u>16</u>
<u>Bullying (Board Policy 5054)</u>	<u>16</u>
<u>Cafeteria Rules</u>	<u>17</u>
<u>Cell Phones and Other Electronic Devices (Board Policy 6025)</u>	<u>17</u>
<u>Cheating, Plagiarism, and Academic Dishonesty</u>	<u>18</u>
<u>Child Abuse and Neglect (Board Policy 4054)</u>	<u>19</u>
<u>Class Dismissal</u>	<u>19</u>
<u>Classroom Behavior</u>	<u>20</u>
<u>Closed Campus (Board Policy 5032)</u>	<u>21</u>
<u>Coats and Boots</u>	<u>21</u>
<u>Communicable Diseases (Board Policy 3048)</u>	<u>21</u>
<u>Communicating with Parents (5019)</u>	<u>21</u>
<u>Complaint Procedure (Board Policy 2006)</u>	<u>22</u>
<u>Computer Network Use by Students (Board Policy 5037)</u>	<u>26</u>
<u>Conferences</u>	<u>30</u>
<u>Copyright and Fair Use (Board Policy 3020)</u>	<u>30</u>
<u>Damage to School Property</u>	<u>30</u>
<u>Dating Violence (Board Policy 5030)</u>	<u>30</u>

<a href="#">Disaster Drills (Board Policy 3040)</a>	31
<a href="#">Discrimination and Harassment (See Title IX Board Policy 3057)</a>	32
<a href="#">Dress Code/Student Appearance (Board Policy 5031)</a>	32
<a href="#">Driving and Parking Personal Vehicles (Board Policy 5033)</a>	33
<a href="#">Drug Free Schools</a>	34
<a href="#">Emergency Contact Information</a>	34
<a href="#">Employment Release</a>	34
<a href="#">Equal Education Opportunity</a>	35
<a href="#">Evacuations</a>	35
<a href="#">Eye Exams (Board Policy 5011)</a>	36
<a href="#">Food Service Program (Board Policy 3012)</a>	36
<a href="#">Field Trips (Board Policy 6027)</a>	38
<a href="#">First-Aid</a>	38
<a href="#">Freedom of Expression (Board Policy ??)</a>	39
<a href="#">Head Lice and Nits/Bed Bugs (Board Policy 5062 and 5065)</a>	39
<a href="#">Health Problems Limiting Activities</a>	40
<a href="#">High School Dances</a>	40
<a href="#">Homeless Children and Youth (Board Policy 5014)</a>	40
<a href="#">Illness or Injury at School</a>	41
<a href="#">Immunizations (Board Policy 5010)</a>	41
<a href="#">Initiations and Hazing (Board Policy 5028)</a>	41
<a href="#">Lockers and Other School Property</a>	42
<a href="#">Lost and Found</a>	42
<a href="#">Medications (Board Policy 5024)</a>	42
<a href="#">Media Center</a>	43
<a href="#">Memorials (Board Policy 3040)</a>	43
<a href="#">Opting Out of Assessments (Board Policy 5018)</a>	43
<a href="#">Parental Involvement (Board Policy 5018 and 5057)</a>	44
<a href="#">Parties</a>	45
<a href="#">Personal Items</a>	45
<a href="#">Physical Education</a>	45
<a href="#">Physical Exam (Board Policy 5011)</a>	45
<a href="#">Pictures</a>	45
<a href="#">Playground Rules</a>	46
<a href="#">Pledge of Allegiance</a>	47
<a href="#">Police Questioning and Apprehension (Board Policy 5022)</a>	47
<a href="#">Protection of Student Rights (Board Policy 5015)</a>	47
<a href="#">Publication of Student Pictures and Products</a>	47
<a href="#">Public Displays of Affection</a>	48
<a href="#">Rights of Custodial and Non-Custodial Parents (Board Policy 5020)</a>	48

<a href="#">Secret Organizations (Board Policy 5046)</a>	<a href="#">48</a>
<a href="#">School Day Supervision</a>	<a href="#">49</a>
<a href="#">School Supplies</a>	<a href="#">49</a>
<a href="#">Self Management of Diabetes or Asthma/Anaphylaxis (Board Policy 5053)</a>	<a href="#">49</a>
<a href="#">Senior Early Release</a>	<a href="#">49</a>
<a href="#">Smoking and Tobacco (Board Policy 3016)</a>	<a href="#">50</a>
<a href="#">Sniffer (Drug) Dogs (Board Policy 3045)</a>	<a href="#">50</a>
<a href="#">Standardized Testing (Board Policy 5012)</a>	<a href="#">51</a>
<a href="#">Student Assistance/Multi-Tiered Systems of Support (Board Policy 5067)</a>	<a href="#">51</a>
<a href="#">Student Fee Policy (Board Policy 5045)</a>	<a href="#">51</a>
<a href="#">Student Illness (Board Policy 5023)</a>	<a href="#">57</a>
<a href="#">Student Government (Board Policy 5041)</a>	<a href="#">58</a>
<a href="#">Student Records (Board Policy 5016)</a>	<a href="#">58</a>
<a href="#">Student Schedule Changes</a>	<a href="#">61</a>
<a href="#">Telephone Calls</a>	<a href="#">62</a>
<a href="#">Threat Assessment and Response (Board Policy 3039)</a>	<a href="#">62</a>
<a href="#">Transportation Services (Board Policy 3011)</a>	<a href="#">65</a>
<a href="#">Transportation to Activities</a>	<a href="#">67</a>
<a href="#">Video Surveillance and Photographs (Board Policy 5063)</a>	<a href="#">68</a>
<a href="#">Visitors</a>	<a href="#">69</a>
<a href="#">Weather-Related School Closing (Board Policy 3013 &amp; 6026)</a>	<a href="#">69</a>
<a href="#">Withdrawal From School</a>	<a href="#">69</a>
<a href="#">Work Permits</a>	<a href="#">69</a>
<b>SECTION THREE: ACADEMIC INFORMATION</b>	<b>70</b>
<a href="#">Academic Progress</a>	<a href="#">70</a>
<a href="#">Class Rank (Board Policy 6008)</a>	<a href="#">70</a>
<a href="#">Commencement Ceremony (Board Policy 6006)</a>	<a href="#">71</a>
<a href="#">Community Service</a>	<a href="#">71</a>
<a href="#">Correspondence and Online Courses</a>	<a href="#">71</a>
<a href="#">Credit for Non-Academic Work</a>	<a href="#">71</a>
<a href="#">Grades (Board Policy 6018)</a>	<a href="#">72</a>
<a href="#">Graduation Awards (Board Policy 6007)</a>	<a href="#">73</a>
<a href="#">Graduation Requirements (Board Policy 6005)</a>	<a href="#">74</a>
<a href="#">COURSE REQUIREMENTS CREDIT HOURS (Board Policy 6009)</a>	<a href="#">75</a>
<a href="#">High Ability Learners (Board Policy )</a>	<a href="#">76</a>
<a href="#">Homework (Board Policy 6017)</a>	<a href="#">76</a>
<a href="#">Honor Roll</a>	<a href="#">76</a>
<a href="#">Mid-Term Graduation (Board Policy 5066)</a>	<a href="#">77</a>
<b>SECTION FOUR: STUDENT DISCIPLINE</b>	<b>77</b>
<a href="#">General Discipline Philosophy (Board Policy 5035)</a>	<a href="#">77</a>

<a href="#">Forms of School Discipline</a>	78
<a href="#">After School Sessions and Detentions</a>	79
<a href="#">In-School Suspension</a>	79
<a href="#">Emergency Exclusion (Board Policy 6031)</a>	79
<a href="#">Short-Term Suspension (Board Policy 5035)</a>	80
<a href="#">Weapons and/or Firearms (Board Policy 5049)</a>	80
<a href="#">Long-Term Suspension (Board Policy 5035)</a>	81
<a href="#">Expulsion (Board Policy 5035)</a>	81
<a href="#">Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment: (Board Policy 5035)</a>	82
<a href="#">Reporting Requirement to Law Enforcement (Board Policy 5035)</a>	85
<a href="#">Due Process Afforded to Students Facing Long-term Suspension or Expulsion (Board Policy 5035)</a>	86
<b>SECTION FOUR: ACTIVITIES /ATHLETIC INFORMATION</b>	87
<a href="#">Activity Eligibility (NSAA Regulations) (BOARD POLICY 6028)</a>	87
<a href="#">Activity Code of Conduct</a>	87
<a href="#">Activity Administration</a>	90
<a href="#">High School Extracurricular Drug Testing Program</a>	90
<a href="#">Activity Trips/Field Trips</a>	96
<a href="#">Breathalyzer Use</a>	98
<a href="#">Attendance and Behavior at School Activities</a>	99

## WELCOME

Dear Students and Parents:

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

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

This handbook contains information of value to every student and parent. It

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

Sincerely,  
Dr. Ashley Tomjack  
Superintendent

## **Intent of Handbook**

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

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

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Dr. Ashley Tomjack  
Superintendent  
[atomjack@centuraps.org](mailto:atomjack@centuraps.org)

## Centura Public Schools Staff List

Superintendent - Dr. Ashley Tomjack		
District	Elementary	Secondary
PK-12 Dean of Students/Activity & Athletic Director -Laethion Brown	PK-5 Principal/PK-12 Curriculum Director - Janet Brown Secretary - Ginney Spiels	6-12 Principal - Melissa Beberniss Secretary - Ann Kroeger Counselor - Tessa Reiman
Business Manager - Stephanie Tomjack	Pre-School: Diana Korinek Lisa Jones	6th Grade: Scott Korinek Nate Ruhl
Kaleb Schuester -Education Technology Coordinator Kim Steffen - Integration Specialist	Kindergarten: Brooklyn Hostetler Rozy Dibbern	English Language Arts: Sophie Reeves Kayla Hawkins Josh Van Pelt Reading: Kim Steffen
Andrew Pedersen - Facility Director	1st Grade: Allison Bartley Kim Vieth	Math: Tyler Ehresman Logan Hamik Megan Lienemann
Heather Parker-Evans - Special Education Coordinator/School Psychologist	2nd Grade: Lisa Hermann Rachel Sullivan	Science: Marsha Kaslon David Morris
Clark Pedersen - School Nurse	3rd Grade: Sara Bierhaus Jennifer Hadenfeldt	Social Studies: Tiffany Jacobsen Tim Dvorak
Staci Hargens - Title 1 Specialist	4th Grade: Jennifer Trumler Thomas Yoachim	Fine Arts: Geoff Cyboron - Art Kelley Jordan - Band and Vocal Music
Leanna Pollock -Elementary Counselor/SEL	5th Grade: Barb Knopik Deb Lemburg	Physical Education and Health: Kalen Garrett - Strength/Conditioning Shawn Fairbanks - PE Jerry Nott - JH PE
Maintenance/Custodians: Kenley Reimers -Wastewater director	Special Education: Kiley Wrage - Speech Pathologist Stephanie Frankforter-Early	Specials: Jerry Nott - Adult Living/Shop Abby Hadenfeldt - Agriculture Ed

Garrett Berger- Outdoor Maintenance Peg Zentz-Coronado - Custodian Bobbie Patrick - Custodian Allen Snider - Custodian Chris Sorensen - Custodian	Childhood Erin Taukiueva - Resource Teacher Kelsey Safarik - Resource Teacher ParaProfessionals: Carrie Ahrens Stephanie Luhn Kyra Riley Angie Evans Courtney Rose Halsey Gorecki	Kaleb Schuster - Business Doug Voigt - Industrial Technology Kris Simon - Library/Speech/Drama/HAL Stephanie McInturf - Spanish
Bus Drivers: Tim Lowe Stephanie Luhn Bobbie Patrick Clark Pedersen Becky Phillips Vince Tomlinson	Specials: Kris Simon - Library/Media/HAL Kelley Jordan - Instrumental Music Michelle Arndt - Vocal Music Shawn Fairbanks - Phys Ed	Special Education: Ted Evans - Resource Teacher Tracy Lukasiewicz - Resource Teacher Paraprofessionals: Diana Sonnenfeld Michelle Arndt

## **Notice of Nondiscrimination**

(Board Policy 3053)

The school district does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

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

For further information on notice of nondiscrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area or call 1-800-421-3481.

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



## **Vision Statement**

A school community about kids, excellence and innovation.

## **Mission Statement**

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

## **Continuous Improvement Goals**

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

### District SEBL Goal:

- Implement a data system for collecting, analyzing, and reporting discipline referrals. BLT reviews the data report at least monthly and makes decisions based on that data.
- Implement quality Tier 1 practices where 90% of students will have 0-1 major office discipline referrals as measured in PowerSchool.

### Elementary Academic Goals:

- 80% of K-3 students will be proficient by reaching grade level benchmark or above on MClass DIBELS 8th Edition composite scores by the Spring of 2025.
- The overall percentage of 4th-5th students projected to be proficient on the NSCAS Growth Reading will increase from 40% in the fall of 2024 to 60% in the spring of 2025.

### Secondary Academic Goal:

- 80% of perceptual and walkthrough data show students are engaged in learning and can identify what and why they are learning

## **SECTION ONE : ATTENDANCE**

### **Attendance Officer**

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

### **Attendance Policy School (Board Policy 5001)**

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

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

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

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

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

- **Exceptions**

- This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable.
- A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that

alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

### **Excessive Absenteeism**

When a student receives 10 absences or the hourly equivalent in any semester, the Attendance Officer will follow the district's policy to address barriers to the student's attendance, including but not limited to, a referral to Central Nebraska Mediation.

When a student is absent 20 or more days per year or the hourly equivalent and any portion of the absences is unexcused, the Attendance Officer shall file a report with the county attorney of the county in which the student resides. For example, if the student accumulates 20 days of excused absences due to documented illness and is tardy one time, the Attendance Officer must file a report with the appropriate county attorney.

### **Excused Absences**

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

- **Absences due to illness**

- The school district will contact parents if a student becomes ill at school. A student who is absent due to illness has two days for every day of absence to complete missed assignments.

- **Planned absences**

- Parents who know in advance that a student will be absent must call the school secretary at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence. Parents should make every attempt to schedule medical and other appointments after school hours when possible.

- **Students are obligated to:**

- 1) Complete all class work in advance for any absence that can be anticipated.
- 2) Attend school a full day before attending practice or participating in a scheduled student activity except in cases of family emergencies or pre-arranged absences.
- 3) Check out of school at the office if leaving school during the school day.
- 4) Make up any and all work that is assigned by teachers as make-up work for the instructional time that has been missed.

- **Parents are obligated to:**

- 1) Call the appropriate building office to inform the school of the reason for each absence.
- 2) Submit a doctor's statement, if requested, for each period of absence due to illness that exceeds five days.

### **Extracurricular Activity Absence (Board Policy 6014)**

If a student is counted 'Absent' to the first period without a parent phone call by 10am, the following consequences will be applied for student participating in an extracurricular activity:

- a. 1st incident: Player will sit the equivalent of half the contest
- b. 2nd incident and any additional recurring incidents: Player will sit out 1 entire contest

Students absent from school on the Friday before a Saturday event will NOT be allowed to participate in the Saturday event unless absent due to one of the reasons listed above. The Principal retains the right to grant participation should exceptional circumstances arise. If a student is counted absent to 1st period on a Friday before a Saturday event the student will follow the consequences listed above.

### **Mandatory Attendance Age**

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

- **Discontinuing Enrollment – 5 Year Old Students**

- The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request to the superintendent using the form which is attached to this policy.

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

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

**Pregnant and Parenting Students**

Students who are pregnant or parenting are encouraged to continue participating in the district’s educational and extracurricular programs. Students who anticipate deviations from their regular school experience or accrue absences due to pregnancy or parenting should notify their building principal as early as possible to discuss their educational programming. The building principal will work with the student to develop a plan to assist the student in participating in district curriculum and extra-curricular activities.

**Preschool Enrollment Criteria**

1st Priority	Three and four year olds with verifications who reside in district
2nd Priority	Four year olds who reside in district
3rd Priority	Three year olds who reside in district
4th Priority	Five year olds with verifications who reside in the district

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

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

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

**Tardies**

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

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

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

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

- Third Plus Tardy: One 30 minute detention will be assigned for the third and all subsequent tardies and the student’s parents will be notified. The detention will be served with the principal at the principal’s discretion.

## **SECTION TWO: BASIC SCHOOL RULES AND GENERAL PRACTICES**

### **Band**

Students may begin to participate in the band by taking band in the 5th and 6th grades. Students in grades 7-8 may participate in the junior high band; grades 9-12 may participate in the high school band. Instruments will be provided by students or the school if available and needed, for a rental fee. Fees may be charged as allowed or provided in the Public Elementary and Secondary Student Fee Authorization Act and the school's student fee policy or other applicable policy.

### **Bills**

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

### **Books and Supplies**

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

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

### **Bulletin Boards (Board Policy 5042)**

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

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

publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

### **Bullying (Board Policy 5054)**

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

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

- **Reporting Bullying**

- Students who experience or observe bullying behavior must immediately report what happened to a teacher or administrator. Students can use the district’s anonymous platform, “Incident Reporting Form,” to make this report. Students may always confer with their parents or guardians about bullying they experience or witness, but the students must also ultimately report the situation to a teacher or administrator.

- **Bullying Investigations**

- School district staff will investigate allegations of bullying using the same practices and procedures that the district observes for student disciplinary matters. In no circumstance will school district staff be deliberately indifferent to allegations of bullying.



## **Cafeteria Rules**

1. All food must be consumed in the areas designated by the school.
2. After students have eaten, they must return trays to the kitchen. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray onto the correct container. Forks and spoons should be placed in the pan with water, **NOT THROWN AWAY!**
3. Students are to use proper manners including eating quietly.
4. Students may not throw food or other items.
5. Second servings are available in grades 6-12 to those who have made an effort to clean their trays and have requisite funds as required by board policy.
6. Students should remain at their tables until they are dismissed for the K-5 grades. Secondary can report to designated areas.
7. Students must treat lunch personnel with respect.
8. Students who violate the above rules will be disciplined.

## **Cell Phones and Other Electronic Devices (Board Policy 6025)**

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

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

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

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

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

### **Cell Phone and Other Electronic Devices Consequences:**

- **First offense:** The student loses possession of their cell phone or electronic device for the rest of that school day and can retrieve the device at the end of the day from the office.
- **Second offense:** Parents will be notified and will have to retrieve the device at the end of the day from the office.

- **Third offense:** Parents will be notified. A meeting will be scheduled with the student, parent/guardian and the administration to form a plan for the device usage moving forward. Students who violate this policy may, at the discretion of the school's administration, be subject to additional discipline, up to and including suspension or expulsion.

The taking, disseminating, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise may constitute a crime under state and/or federal law. Any person engaged in these activities while on school grounds, in a school vehicle or at a school activity will be subject to the disciplinary procedures of the student code of conduct. Any student found to be in possession of obscene, pornographic, lewd, or otherwise illegal images or photographs will be promptly referred to law enforcement and/or other state or federal agencies, which may result in arrest, criminal prosecution, and possible inclusion on sex offender registries.

### **Cheating, Plagiarism, and Academic Dishonesty**

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

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

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

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

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

## **Child Abuse and Neglect (Board Policy 4054)**

School employees will report suspected abuse or neglect of a child as required by state law and school policy. Nebraska law defines abuse or neglect as knowingly, intentionally, or negligently causing or permitting a minor child or an incompetent or disabled person to be (1) placed in a

situation that endangers his or her life or physical or mental health; (2) cruelly confined or cruelly punished; (3) deprived of necessary food, clothing, shelter or care; (4) left unattended in a motor vehicle, if such child is six years of age or younger; (5) sexually abused; (6) placed in a situation to be sexually exploited through sex trafficking of a minor as defined in state law or by allowing, encouraging, or forcing such person to engage in debauchery, public indecency, or obscene or pornographic photography, films, or depictions; or (7) placed in a situation to be a trafficking victim as defined in state law.

## **Class Dismissal**

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

### **Elementary School Day**

#### School Hours

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

**\*Students will not be permitted into the building until 7:55 each day, unless practicing or participating in a sponsored activity.**

### **Lunch Period Schedule**

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

### **JH/HS School Day**

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

**\*Students will not be permitted into the building until 7:55am and need to be picked up each day by 4:00pm, unless practicing or participating in a sponsored activity.**

### **Period Schedule:**

1st: 8:15-9:02

2nd: 9:05-9:51

3rd (Advisory): 9:54-10:14

4th: 10:17-11:02

5th: 11:06-11:52

6th: 11:55-1:08 (Lunch during this period)

7th: 1:11-1:57

8th: 2:00-2:46

9th: 2:49-3:35

### **Staying After School**

State law 79-257 states that school personnel may keep students after school for disciplinary reasons or to further school purposes. When it is necessary to keep students after school, we try not to keep students past 4:30 p.m. without attempting to call parents first. Detention may be used as a consequence for some students. The detention will take place the day the behavior occurs. Students may have to stay thirty minutes to an hour depending on the severity of the behavior.

### **Classroom Behavior**

Student behavior and attitude in the classroom must be cooperative and serious. All students must:

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

Teachers will establish classroom conduct rules that students must obey.

Centura Public Schools will focus on being Respectful, Responsible, and Safe/Resourceful.

### **Closed Campus (Board Policy 5032)**

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

## **Coats and Boots**

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

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

## **Communicable Diseases (Board Policy 3048)**

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

## **Communicating with Parents (5019)**

Parents shall be kept informed of student progress, grades, and attendance through report cards, progress reports, and parent/teacher conferences. The school district will notify parents if their students are failing or close to failing. The school district will endeavor to notify parents of failing students prior to entry of the failing grade on the student's report card. Parents will also be notified of their student's possible failure to meet graduation requirements. Other pertinent information will be communicated to parents by email or by personal contact. Official transcripts of student progress, grades, and attendance will be sent to other school systems upon the student's transfer when the district receives a written request signed by the student's parent or guardian or upon being notified that the student has enrolled in another school.

## **Complaint Procedure (Board Policy 2006)**

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

disability, or age, a complainant should follow the procedures set forth below.

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

- **Complaint and Appeal Process.**

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

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

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

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

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

d) Complaints involving discrimination or harassment on the basis of race, color, national origin, sex, marital status, disability, or age may also be submitted, at any time during the complaint procedure to the School District's Title IX/504 coordinator. Complaints involving discrimination or harassment may also be submitted at any time to the Office for Civil Rights, U.S. Department of Education: by email at [OCR.KansasCity@ed.gov](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.

### **Computer Network Use by Students (Board Policy 5037)**

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

#### **I. Student Expectations in the Use of the Internet**

##### **A. Acceptable Use**

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

##### **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.

2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.

3. Students shall not use email, chat rooms, instant messaging, or other forms of direct electronic communications on school computers for any unauthorized or unlawful purpose or in violation of any school policy or directive.

4. Students shall not use school computers to participate in online auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.

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

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

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

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

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

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

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

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

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

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

## **II. Enforcement**

### **A. Methods of Enforcement**

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

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

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

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

### **B. Consequences for Violation of this Policy**

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

a. Loss of computer privileges;

b. Short-term suspension;

c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and

d. Other discipline as school administration and the school board deem appropriate.

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

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

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

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

### **III. Protection of Students**

#### **Children's Online Privacy Protection Act (COPPA)**

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

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

### **Conferences**

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

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

## **Copyright and Fair Use (Board Policy 3020)**

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

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

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

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

## **Damage to School Property**

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

## **Dating Violence (Board Policy 5030)**

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

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

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

The school district shall provide access to the district's buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school

grounds. The superintendent of schools or his or her designee (referred to herein as the “administrator”) may limit or deny access to school buildings, grounds, and activities to any person who:

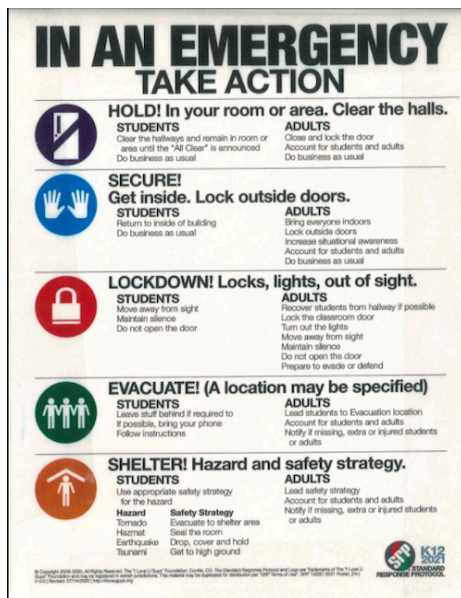
1. Disrupts the educational environment;
2. Repeatedly fails or refuses to comply with the visitor protocol adopted by each building;
3. Is unreasonably boisterous;
4. Engages in violence, force, coercion, threats, intimidation, or similar conduct;
5. Causes or attempts to cause damage to school property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

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

### **Disaster Drills (Board Policy 3040)**

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

Disaster Drill Standard Response Protocol



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

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

## Dress Code/Student Appearance (Board Policy 5031)

Students should come to school dressed in clean, neat, and appropriate clothing to conform to educational standards.

Students are prohibited from wearing the following attire:

1. Clothing displaying indecent, suggestive or profane writing, pictures or slogans
2. Clothing that advertises or displays alcohol, tobacco or any illegal



substance

3. Caps, hats and bandannas during the school day
4. Bare feet (some type of footwear must be worn)
5. Any clothing that could cause damage to others or school property
6. Clothing that is torn, ripped, or cut with tears or holes that expose flesh or underclothes
7. Shirts, blouses, or other clothing worn unbuttoned, unzipped, or otherwise purposely unfastened to display skin
8. "Grubby clothes," those which are purposely torn or bedraggled or threadbare, dirty or disheveled
9. Costumes and/or those clothes intended only for leisure, entertaining or special occasions
10. Bare "midriff" (belly button) styles, see-through and low cut blouses, halters, tank tops or thin-strapped tops (spaghetti straps)
11. Pants and shorts worn below the waist so as to expose undergarments
12. Pants that drag on the floor
13. Chains hanging or attached to pants or shorts
14. Coats during school hours unless the student has permission from a faculty member
15. Pajamas/pajama pants; carrying of blankets; and wearing of oversized hooded blanket poncho.

Students who violate dress code guidelines will be required to correct the violation by changing into something appropriate at school or returning home to change. A detention or suspension may be given to make up the time away from school. Repeated dress code violations may result in more severe consequences.

### **Driving and Parking Personal Vehicles (Board Policy 5033)**

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

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

## **Drug Free Schools**

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

Any student who violates any school policy regarding drug, alcohol, and tobacco use will be disciplined, up to and including short-term suspension, long-term suspension, or expulsion from school and/or referral to appropriate authorities for criminal prosecution.

## **Emergency Contact Information**

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

## **Employment Release**

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

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

## Equal Education Opportunity

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

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

Dr. Ashley Tomjack, Superintendent  
Centura Public School  
PO Box 430  
Cairo, NE 68824  
Phone: 308.485.4258 or 308.226.8224  
Email: atomjack@centuraps.org

## Evacuations

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

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

1. All teachers will take attendance at the off-site evacuation building.
2. The administration will go around to each teacher and collect names of students that are absent.
3. The absent students will be compiled on the master list..
4. They will be transported to a separate site where they will be reunited with their parent/guardian.
- 5. At the reunification site the students will be in a room and the parent/guardian will need to show a form of ID and sign out their child/children.**
6. Once the sign out has been completed the child/children will be brought to the parent and they will then be encouraged to leave the site with their family.

7. In the event that a student has been injured or transported to the hospital, the parent will be accompanied to a parent support room so that all appropriate information can be given privately.
8. If parents/guardians at any time become angry/combative or verbally abusive teachers should not try to handle the situation. Law Enforcement will take over immediately.

**Eye Exams (Board Policy 5011)**

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

**Food Service Program (Board Policy 3012)**

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

**Breakfast and Lunch**

Prices will be determined annually and communicated to students and parent(s) /guardians by building principals. Money is collected throughout the school year for lunches. It is strongly encouraged that lunches be paid by the week or month whenever possible. Parents are notified, by Centura Alert, when a student’s lunch account is \$5 or less. Applications for free/reduced price meals are available at the school’s office. Names of students eligible for free/reduced price meals will be kept confidential.

	<u>Lunch Fees</u>	<u>Breakfast Fees</u>
Students grades K-5	\$ 3.16	\$ 1.82
Students grades 6-12:	\$3.32	\$ 1.82
Second Milk:	\$ .44	\$ .44
6-12 Second Entree	\$ 1.61	\$ .80
Snacks	\$1.07	\$1.07
Adults:	\$ 4.78	\$ 2.86

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

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

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

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

### **Payment for Meals (Board Policy 3012)**

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

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

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

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

### **Collection of Delinquent Meal Charge Debt (Board Policy 3012)**

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

Collection efforts may continue into a new school year.

**Notice of Non-discrimination (Board Policy 3053)**

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, disability, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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)

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

Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

**Field Trips (Board Policy 6027)**

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

**First-Aid**

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

## **Freedom of Expression (Board Policy ??)**

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

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

### **• Lice and Nits**

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

### **• Bed Bugs**

- Students found to have bed bugs will be removed from the classroom and inspected by the school nurse. Any bugs found should be removed and collected for identification. If an active bed bug is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household or otherwise at risk of infection should be inspected as soon as possible after the initial diagnosis.
- The student will be excluded from school on the day of the diagnosis and will continue to be excluded from school until the parent(s) or guardian(s) have confirmed that successful treatment has occurred.
- If bed bugs are found in a classroom or elsewhere in the building, the school will notify parent(s) and guardian(s) of all students so that the students' clothing and other belongings may be inspected before bringing them into the home. The school will not be closed due to a bed bug presence. If pest management is necessary, it will be provided to affected areas of the school.

## **Health Problems Limiting Activities**

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

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

## **High School Dances**

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

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

## **Homeless Children and Youth (Board Policy 5014)**

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

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

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency. Homeless children shall be provided access to education and other services that such children need to ensure that they



have an opportunity to meet the same student performance standards to which all students are held.

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

### **Illness or Injury at School**

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

### **Immunizations (Board Policy 5010)**

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

- proof of adequate immunizations for mumps, measles, rubell
- diphtheria, pertussis, tetanus; polio; and hepatitis B series; or
- a signed parental statement of refusal to provide the immunization history. Homeless students who are in need of immunizations will be referred to the homeless coordinator, who shall assist in obtaining necessary immunizations or medical records.
  
- **Provisional Enrollment.** Students who meet the statutory requirements for provisional enrollment shall be allowed to attend school for sixty days without the necessary immunizations.
  - Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

### **Initiations and Hazing (Board Policy 5028)**

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

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

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

### **Lockers and Other School Property**

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

### **Lost and Found**

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

### **Medications (Board Policy 5024)**

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

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

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

### **Media Center**

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

### **Memorials (Board Policy 3040)**

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

### **Opting Out of Assessments (Board Policy 5018)**

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

## **Parental Involvement (Board Policy 5018 and 5057)**

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

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

6. The district will coordinate and integrate parental involvement programs and activities with other programs in the community. These may include cooperation with other community programs such as Head Start and preschools and other community services such as the public library.
7. The district will educate teachers, specialized instructional support personnel, principals, and other school leaders, with the assistance of parents in the value and utility of contributions of parents, how to reach out to, communicate with and work with parents as equal partners.

### **Parties**

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

### **Personal Items**

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

### **Physical Education**

The school district requires students to receive physical education to assist them in developing gross and fine motor skills. Students are not required to wear P.E. uniforms, but are encouraged to wear tennis shoes for P.E.

### **Physical Exam (Board Policy 5011)**

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

### **Pictures**

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

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

## **Playground Rules**

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

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

### **Safe**

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

### **Respectful**

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

### **Responsible**

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

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

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

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

## **Pledge of Allegiance**

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

## **Police Questioning and Apprehension (Board Policy 5022)**

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

## **Protection of Student Rights (Board Policy 5015)**

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

## **Publication of Student Pictures and Products**

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

**Public Displays of Affection**

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

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

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

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

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

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

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

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

**Secret Organizations (Board Policy 5046)**

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



## **School Day Supervision**

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

## **School Supplies**

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

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

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

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

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

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

## **Senior Early Release**

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

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

9. On early release days, students will need to stay until the beginning of 8<sup>th</sup> period.

If a student participates in sports, they are allowed to take the Senior Release Option. Centura is a closed campus, however students may leave school and return for practice of a sport.

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

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

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

### **Smoking and Tobacco (Board Policy 3016)**

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

### **Sniffer (Drug) Dogs (Board Policy 3045)**

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

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

### **Standardized Testing (Board Policy 5012)**

- **MAP**
  - K-2 Reading and Math
- **NSCAS**
  - 3-8 ELA and Math
  - Only 5 & 8 Science
- **PRE-ACT**
  - All Freshmen and Sophomore students
- **ACT Exam**
  - All Junior Students

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

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

### **Student Fee Policy (Board Policy 5045)**

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

#### **Definitions.**

1. "Students" means students, their parents, guardians or other legal

representatives.

2. "Extracurricular activities" means student activities or organizations that (1) are supervised or administered by the district; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the district.

3. "Post-secondary education costs" means tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **Listing of Fees Charged by this District.**

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

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

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

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

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

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

- **Optional Activity Season Pass:** Prices for those

activities for which Centura charges admission are generally \$5.00 for students and \$6.00 for adults. Preschoolers are admitted free. An All-Sports Season Pass, good for admission to all home sporting events during the year but not valid for Conference or District events, may be purchased at a cost of \$40 per student, \$65 per adult, or \$125 per family living in the same household. The All-Sports Ticket may be purchased at the office, or from ticket sellers at the gate during football, volleyball, and basketball seasons.

- **Student Participation Fee**: \$50 per student - Required of all students who participate in NSAA sanctioned athletics and/or other activities.
- **National Honor Society**: \$10 per student for National Dues
- **Cheerleading**: Students must purchase uniforms and shoes selected by the sponsor and/or student group.
- **Football**: Students must provide their own cleats, undergarments, and mouthguards.
- **Golf**: Students must provide their own golf shoes, undergarments and clubs.
- **Softball and Baseball**: Students must provide their own shoes, gloves, and undergarments.
- **Basketball, Track, Volleyball, and Wrestling**: Students must provide their own shoes and undergarments.
- **Future Business Leaders of America (FBLA)**: \$30 per student for State and National Dues plus additional expenses if attending state/national conferences.
- **Future Farmers of America (FFA)**: \$25 per student for State and National Dues plus additional expenses if attending state/national conferences and students will purchase their own jacket.
- **Competitive Robotics**: \$20 per student
- **Other Costs**: Some groups may purchase warm-ups, t-shirts, etc. This is not a mandatory expense.

## 7. **Post-Secondary Education Costs.** Some students enroll in post

secondary courses while still enrolled in high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books, or other fees. Students who chose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post secondary educational institution.

8. **Transportation Costs.** The district will charge students reasonable fees for district-provided transportation services to the extent permitted by federal and state statutes and regulations.
9. **Copies of Student Files or Records.** The school district will charge a fee for making copies of a student's files or records for the student's parents or guardians. The Superintendent or the Superintendent's designee shall establish a schedule of student record fees. Students' parents have the right to inspect and review the students' files or records without the payment of a fee, and the district shall not charge a fee to search for or retrieve any student's files or records. The district will charge a fee of 10 cents per page for reproduction of student records.
10. **Participation in After-School Program (CELP).** The district will charge reasonable fees for participation in the after-school program offered by the district pursuant to statute. The dollar amount charged for these services shall be \$60 per month from August to May. There will be an automatic \$20 late fee charged if your child(ren) are picked up after 5:45pm on regular dismissal days and 4:30pm on early dismissal days, payable BEFORE your child can return to the after school program. After the third late pick up your child will no longer be eligible to attend the after school program for the remainder of that school year with no refund for the remainder of that current month.
11. **Charges for Musical Extracurricular Activities.** Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide the following equipment and/or attire:

- All Band students pay a \$30 uniform cleaning fee.
- Band students must provide their own instruments. If students are unable to provide their own instrument and one is available, students may rent a school instrument for an annual \$50 refundable deposit contingent on the instrument being returned in the same condition.

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

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

### **Waiver Policy**

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

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



### **Voluntary Contributions to Defray Costs**

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

### **Fund-Raising Activities**

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

### **Student Illness (Board Policy 5023)**

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

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

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

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

### **Student Government (Board Policy 5041)**

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

### **Student Records (Board Policy 5016)**

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

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

### **Directory Information (Board Policy 5017)**

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

- Name and grade
- Name of parent and/or guardian
- Address
- Telephone number, including the student's cell phone number
- E-mail address
- Date and place of birth

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

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

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

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

When a student reaches 18 years of age, the permission or consent required of and the rights accorded to the parents or guardians of such student under this policy shall only be required of and accorded to such student. Within 30 days prior to or following the commencement of each school year and, for a new student who enrolls after the commencement of a school year, within 30 days following such enrollment, each school district shall notify each student who is at least 18 years of age or who will reach 18 years of age during such school

year of (1) the option to make a written request to the school district that routine directory information for such student not be released in response to a request made by a military recruiter without such student's written consent and (2) that any such request made previously by a parent or guardian for such student expires upon the student reaching 18 years of age.

### **Non-Directory Information**

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

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

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

## **Transfer of Records Upon Student Enrollment**

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

- **Complaints**

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

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

## **Student Schedule Changes**

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

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

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

## Telephone Calls

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

## Threat Assessment and Response (Board Policy 3039)

### Team Concept

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

### 1. Definitions

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

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

## **2. Obligation to Report Threatening Statements or Behaviors.**

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

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

## **3. Threat Assessment Team**

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

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

#### **4. Threat Assessment Investigation and Response**

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

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

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

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

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



## **5. Communication with the Public about Reported Threats**

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

## **6. Coordination with the Crisis Team After Resolution of Threat**

The threat assessment team will confer with the district's crisis team after a threat has been investigated to provide the crisis team with information that the crisis team may use in assessing or revising the district's All-Hazard School Safety Plan.

## **Transportation Services (Board Policy 3011)**

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

### **Transportation to School**

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

### **Transportation of Option Students (Board Policy 5005)**

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

### **Bus Regulations (Board Policy 5044)**

**Riding school vehicles is a privilege, not a right.** The bus drivers have the same authority as teachers while transporting students.

Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must also comply with the student code of conduct while riding in school vehicles. If misconduct is recurring, the student will not be allowed to ride the bus.

**a) Rules of Conduct on School Vehicles:**

- 1) Students must obey the driver promptly.
- 2) Students must wait in a safe place for the bus to arrive, clear of traffic and away from where the vehicle stops.
- 3) Students are prohibited from fighting, engaging in bullying, harassment, or horseplay.
- 4) Students must enter the bus without crowding or disturbing others and go directly to their assigned seats.
- 5) Students must remain seated and keep aisles and exits clear while the vehicle is moving.
- 6) Students are prohibited from throwing or passing objects on, from, or into vehicles.
- 7) Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
- 8) Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
- 9) Students may carry on conversations in ordinary tones, but may not be loud or boisterous and should avoid talking to the driver while the vehicle is in motion. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
- 10) Students may not open windows without permission from the driver. Students may not dangle any item (e.g. legs, arms, backpacks) out of the windows.
- 11) Student must secure any item or items that could break or produce injury if tossed about the inside of the vehicle if the vehicle were involved in an accident
- 12) Student must respect the rights and safety of others at all times.

- 13) Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
- 14) Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.
- 15) Video cameras may be placed on buses, at random, to monitor student behavior on the bus.

#### **b) Consequences**

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

#### **c) Records**

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

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

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

### **Transportation to Activities**

The school district provides transportation to students who are

participating in school-sponsored events and they must ride to those events in a school vehicle. Students who wish to take private transportation home from a school event must submit a release form to the sponsor that has been signed by that student's parent.

### **Video Surveillance and Photographs (Board Policy 5063)**

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

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

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

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

## Visitors

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

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

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

School Website: [www.centuraps.org](http://www.centuraps.org)

Official School Facebook page

Centura Alert System

Channel 10/11/KOLN/KGIN

Channel 13/NTV

Channel 5/KHAS-TV

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

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

## Withdrawal From School

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

## Work Permits

The building principal or other authorized school official shall be responsible for the issuance of work permits for children in accordance with state law.

## **SECTION THREE: ACADEMIC INFORMATION**

### **Academic Lettering**

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

### **Academic Progress**

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

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

### **Class Rank (Board Policy 6008)**

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

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

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

## **Commencement Ceremony (Board Policy 6006)**

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

Only those students who have completed all graduation requirements (i.e., completed the required coursework or achieved the goals set in the student's individual education plan) or who have received a certificate of attendance or graduated mid-term will be allowed to participate in commencement.

## **Community Service**

In addition to the graduation requirements listed for Centura students who graduate from Centura Public Schools shall have completed 10 hours of community service for each year in attendance at Centura High School (Grades 9-12). Example: A total of 40 hours of community service is required for students in attendance all four years at Centura High School. Hours need to be completed by the 1st of April of the students senior year.

## **Correspondence and Online Courses**

Under certain circumstances, the school district will reimburse students for the cost of tuition, textbooks, and other mandatory class materials for high school correspondence or online courses that are not part of the school district's regular curriculum. To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of such courses until the student has successfully completed the course according to the established timelines. After the student has completed the course and the district has reimbursed the student for these costs, the textbooks and class materials shall become the property of the district.

## **Credit for Non-Academic Work**

Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc. However, all such activities in which the student

participates, as well as honors earned, are noted on the student's permanent record.

### **Grades (Board Policy 6018)**

The school will report student grades and/or academic progress to parents at least four times per year, via PowerSchool Parent Portal. The superintendent or his/her designee shall develop and implement student grading guidelines to be used by teachers. The objective of grading guidelines shall be to quantify and report the academic achievement of each student.

#### **Elementary Grading System**

Grading in the Centura Public Schools is as follows:

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

Letter grades (A, B, C, D, F) are recorded for Grades 4-5 on report cards.

Levels of proficiency (C=Consistent, P=Progressing, B=Beginning, / = Area is not being assessed, NP= Not Yet Progressing) will be used for grades K-3.

Students and parents may access current grades via the Internet and PowerSchool at: <http://www.centura.k12.ne.us>. If at any time, you are not able to access your students' grades via the Internet, the school will be happy to send a report home, please contact the office.

#### **High School Grading System**

Grading in the Centura Public Schools grades 6-12 is as follows:

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

Certain classes may utilize a 60-Point Scale (60-69 = D, 70-79 = C....). Normally, this scale is employed for the "upper level" or more challenging courses, to encourage students to enroll in such. Letter grades (A, B, C, D, F) are recorded for **most** classes on report cards. Exceptions may include Junior High classes such as Band, Vocal Music, quarter classes and PE, which receive "S" (satisfactory or passing) or "U" (unsatisfactory or failing).

Students and parents may access current grades via the Internet and PowerSchool at any time. If at any time, you are not able to access your students' grades via the Internet, the school will be happy to send a report home, please contact the office.

A student may earn an incomplete when he or she fails to complete



classroom assignments. Any student in grades 6-11 who receives an incomplete will have this grade recorded on his/her permanent record until the required work is completed to the teacher's satisfaction. If a student does not remove an incomplete by completing the minimum classroom assignments, the incomplete will be calculated as a failing grade in determining the student's grade point average.

If a student does not remove an incomplete by completing the necessary work within two weeks of the end of the grading period, the incomplete will become a failing grade that the student may make up only by taking the entire course again. The two-week period may be extended by mutual agreement of the teacher, principal, and student.

A student who receives an incomplete during his/her senior year must satisfactorily complete the classroom assignments to participate in the graduation ceremony. Seniors with incompletes will not be dismissed from school attendance until the classroom assignments are completed to the teacher's satisfaction.

### **Graduation Awards (Board Policy 6007)**

Graduating seniors will be awarded for their academic achievements during the annual commencement activities. The winners of these awards will be determined on the basis of student academic achievement in the core curriculum: English, mathematics, science, social studies, business education, foreign language, and computer science.

GRADUATION WITH DISTINCTION - At the Commencement ceremony, Centura recognizes three levels of academic achievement.

- 4.0 GPA; With Highest Distinction: Medal, and Cord
- 3.75 GPA; With Distinction: Cord
- 3.5 GPA; With Honors: Cord

### **Graduation-Valedictorian**

The class Valedictorian(s) will be selected based on an accumulation of quality points. The quality points will be assigned according to the following criteria:

1. Quality Points for GPA (9-12)
  - 3.9 – 4.0 = 4
  - 3.8 – 3.89 = 3
  - 3.7 - 3.79 = 2
  - 3.6 – 3.69 = 1

2. Quality points for challenging course work: (1 point per semester per class; 9-12)  
Physics, Chemistry, A&P, Advanced Math, Calculus, College English, Ag Business, Accounting, Spanish IV, On-line Class
3. Quality points for involvement in Activity: (1 per activity over time; 9-12)
4. Quality points for performance on standardized testing: (MAP-9th Grade, PreACT-10th Grade; ACT Junior year)
  - 90-100% = 3
  - 75-89% = 2
  - 50-74% = 1
  - ❖ Instances or circumstances related to illegal activities or discipline referrals may be considered as a disqualifier from the Valedictorian selection process.
  - ❖ Students transferring into the school district will be held to the same standards as their graduating class.
  - ❖ The number of Valedictorians assigned each year will vary based on the student/s with the highest number of quality points.

### **Graduation Requirements (Board Policy 6005)**

To earn a diploma from Centura Public Schools, each student must complete a program of study that includes a specified number of hours and certain specific required courses. To earn the diploma, a student must have passed 240 credit hours; 40 community service hours and completed the FAFSA.

A student must be enrolled in at least 35 hours each semester. Students who have not met the minimum semester credit hours or who have not completed the required courses will not be allowed to participate in graduation exercises.

Students may retake any course and receive the higher of the two grades but shall not receive additional credit for retaking the same course, with the following exceptions:

- High School Band
- High School Vocal Music
- Weights
- Teacher/Office Aide
- Upon the approval of the Student Assistance Team under provisions of an IEP/504 plan

**Effective immediately for 2026 graduates and thereafter:**

<u>40 hours of English</u>	<u>30 hours of Science</u>	<u>30 hours of Social Studies</u>
10 - English 9	10 - Science 9	10 - Geography
10 - English 10	10 - Biology	10 - U. S. History
10 - English 11/Am. Lit.	10 - Chemistry or Chemistry Foundations	10 - American Government
10 - English 12/English Literature		
<b>Other Required Courses</b>		
<u>30 hours of Math</u>	20 - Foreign Language or Voc. Ed	05 - Phys. Education
10 - Algebra I or Algebra Foundations	05 - Health	05 - Fine Arts
10 - Geometry or Geometry Foundations	05 - Personal Finance 05 - Foundations of Computing	
10 - Algebra II or Algebra II Foundations	05 - Speech 60 - Electives	

A list of available classes may be found on the homepage of Centura Public Schools.

Individualized Education Program Students

Graduation requirements for special education students will be in accordance with the prescribed course of study as described in their Individualized Education Program (IEP). Each student's IEP will include a statement of the projected date of graduation at least 18 months in advance of the projected date and the criteria to be used in determining whether graduation will occur. Prior to the special education student's graduation, the IEP team shall determine whether the graduation criteria have been met.

Such students shall receive the standard diploma. The diploma will signify the termination of the student's public education program. Participation in the graduation ceremonies would be optional and determined cooperatively by the administrator, the parents, and student.

**COURSE REQUIREMENTS CREDIT HOURS (Board Policy 6009)**

The district will accept credits toward graduation that were awarded by an accredited school district and which, in the professional judgment of the administrative team, are sufficiently rigorous and comparable to the district's offered courses of study. A student transferring into the school district in grades 9-12 will be responsible for meeting all graduation requirements in order to be awarded a diploma from the district.

Students who transfer from an exempt (home) school and/or a non-accredited school may be awarded credits to be counted toward high school graduation requirements at the discretion of the building principal in consultation with the superintendent of schools. The principal will consider all of the factors listed above and will also consider the student's performance on the district's internal benchmark tests.

The district administration, in conjunction with the building principal, will determine the appropriate grade level/credit status of a student transferring from a foreign country.

### **High Ability Learners (Board Policy )**

Centura Public Schools will continue to provide a High Ability Learners program to students who qualify in grades 3-8. In order for students to qualify, they must meet a certain point total in several categories: NSCAS Growth Assessment, classroom grades, teacher assessment, and parent inventory. Students that qualify will be put into the HAL program that meets one time a week for 30-45 minutes of the day.

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

### **Homework (Board Policy 6017)**

Homework consists of assignments made by teachers that students must complete during non-class time. Homework is intended to ensure student learning of certain concepts and/or skills found in the written and taught curriculum.

Teachers must use their professional judgment in determining the length, difficulty, and student readiness to proceed with homework assignments. Homework assignments shall be kept minimal on Wednesday nights, which is traditionally considered "family night" in the community.

## **Honor Roll**

### **Elementary Grades 4-5 Honor Roll**

Centura Elementary recognizes students for outstanding academic achievement.

HONOR ROLL - Honor Roll at Centura Elementary is a list of all students who have met the following requirements in grades 4-5:

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

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

## **Jr/Sr High Honor Roll**

Centura Jr./Sr. High recognizes students for outstanding academic achievement in a variety of ways.

HONOR ROLL - Honor Roll at Centura Jr./Sr. High is a list of all students who have met the following requirements:

A HONOR ROLL - 3.8 or better average on a four-point scale

B HONOR ROLL - 3.0 to 3.79 average with no more than one C and no grade lower than a C

## **Mid-Term Graduation (Board Policy 5066)**

Students are generally required to attend four years of high school (minimum of seven semesters) to be eligible to receive a diploma from the school district.

The Board of Education, upon receiving administrative recommendation, may grant midterm exit from high school to students who have completed the requirements for graduation. To be considered for mid-term exit from high school, the student and his/her parents or guardian should apply during the first quarter of the student's senior year. The Board of Education will act on all requests. Any student who is granted midterm exit from high school forfeits all privileges of high school enrollment, except the right to participate in commencement exercises.

# **SECTION FOUR: STUDENT DISCIPLINE**

## **General Discipline Philosophy (Board Policy 5035)**

The school district has the authority to discipline students who behave inappropriately on the way to school, at school, during lunch, on the way home, and at all school activities (home and away or any time while on school or district property).

The school district's discipline is guided by the following principles:

1. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
2. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.

3. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, consequences may increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
4. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
5. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

Extracurricular activities including athletics, cheerleading, band, chorus, and club activities, are governed by the Activities portion of this Handbook. Students who are involved in extracurricular activities may face consequences related to the activity in addition to the consequences discussed in this handbook.

The school district reserves the right to refer to the appropriate non-school agency any act or conduct of its students which may constitute a crime under federal, state, county, or local law. The administration will cooperate with these agencies in their investigations.

### **Forms of School Discipline**

Administrative and teaching personnel may take actions regarding student behavior that are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, referral to restorative justice practices or services, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school. District administrators may develop building-specific protocols for the imposition of student discipline.

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

Any statement, notice, recommendation, determination, or similar action specified in this section shall be effectively given at the time written evidence thereof is delivered personally to or upon receipt of certified or registered mail or upon actual knowledge by a student or his or her parent or guardian.

Any student who is suspended or expelled from school pursuant to this section may not participate in any school activity during the duration of that exclusion including adjacent school holidays and weekends. The student activity eligibility of a student who is mandatorily reassigned shall be determined on a case-by-case basis by the principal of the building to which the student is reassigned.

### **After School Sessions and Detentions**

Teachers and administrators may require students to stay after school or to serve detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will not exceed 30 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are generally 30 minutes, served in a designated area by the building principal or assigning teacher.

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

### **Emergency Exclusion (Board Policy 6031)**

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

**Short-Term Suspension (Board Policy 5035)**

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct, or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal ordering the short-term suspension before or at the time the student returns to school. The Principal shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete classwork, including but not limited to examinations.

**Weapons and/or Firearms (Board Policy 5049)**

Students may be disciplined for the possession of weapons and/or firearms pursuant to the board's separate policy on weapons and firearms or state



law.

### **Long-Term Suspension (Board Policy 5035)**

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

### **Expulsion (Board Policy 5035)**

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred:

- (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or
- (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or
- (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program/plan and to such other consequences which the school district deems appropriate.
4. **Alternative School or Pre-expulsion Procedures.** The school shall provide either an alternative school, class or educational program for expelled students or shall follow the pre-expulsion procedures outlined in Neb. Rev. Stat. 79-266.

### **Grounds for Long-Term Suspension, Expulsion, or Mandatory Reassignment: (Board Policy 5035)**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon (*see also board policy on weapons and firearms*);
6. Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the

influence of a controlled substance or alcoholic liquor (*note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant*);

7. Public indecency as defined in section 28-806, except that this prohibition shall apply only to students at least twelve years of age but less than nineteen years of age;
8. Engaging in bullying as defined in section 79-2,137 and in these policies;
9. Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults that occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;
10. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
11. A repeated violation of any of the following rules, or a single violation if the conduct amounts to a criminal act, if such violations constitute a substantial interference with school purposes:
  - a. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, sex, national origin, or religion;
  - b. Dressing or grooming in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distracting or indecent to the extent that it interferes with the learning and educational process;
  - c. Violating school bus rules as set by the school district or district staff;
  - d. Possessing, using, selling, or dispensing tobacco, drug paraphernalia, an electronic nicotine delivery system, or a

- tobacco imitation substance or packaging, regardless of form, including cigars, cigarettes, chewing tobacco, and any other form of tobacco, tobacco derivative product or imitation, or electronic cigarettes, vapor pens, etc.;
- e. Possessing, using, selling, or dispensing any drug paraphernalia or imitation of a controlled substance regardless of whether the actual substance possessed is a controlled substance by Nebraska law;
  - f. Possession of pornography;
  - 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 initiations, defined as any ritualistic expectations, requirements, or activities placed upon new members of a school organization for the purpose of admission into the organization, even if those activities do not rise to the level of "hazing" as defined below. Initiations are prohibited except by permission of the superintendent;
  - i. Engaging in hazing as defined by state law and this policy. Hazing is defined as any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership in any school organization. Under state criminal law, hazing activities include, but are not limited to, whipping, beating, branding, an act of sexual penetration, an exposure of the genitals of the body done with the intent to affront or alarm any person, a lewd fondling or caressing of the body of another person, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act that endangers the physical or mental health or safety of any person. For purposes of school rules, hazing also includes any activity expected of someone joining a group, team, or activity that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate; personal servitude; restrictions on personal hygiene; yelling, swearing and insulting new members/ rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; binge drinking and drinking games; sexual simulation and sexual assault;

- j. Bullying which shall include cyber-bullying, defined as the use of the internet, including but not limited to social networking sites such as Facebook, cell phones or other devices to send, post or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to; continuing to send e-mail to someone who has said they want no further contact with the sender; sending or posting threats, sexual remarks or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums, and posting false statements as fact intended to humiliate the victim; disclosure of personal data, such as the victim's real name, address, or school at websites or forums; posing as the identity of the victim for the purpose of publishing material in their name that defames or ridicules them; sending threatening and harassing text, instant messages or emails to the victims; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target;
- k. Violations of the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion; l. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a simulated or "look-a-like" weapon;
- m. Using any object to simulate possession of a weapon;
- n. Knowingly making a false statement or knowingly submitting false information during the Title IX grievance process or any other school investigation or making a materially false statement in bad faith in the course of a Title IX grievance proceeding or any other school investigation; and
- o. Any other violation of a rule or regulation established by a school district staff member pursuant to authority delegated by the board.

The length of any suspension, expulsion, or mandatory reassignment shall be as provided or allowed by law.

### **Reporting Requirement to Law Enforcement (Board Policy 5035)**

Violations of this section will result in a report to law enforcement if:

1. The violation includes possession of a firearm;
2. The violation results in child abuse;
3. It is a violation of the Nebraska Criminal Code that the administration believes cannot be adequately addressed by discipline from the school district;

4. It is a violation of the Nebraska Criminal Code that endangers the health and welfare of staff or students; or
5. It is a violation of the Nebraska Criminal Code that interferes with school purposes.

### **Due Process Afforded to Students Facing Long-term Suspension or Expulsion (Board Policy 5035)**

The following procedures shall be followed with regard to any long-term suspension, expulsion, or mandatory reassignment.

1. On the date of the decision to discipline, the Principal shall file with the Superintendent a written charge and a summary of the evidence supporting such charge.
2. The Principal shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
  - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;
  - b. The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;
  - c. A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;
  - d. A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;
  - e. 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

- f. 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.
3. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

## **SECTION FOUR: ACTIVITIES /ATHLETIC INFORMATION**

### **Activity Eligibility (NSAA Regulations) (BOARD POLICY 6028)**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and ability in the students during their school years and for their lifetime. Eligibility requirements as published by the Nebraska School Activities Association (NSAA) shall be observed as well as additional eligibility requirements imposed by the school district. Student eligibility lists will be pulled after two weeks into the first and second semesters. Any student whose name appears on the down list for two consecutive weeks or two times in one week will be ineligible for activities and athletics until the grade becomes passing. If the student is in good academic standing by leave time the day of the next event, they will be allowed to participate. Students who are suspended, either in or out of school, will be ineligible for all activities and events until the suspension is completed. Activity ineligibility runs from 8:00am on Monday of each down list cycle until the student's grades become passing.

### **Activity Code of Conduct**

Activities at Centura Jr./Sr. High are defined as "any organized school function, involving students at which public attendance is encouraged, which

involves competition with other schools, which involves students as representatives of the school, or for which the school assumes a sponsor's role." Activities at Centura, include but are not necessarily limited to, athletics, music, speech and drama, student council, National Honor Society, and organizations such as FFA and FBLA. Activities also include school-sponsored events such as dances, banquets, and ceremonies for the purposes of the policy.

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

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

1. Violate any law other than a traffic violation.
2. Partake in the use of any form of tobacco.
3. Use, dispense, be under the influence of or possess alcohol.
4. Use, dispense, be under the influence of or possess any controlled substance.
5. Be seen in photos or other media in an act depicting a violation of the Student Conduct descriptors.
6. Violate the Uniform Controlled Substances Act, to include, possessing, dispensing, delivering or administering anabolic steroids.

The following penalty will be applied to every activity in which the student participates. In addition, coaches/sponsors reserve the right to remove students from elected/appointed positions and/or any associated duties.

### **First Offense**

- The student shall be required to attend practice and/or meetings.
- The student will be ineligible to publicly perform or participate in any extracurricular activity for 20 calendar days. The day the district receives notice of the incident shall be the first day for counting purposes.
- Consequences may be reduced to 10 calendar days, if a student self-reports the incident and attends/participates in a school approved education class.

### **Second Offense**

- i. The student shall be required to attend practice and/or meetings.
- ii. The student will be ineligible to publicly perform or participate in any extracurricular activity for 40 calendar days. The day the district receives notice of the incident



shall be the first day for counting purposes.

- iii. Consequences may be reduced to 20 calendar days, if a student self-reports the incident and attends/participates in a school approved education class.

### **Third Offense**

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

Consequences for less serious violations will be applied to the following by school principal and/or coaches/sponsors:

- Violate any of the areas of prohibited student conduct.
- Violate the academic requirements of participation ie. Down List.
- Violate any other reasonable rules or regulations adopted by a coach or sponsor of a co-curricular activity provided that participants shall be notified of such rules or regulations by written handouts or posting on bulletin boards.

For purposes of the Centura Activity Eligibility policy, a violation of Student Conduct rules or violation of state law, school policy shall be deemed to have occurred if the school

1. receives a report from a law office or law official regarding a violation; or
2. if a student or parent self-reports to the coach, sponsor or Principal that a violation occurred; or
3. if a student is visually depicted in an identifiable, validated violation of state law, school policy or student activity provision. Anonymous reports will not be investigated.

The school's enforcement of this policy shall not be hindered nor in any way affected by any plea agreement or diversion in lieu of formal charges instituted by the court or County/District Attorney having jurisdiction over any such case.

Violations during or at school activities: Any student who violates any state law, school policy or student activity provision while at a school-sponsored event, either at the school or at any other site where Centura is a participant school in an activity, will be liable for up to a 5-day, in-school or out of school suspension from school in addition to the penalties listed above. On a second offense he/she will be liable for a long-term suspension under Nebraska School Law. The suspension from activities will begin on the first day of the in or out of school suspension.

## **Activity Administration**

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

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

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

- **Nebraska School Activities Association**

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

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

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

- **LouPlatte Conference**

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

## **High School Extracurricular Drug Testing Program**

The school district supports and values student participation in extracurricular activities, but such participation in school district extracurricular activities is a privilege and not a right. Students in all extracurricular activities in grades

7-12 shall be subject to mandatory and random testing for the presence of alcohol or illegal drugs.

**Purpose of Random Drug Testing**

- The school district has recognized that observed and suspected drug and alcohol use and abuse have increased among the student population, including students participating in extracurricular activities.
- The school district seeks to provide safe, drug-free schools.
- The school district seeks to deter the use of illegal and prohibited drugs and alcohol among students.
- The school district recognizes that students who use illegal and prohibited drugs pose a threat to the health and safety of themselves, other students, teachers, administrators, and other persons.
- The school district finds that the drug and alcohol problem among the student body will be effectively addressed by making sure that the large number of students participating in extracurricular activities do not use drugs and alcohol.

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

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

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

Basketball	Cheerleading	Band
Cross Country		FBLA
Yearbook/Journalism	FFA	Football
Golf	Student Manager	Student Council
Baseball	One Act Play	Quiz Bowl
Choir	Speech	Softball
NHS	Track	Volleyball
Wrestling	Science Olympiad	Centura Vision
Student Help Desk	Principal Advisory Group	

**Students Who Are Required to Submit to Drug Testing**

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

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

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

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

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

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

## Testing Procedures

- a. Student Selection.** All students who participate in extracurricular activities and submit a consent form will be included in a master list and will be subject to random drug screening. The master list shall be submitted to the company employed by the district to conduct the testing.

- b. Parental Request.** Students who do not participate in extracurricular activities may be added to the random drug screening master list upon parental request. Upon completion of the required consent forms, the school will add the student to the master list for one-calendar year or until a Withdrawal of Student from Activity form is completed.
- c. Type of Test.** The school district reserves the right to utilize urinalysis testing procedures. Urine samples which screen positive will be confirmed by GC/MS.
- d. Collection Site.** The Drug Testing Coordinator will designate the collection site at which student will provide specimens.
- e. Collection Procedures.** The school board will select a Drug Program Administrator (DPA). The DPA shall randomly select the students subject to drug testing from the master list. The DPA will maintain and follow generally accepted industry standards for collecting, maintaining, shipping, and accessing all specimens. The DPA will seek to obtain the sample in a manner designed to insure accurate testing protocols while minimizing intrusion into a student's privacy. The DPA and the school district will provide a copy of the collection procedures upon request.
- f. Drugs.** Students may be randomly tested for any drugs, including but not limited to alcohol, amphetamines, marijuana or cannabinoids, cocaine, methadone, methaqualone, propoxyphene, hallucinogens, opiates, phencyclidine, synthetic opiates and PCP, steroids, barbiturates, benzodiazepines, nicotine, and any prescription drug that was obtained without proper authorization.
- g. Results.** The DPA shall notify the student and the Drug Testing Coordinator of any positive test after the initial screening. The school representative shall notify the student's parents. The DPA will use a secure method to transmit all positive test results to the DPA's Medical Review Officer (MRO). The MRO will be certified by a MRO accreditation body. The MRO will be responsible for reviewing test results and determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. Prior to making a final decision, the MRO or his or her assistant shall contact the student and his or her parent(s)/guardian(s) to discuss the result either face-to-face or over the telephone. If the MRO determines the test results are negative, no further action shall be taken against the student. The MRO will report results of verified positives to the DPA. The DPA shall then notify the Drug Testing Coordinator of the positive

test result. The Drug Testing Coordinator shall notify the student and his or her parent(s)/guardian(s) and any staff members responsible for implementing the consequences of this policy.

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

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

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

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

- **First Offense**
  - The student shall be required to attend practice.
  - The student will be ineligible to publicly perform in any extracurricular activity for 20 calendar days. The day the district receives notice of the positive test result shall be the first day for counting purposes.
  - Consequences may be reduced to 10 calendar days, if a student enters a pre-approved drug counseling program. Parents bear all costs of the program and the cost of a re-test within 5 school days of the positive test notification.
  - The student must submit to a district administered test and the

test must indicate a reduced result before the student is allowed to return to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 2 months or end upon graduation.

- **Second Offense**

- The student shall be required to attend practice.
- The student will be ineligible to publicly perform in any extracurricular activity for 40 calendar days. The day the district receives notice of the positive test result shall be the first day for counting purposes.
- Consequence may be reduced to 20 calendar days, if student completes a drug and alcohol assessment at student's expense from a certified substance abuse counselor or licensed mental health provider who holds a valid license that includes in its scope of practice the ability to administer substance abuse evaluations and/or treatment. Parents bear all costs of the assessment and the cost of a re-test within 5 school days of the positive test notification. The student shall provide written proof of obtaining the assessment to the Principal or designee. The student is strongly encouraged to comply with the assessment recommendations.
- The student must submit to a district administered test and the test must indicate a reduced result before the student is allowed to return to the activity. The student will be subject to follow-up drug tests at least one time per month for the next 6 months or end upon graduation.

- **Third Offense**

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

### **Refusal to Test**

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

### **Tampering**

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

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

### **Maintenance of Records**

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

### **Appeal**

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

### **Severability**

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

### **Activity Trips/Field Trips**

Activity trips involving Centura students will follow school guidelines.

1. Ordinarily, activity trips will leave from the school no earlier than necessary to be on time for the activity and will leave the site as soon as the activity, or Centura's part in it, is over, returning to the school. Where groups will leave earlier or stay later, prior announcement of the time schedule will be made.
2. For any trip, Centura reserves the right to search any student luggage, coolers, equipment, rooms, or any other place or possession for alcohol, tobacco, or drugs, as a condition of the students' participation in the trip.
3. Prior to beginning any trip, or during any trip, students may be asked to submit to a Breathalyzer or similar test to determine prior consumption of alcohol. A positive result on the test will result in removal from the trip roster and enforcement of applicable penalties.
4. The areas of prohibited conduct, as defined in the student handbook and the statutes of the State of Nebraska, shall be in effect during all school activities.



5. Violation of the rules of prohibited conduct or of this trip policy may result in the student being sent home at the parent's expense.
6. Students are expected to participate in all planned activities while on the trip unless expressly excused by the sponsor.
7. The use of alcohol, tobacco, or drugs while representing Centura on a school activity trip will result in consequences to be determined by "activity eligibility."
8. Out-of-state trips and trips not involving participation in district or state sponsored activities are not allowed except by special approval of the **Board of Education**.
9. Overnight stays for activity trips are discouraged and will not be allowed unless absolutely necessary for Centura to participate.
10. When overnight trips are necessary, arrangements will be made by the administration for accommodations.
11. All students participating in the activity which occasions an overnight trip will stay in the accommodations provided by the school until the activity, or that student's part in it, is over, at which time, the student may be released, but only to the parents of that student or **in cases of emergency**, another responsible adult expressly identified in writing by the parent.
12. On overnight trips, a predetermined time will be set when all students will return to their rooms and stay there.
13. Students shall not be in the rooms of members of the opposite sex, nor have members of the opposite sex in their rooms.
14. Students shall not be in rooms not under the direct supervision of a Centura sponsor nor shall they have persons in their rooms who are not responsible to a Centura sponsor.
15. Students engaging in vandalism, theft, undue noise, or any activity or behavior in violation of the rules of the establishment where they are staying, may be dropped from the activity and returned home at the parent's expense.

The above language deals with Activity Trips involving overnight stays. For the more common, almost day-to-day travel issues such as away athletic events, music contests, field trips or extracurricular activity excursions such as Husker Harvest days or Career Day, the following rules – in addition to any relevant rules, above, apply:

- Participants are to ride in school vehicles to the event unless other arrangements have been made with the coach/sponsor and approved by administration prior to departure.
- Other arrangements will be approved if circumstances warrant, i.e., family commitment preventing arrival on time for departure; another school related conflict; medical, dental or other appointment.

Participants are to ride back to Centura, after the away event, as approved or established.

- Students may ride home with parents after an event. Sponsors are to gain a parent signature before releasing the student.
- Students may ride home with a responsible adult expressly designated (in writing) by the parent in cases of emergency.

### **Breathalyzer Use**

The school district is committed to providing a safe, healthy, and orderly environment for its students, employees, and patrons and to discouraging and eliminating the use of alcohol by students. The school board believes that the use of breathalyzers for students at school and at school-sponsored events is an acceptable and appropriate deterrent to underage drinking.

**Random or Mandatory Breathalyzer Test.** Any student who attends a school-sponsored activity or athletic event, regardless of location, is subject to a random or mandatory breathalyzer test prior to entering or exiting the event and while attending the event.

**Reasonable Suspicion Testing.** Students may be required to submit to a breathalyzer when on school grounds, in a school vehicle, or at a school-sponsored event or athletic event at any time when school district personnel determine there is individualized reasonable suspicion based upon articulable facts to believe that the student has consumed alcohol.

**Refusal.** A student who refuses to submit to a breathalyzer authorized under this policy shall be deemed to have submitted a positive test.

**Testing Procedure.** The breathalyzer shall be administered by designated school personnel. If the student tests positive for alcohol, a second test shall be administered 15 minutes after the first test unless the student admits to the consumption of alcohol. The second positive test or the first positive test plus a student admission to the consumption of alcohol shall be considered testing positive for alcohol. School district personnel shall contact law enforcement after a positive test. School district personnel shall also contact the parents. If law enforcement does not take the student into custody, the parents shall take custody of the child. If parents do not respond, school district personnel shall contact the emergency contact or take other appropriate steps to make appropriate arrangements for the student.

**Consequences.** The student may face disciplinary action up to and including expulsion.

**Attendance and Behavior at School Activities**

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

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

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