

# CENTURA ELEMENTARY SCHOOL



**2021-2022**

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**FORWARD**

**Intent of Handbook**

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

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

Abbey Cron, Elementary Principal

## Members of the Board of Education

Mr. Justin Caspersen  
Mrs. Teresa Grabowski  
Mr. Aron Hostetler  
Mr. Eric Hostetler  
Mr. Will Kempfar (President)  
Mrs. Sandra Davis

## Centura Elementary Faculty and Staff

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

## District Staff

<u>NAME</u>	<u>POSITION</u>
Ryan Ruhl	Superintendent
Cory Bohling	H.S. Principal
Leah Paulsen	Bus. Secretary
Holly Christensen	H.S. Secretary
Rodney Gericke	Head Custodian
Central Office	Transportation
Kenley Reimers	Technology
Teresa Yarrow	Kitchen

## **ARTICLE 1 MISSION AND GOALS**

### **SECTION 1: Mission Statement**

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

### **SECTION 2: Vision Statement:**

A school community about kids, excellence and innovation.

### **SECTION 3: Centura Elementary School Improvement Goals**

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

#### **District Reading Goal (Primary Goal)**

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

#### **District Math Goal (Primary Goal)**

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

#### **District Writing Goal (Primary Goal)**

- **All students will be proficient writers**

#### **Accreditation Goal**

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

## **ARTICLE 2 SCHOLASTIC ACHIEVEMENT**

### **SECTION 1: Homework**

Homework may be assigned to elementary students and is contingent upon factors such as curriculum requirements, student absences, the need for additional practice, or the lack of student effort or attention during school hours when time is given to work. **Homework is required to be returned by the date**

**set according to the teacher.** Lack of turning in homework may require Wednesday Assistance. Each teacher has a policy that will be shared with students and parents at the beginning of the school year.

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

## **SECTION 2: Academic Progress**

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

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

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

## **SECTION 3: High Ability Learners**

Centura Elementary will provide a High Ability Learners program to students who qualify. In order for students to qualify, they must meet a certain point total in several categories: NeSA-R,M,S,W, MAP assessment, classroom grades, teacher assessment, and parent inventory. Students that qualify will be put into the HAL program that meets one time a week for 30-45 minutes of the day. Students in grades 3-8 can qualify for the program, exceptions may be made for students with special circumstances determined by the HAL coordinator and building principal. While in the program, students will be challenged to enhance their learning in multiple ways such as; providing them with opportunities for independent study, acceleration of curriculum, compacted curriculum, enrichment, special classes or competitions, mentoring or shadowing, as well as more activities that require the use of higher level thinking skills.

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

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

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

### **SECTION 5: Cheating/Plagiarism**

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

### **SECTION 6: Promotion/Retention (611)**

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

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

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

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



## **SECTION 7: After School Assistance**

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

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

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

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

## **SECTION 8: Grading System**

Grading in the Centura Public Schools is as follows:

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

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

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

## **SECTION 9: Honor Roll**

Centura Elementary recognizes students for outstanding academic achievement.

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

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

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

## ARTICLE 3 ATTENDANCE

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

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

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

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

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

Students will be considered tardy if the following occur:

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

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

1. Excused Absence – Students' absences approved by the principal shall be excused absences. Excused absences shall count as days in attendance for purposes of the truancy law. *These absences include, but are not limited to illness, college visits, family trips, doctor and dentist visits, documented medical conditions making attendance impossible or impracticable, family emergencies, recognized religious observances, appointments that cannot be scheduled outside of the school day, and school sponsored or approved activities, court appearances, and funerals.*
2. Unexcused Absence – All absences not approved by the Principal.
3. Excessive Absences – If any student has accumulated a total of five absences per quarter or the hourly equivalency, the school shall render all services in its power to compel the student's attendance.

- i. Investigation of the problem by the Principal to identify conditions contributing to the excessive absenteeism *through verbal or written communication with the person or persons who have legal or actual charge or control of any child; and/or*
- ii. Collaborative team meeting(s) between the Principal, the student and the student's parents to solve the excessive absenteeism problem. *The result of the meeting or meetings shall be to develop a collaborative plan to reduce barriers identified to improve regular attendance. The plan shall consider, but not be limited to:*
  - a) *Illness related to physical or behavioral health of the child;*
  - b) *Educational counseling;*
  - c) *Educational evaluation;*
  - d) *Referral to community agencies for economic services;*
  - e) *Family or individual counseling; and*
  - f) *Assisting the family in working with other community services.*
- iii. Educational counseling to explore curriculum changes, such as alternative education programs, to solve the excessive absenteeism problem.
- iv. Educational evaluation to assist in determining the specific conditions contributing to the excessive absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.

b. In addition to the services rendered after 5 absences, a student who exceeds 10 absences in one semester may lose the opportunity to earn credits for that semester. For example, the following standard may be used

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

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

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

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

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

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

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

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

Exceptions to this are:

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

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

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

## **Make-Up Work**

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

## **Tardiness**

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

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

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

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

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

## **ARTICLE 4 STUDENT RIGHTS/CONDUCT/RULES/REGULATIONS**

### **SECTION 1: Permanent Records**

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

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

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

### **SECTION 2: Student Directory Information**

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

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

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

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

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

### **SECTION 3: Publication of Student Pictures and Products**

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

### **SECTION 4: Illness & Communicable Diseases**

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

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

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

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

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

Absences due to illness will count toward the absence limitations.

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

#### **SECTION 5: School Injury & Illness**

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

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

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

#### **SECTION 6: Harassment by Students**

Harassment of students, staff or visitors by any students will not be tolerated in the school district. This policy is in effect while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school-operated transportation; while attending or



engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district.

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

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

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

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

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

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

- submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of an individual's participation in school programs or activities;
- submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student; or

- such conduct has the purpose or effect of unreasonably interfering with an individual's performance or
- creating an intimidating, offensive or hostile learning or work environment.

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

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

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

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

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

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

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

**Students' Rights:**

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

**Bullying Definition:**

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

**School Response to bullying:**

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

Responses to bullying may include:

Verbal or written apology to the victim

Conference with the Principal

Office Referral

A parent-teacher conference

Detention

Suspension or expulsion from school

**Types of behaviors not allowed:**

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

**SECTION 8: Personal Property**

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

## **SECTION 9: Freedom of Expression**

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

## **SECTION 10: Complaint/Grievance Procedures**

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

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

## **SECTION 11: Due Process**

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

## **SECTION 12: Questioning of Students by Outside Agencies**

Police officers (or other authorities) do not have the automatic right to question students in school (police officers do have access to directory information). If such questioning is desired, the principal or designee will attempt to contact parents for their permission and ask them to be present. In the event parents are not present during such questioning, the building principal or designee will sit in on the conference to protect the student's rights. Some situations (such as child

abuse/neglect) are covered by special state statute and do not require parental permission for questioning. School officials will comply with court orders concerning the dealings of proper authorities with students. School officials will notify the proper legal authorities when a student engages in illegal activities.

### **SECTION 13: Attendance and Behavior at School Activities**

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

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

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

### **Basketball and Volleyball Games**

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

### **SECTION 14: Student Support System**

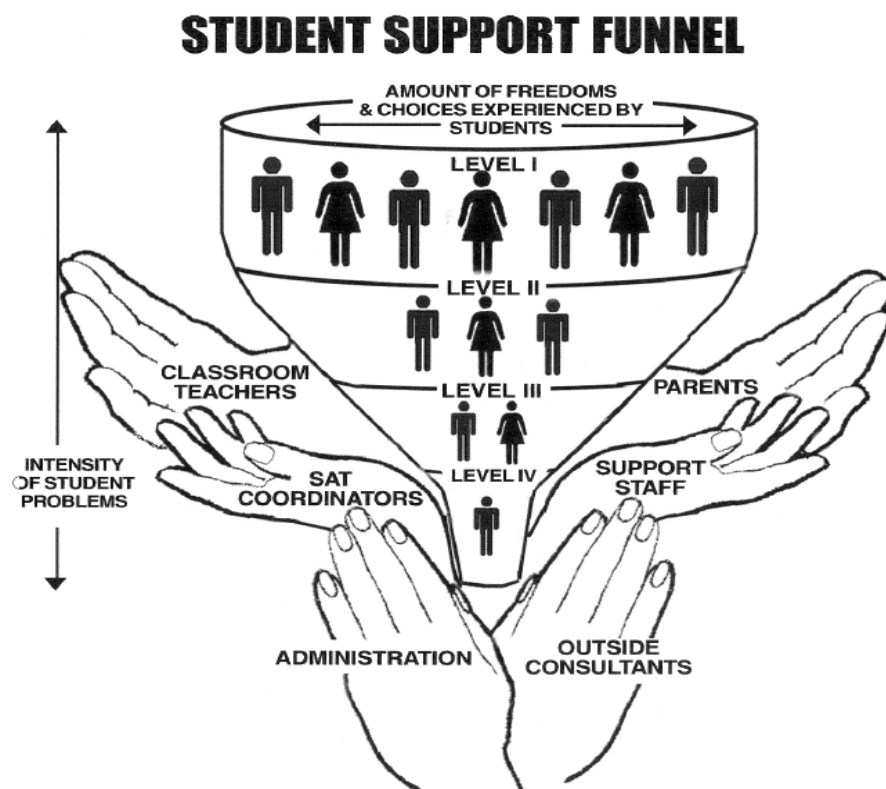
#### **Centura Public School Student Support System General Description**

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

Although most students are able to learn within the supportive environment provided by Centura Public School personnel, there are times when some students experience academic or behavioral difficulties that cannot be resolved with the classroom teacher and student alone. In these situations, parents and teachers are directed to use the Centura Public School Student Support System.

This dynamic system was designed to provide parents and teachers with a practical way to resolve student academic and/or behavior difficulties so students can master learning and performance goals.

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



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

### Level I Prevention

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

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

### **Level II Accommodation**

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

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

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

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





Develop a Team Game Plan

Develop a Scoring System

Select a Time Frame

Summarize the Game Plan

Discuss Other Concerns

Secure Signatures

### **Level III Correction**

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

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

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

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

success, assure that each participant understands their part in the plan, and select a time to review the plan.

#### **Level IV Remediation**

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

### **SECTION 15: Suspension From School**

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

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

### **PROBATION, SUSPENSION, AND EXPULSION**

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

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

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

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

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

Such exclusion shall be subject to the procedural provisions of Section III of this policy, provided that, if the Superintendent or his designee determines that such exclusion shall extend beyond five school days, the procedures set forth in Section VIII of this policy shall be followed, and a final determination shall be made by the hearing officer within ten school days after the initial date of the exclusion.

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

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

### III. Short Term Suspension

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

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

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

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

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

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

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

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

### **III. Authorized Use**

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

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

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

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

- i. The plan will be developed in cooperation with the parent or guardian.
- ii. This will occur whether or not the student is eligible for special education.

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

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

### **Student Attire and Grooming**

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

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

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

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

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

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

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

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

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

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

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

### **Teacher's Role in Discipline**

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

### **Student's Role in Discipline**

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

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

### **Administrator's Role of Discipline**

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

### **Parent/Guardian Role of Discipline**

In the event of an office referral, communication to the parent(s)/guardian(s) will be made by the principal. The parent(s)/guardian(s) will be informed of the infraction



and the consequent punishment. Support from the student's parent(s)/guardian(s) is vital for the child's future success. When working together the school and parents can help the student succeed to prevent further incidents.

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

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

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

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

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

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

### **SECTION 21: Communication Plan for Students and Parents**

*Students have certain rights. Procedures are in place for students and parents/guardians to follow if they are not in agreement with school actions. It is important that students and parents/guardians visit first with the school person*

*directly involved in the decision or incident. If the problem cannot be resolved at that level, it may be taken to a higher level of authority.*

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

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

## **SECTION 22: Surveillance Cameras**

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

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

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

## **SECTION 23: Computer Fees (BOARD POLICY 504.19)**

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

Computer malfunction or breakdown due to manufacturer's defect is covered at no cost to the student/parent(s). This agreement covers the computer loaned to the student against all damage or breakage. Theft or loss may be covered if the appropriate paperwork is received by law enforcement. Accessories are not covered. Coverage is 24 hours per day. Total value/repair cost will be determined at the time of damage. For purposes of this program the maximum agreed-upon value of the computer shall be established at \$1200.00. In the event of damage, this agreement will pay 70% (up to \$840.00) of the amount of damage.

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

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

### **SECTION 24: Student Fees**

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

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

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

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

### **SECTION 25: Reasonable Physical Force**

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

1. Using reasonable and necessary force, not designed or intended to cause pain, in order to a) Quell a disturbance or prevent an act that threatens physical harm to any person; b) Obtain possession of a weapon or other dangerous object within a pupil's control; c) Defend one's self or defense of others; d) Protect school property; e) Remove a disruptive student from class or school premises or

school-sponsored activity; f) Protect a student from the self-infliction of harm; g) Protect the safety of others.

2. Using incidental, minor, or reasonable physical contact to maintain order and control. Upon request, the student's parents shall be given an explanation of the reasons for physical force.

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

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

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

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

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

## **ARTICLE 5 SCHOOL DAY**

### **SECTION 1: Elementary Daily Schedule**

School begins each day at 8:20 a.m.  
School dismisses at 3:40 p.m.

## SECTION 2: Adjusted Schedules

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

## SECTION 3: School Hours

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

## Lunch Period Schedule

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

## SECTION 4: School Closings

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

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

It may become necessary to dismiss classes during the school day because of bad weather. In such an event, it is important that parents/guardians provide ahead of time to the school, the procedures the child should follow (i.e., go home with a specific friend, go to a relative's home, babysitter's, etc.)

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

**SECTION 5: Staying After School**

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

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

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

**SECTION 6: Meals**

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

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

**Breakfast/Lunch Prices**

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

	<u>Lunch Fees</u>	<u>Breakfast Fees</u>
K-6:	\$2.60	\$1.55
Second Milk:	\$.40	\$.40

Adults:           \$3.85

\$2.00

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

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

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

### **Notice of Nondiscrimination**

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

*This institution is an equal opportunity provider.*



## **SECTION 7: Season Tickets**

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

## **SECTION 8: Pledge of Allegiance**

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

## **SECTION 9: Cell Phone Usage During School Hours**

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

- 3 strike policy

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

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

## **ARTICLE 6 STATE AND FEDERAL PROGRAMS**

### **SECTION 1: Notice of Nondiscrimination**

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

### **SECTION 2: Designation of Coordinators**

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

### **SECTION 3: Notice of Staff Qualifications**

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

- Whether the teacher has met Nebraska qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or provisional teaching certificate.
- The baccalaureate degree major/or masters degree of the teacher.

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

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

#### **SECTION 4: Copyright and Fair Use**

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

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

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

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

#### **SECTION 5: Entrance-Admissions**

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

## **SECTION 6: Immunizations**

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

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

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

## **SECTION 7: Asbestos**

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

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

plan and updated information for each building, or for the entire district, is open for public review.

## **ARTICLE 7 STUDENT SUPPORT SERVICES**

### **SECTION 1: Homeless Children and Youth**

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

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

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

### **SECTION 3: School Health Services**

The following health services are provided to all students:

- The school nurse provides first aid.
- All immunizations are referred to the parent. Parents will receive information from the school indicating which immunizations and booster shots are needed.
- Height, weight, vision, and hearing screenings are given annually to all students. Parents are notified if possible problems are identified.
- Students in grade 6 are observed annually for scoliosis (curvature of the spine) and possible defects are referred to parents.
- All state required immunizations must be taken care of before the student can attend school.

#### **SECTION 4: Medication**

All medicine must be dispensed through the school office. School district personnel may not dispense medication to students without prior written authorization from the physician and the parent/guardian. Prior authorization includes the original prescription container whose label includes: the child's name, physician's name, and directions for dispensing the medicine. Aspirin, Tylenol, and other over-the-counter medicines are dispensed only when we have written or verbal authorization from the parent or guardian. Whenever possible, ask your physician to write a prescription eliminating the need for dispensing medicine during school hours.

#### **SECTION 5: Abuse/Neglect**

School employees and all adults are bound by Nebraska State Law LB 28-710 to report any suspected case of child abuse or neglect to authorities for investigation. Proper protocol will be followed if a student is suspected of being abused.

#### **SECTION 6: The School Counseling Program**

A school counselor helps children with academic, social, and personal needs. A major emphasis is placed on developing an awareness, understanding, and acceptance of self and others. Children are seen in the classroom, in small groups, or individually. A child sees the counselor through a referral process. The most common type of referral is self referral (a student refers to himself). Teachers and parents may also refer a child to the counselor. Parents of any child seeing the counselor are notified of this referral. If you do not wish your child to see the counselor, you must take the initiative to notify the school.

The counselor is an active member of Centura Elementary's educational team, which includes the administration, teachers, and parents. The counselor works with difficulties experienced by individual students. She also assists students with study skills, making positive decisions, interpersonal relationships, and communication skills. The mission of the counseling program at Centura Elementary School is to assist children in their learning process.

#### **SECTION 7: Equal Education Opportunity**

All students attending Centura Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education (home economics and consumer education, trades and industrial education, business and office education, etc.)

regardless of race, color, national origin, religion, age, handicap, or sex. Anyone needing this information in alternate formats please contact the Superintendent's office. It is the policy of the Centura Public Schools not to discriminate on the basis of race, national origin, creed, age, marital status, sex, or disability in its educational programs, activities, or employment practices as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, Americans with Disabilities Act, and the Nebraska Equal Education Opportunity Act. Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, the American's with Disabilities Act, Section 504 or Title VI may be directed to Abbey Cron, Principal, Centura Elementary, Cairo, NE 68824, (308) 485-4258, or in the case of Title IX and the Rehabilitation Act, to the Director of the Region VII Office for Civil Rights, ED, 1150 Grand Avenue, 7<sup>th</sup> Floor, Kansas City, Missouri 64106, (816) 374-2474 Any persons having inquiries concerning this district's compliance with Title VI, Title IX, Section 504, Homeless Students, Safe and Drug Free Schools, and accommodating special dietary needs should contact the Centura Public Schools Administrative Offices for reference.

### **SECTION 8: Differentiated Education**

We believe that each child has certain ability levels in all curriculum areas and our job as educators is to focus on those ability levels and continue to enhance them through differentiated instruction. No student learns the exact same as another student. The school district systematically looks at student ability levels and groups students with like-abilities to intensify their learning programs. An example of differentiated instruction is the guided reading groups performed at each grade level. Students are grouped together according to their ability, such as reading. Students that can read text with other students at their level are more likely to comprehend the text and most importantly enjoy the text.

When students are grouped together by similar ability levels, teachers are able to focus their instruction to meet the specific needs of those students. Students are then directly instructed in the areas that show the need for more improvement. The students that are grouped together can continue their learning at a pace that is appropriate for them with their needs in mind.

The overall goal of Centura Elementary is to educate each child at the level they are currently performing and take them to their grade level benchmark and above.

### **SECTION 9: Multicultural Policy (BOARD POLICY 604.04)**

Centura Public School will provide equal educational opportunities for the racial, cultural and ethnic development of all students within the School District as of a significant value to the American way of life.

This school district recognizes that students of minority groups in many instances have special problems and needs. Such special needs may be due to the fact that English is not the primary language of these students or because of cultural differences.

It is the intent of the district to identify students with such special needs to the best of the district's ability, and provide them with an instructional program directed toward equalizing their educational opportunity.

This district furthermore, recognizes that cultural differences and the bilingual ability of some of its students are assets that should be recognized and encouraged without jeopardizing their performance in English.

- Teachers will document one multicultural unit and provide any additional documentation or handouts needed. This documentation and lesson will need to be submitted to the building principal.

### **SECTION 10: Asthma and Allergic Reaction Protocol (Board Policy 508.12)**

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

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

### **SECTION 11: Dating Violence Policy (BOARD POLICY 504.21)**

Centura Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the education program and are required for all students and staff. Dating violence will not be tolerated.



For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement.

Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district’s student handbook. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information. (Neb. Rev. Stat. 79-2, 139 to 79-2, 142). **ADDITIONAL INFORMATION CAN BE FOUND IN BOARD POLICY 504.21.**

## **ARTICLE 8 BUILDING AND GROUNDS**

### **SECTION 1: Disaster Drills (BOARD POLICY 508.05)**

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



# STANDARD<sup>TM</sup> RESPONSE PROTOCOL EXTENDED

## STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

### SRP

Our school is expanding the safety program to include the Standard Response Protocol - Extended (SRPx). The SRPx is based on these five actions. Lockout, Lockdown, Evacuate, Shelter and Hold. In the event of an emergency, the action and appropriate direction will be called on the PA.

**LOCKOUT** - "Get Inside. Lock Outside Doors"

**LOCKDOWN** - "Locks, Lights, Out of Sight"

**EVACUATE** - "To the Announced Location"

**SHELTER** - "For a Hazard Using a Safety Strategy"

### TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://lovougays.org>

## LOCKOUT

### GET INSIDE. LOCK OUTSIDE DOORS

Lockout is called when there is a threat or hazard outside of the school building.



#### STUDENTS:

- Return to inside of building
- Do business as usual

#### TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students

## LOCKDOWN

### LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.



#### STUDENTS:

- Move away from sight
- Maintain silence

#### TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students

## EVACUATE

### TO A LOCATION

Evacuate is called to move students and staff from one location to another.



#### STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

#### TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students

## SHELTER

### FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.



#### SAMPLE HAZARDS:

- Tornado
- Hazmat

#### SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

#### STUDENTS:

- Appropriate hazards and safety strategies

#### TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

## HOLD

### IN YOUR CLASSROOM

Hold is called when the hallways need to be kept clear, even during class changes.



#### STUDENTS:

- Remain in your classroom
- Do business as usual.

#### TEACHERS:

- Recover students and staff from hallways
- Close and lock classroom door
- Take roll, account for students



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## **SECTION 2: Emergency Evacuation Parent-Reunification (BOARD POLICY 508.06)**

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

1. All teachers will take attendance at the off-site evacuation building.
2. The administration will go around to each teacher and collect names of students that are absent.
3. The absent students will be compiled on the master list.
4. The students will be released to their parents/guardian by alphabetical order according to their last name.
5. The first 40 students will be called up to the front of the evacuation site and loaded on a bus. They will be transported to a separate site where they will be reunified with their parents/guardians.
6. At the reunification site the students will be in a room and the parent/guardians will need to show a form of ID and sign out their child/children.
7. Once the sign out has been completed the child/children will be brought to the parent and they will then be encouraged to leave the site with their family.
8. In the event that a student has been injured or transported to the hospital, the parent will be accompanied to a parent support room so that all appropriate information can be given privately.
9. If parents/guardians at any time become angry/combative or verbally abusive teachers should not try to handle the situation. Law Enforcement will take over immediately.

## **SECTION 3: Care of School Property and Vandalism**

Students shall treat School District property with care and respect. Students found to have destroyed, or otherwise harmed, School District property may be required to reimburse the School District. Students may be assessed fines, charges, or fees for damage beyond normal wear to the materials needed in a course, for overdue school materials, or for misuse of school property. Students

may be subject to discipline under Board policy and the School District rules, regulations, and student code of conduct. They may also be referred to local law enforcement authorities. State law 43-801 states that parents are ultimately liable for the willful and intentional destruction of property by their children.

#### **SECTION 4: Search and Seizure**

The principal or his/her designee may search a student's personal property (book bag, purse, clothing, etc.) and school property (desk, locker, etc.) at any time without notice, without student consent, and without a search warrant if there is a reasonable basis to believe that the student is in possession of material in violation of school policy and/or state and federal laws, and may seize illegal, unauthorized, contraband materials, or items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items").

#### **SECTION 5: Buses**

Bus service on a regular schedule is provided for Centura students to and from school. Buses are also provided for all school activities. ***Riding the school bus is a PRIVILEGE not a right*** and privileges can and will be taken away at any time if student behavior warrants such action.

#### **Proper Bus Etiquette:**

##### **BUS RULES**

1. Under the direction of the driver, each student is held responsible for that seat.
2. Pupils must be on time; the bus cannot wait for those who are tardy.
3. Unnecessary conversation with the driver is prohibited.
4. Outside of the ordinary conversation, classroom conduct is to be observed by all students. Any pupil who is guilty of unbecoming conduct, of using inappropriate language, of abusing or casting reflections upon the driver or other students or teachers may forfeit the right to ride the bus. No gum, candy, or other food or drink is allowed unless the driver gives permission to do so.
5. Students must not throw waste paper or other rubbish on the floor of the bus, nor put anything in the aisles.
6. No students shall at any time extend arms or head, or any part of the body out of the bus windows.
7. Students must not get on or off or move about within the bus while it is in motion.
8. When leaving the bus, students should cross the road in front of the bus. Look both ways and make sure it is safe.

9. The driver is in full charge of the bus and the students. Students are to comply promptly, cheerfully, and fully with each driver's request.
10. If monitors or patrols are on duty, students must obey and respect their orders as well.
11. Any damage to the bus is to be reported at once to the driver.
12. Students will be especially quiet when the bus is stopped at a railroad crossing so the driver can hear oncoming trains.
13. No student will leave the bus other than at an assigned stop or at the school except with permission of the driver.

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

### **SECTION 6: Playground Rules**

Students will be expected to:

1. Play in designated areas only, on the playground side of the trees, benches, and fence;
2. Play in a safe manner (no fighting, kicking, hitting, wrestling, pushing, grabbing, pulling, tripping, or throwing objects such as dirt, clods, rocks, sticks, snowballs, pine cones, and grass);
3. No chasing is allowed; only tag games taught by the P.E. teacher will be allowed;
4. Play touch football only if playing football;
5. Play ball or catch in open areas toward west or south areas of the play fields;
6. Take turns on the equipment;
7. Stay in a swing until it stops moving; no standing on swings;
8. Go feet first down slides in a sitting position;
9. Stay out of mud, water, and snow;
10. Leave the trees alone, don't climb in them;
11. Line up immediately when the whistle is blown for their class to return to the building;
12. Leave dangerous objects alone; No picking up of rocks, sticks, snow, or other harmful items.
13. Stay on the playground unless there is an emergency or an adult supervisor has given permission to leave;
14. Candy, gum, and food are not allowed on the playground;
15. Help keep the playground free from litter;
16. Leave personal play equipment at home unless special permission is received from the principal; return school equipment to the ball cage.

17. Remember that every adult is in charge and students must follow their directions.
18. Go immediately to the principal's office when asked to do so by the teacher on duty;
19. Settle differences peacefully--Stop/Think/Plan/Talk;
20. Abide by the Code of Conduct
21. Students must wear their coats if they take them out to recess, no taking coats off.
22. Students will not play on the equipment if it is wet or icy.
23. Keep all hands and feet to yourself.
24. Students must demonstrate good sportsmanship at all times.

## **Winter Recess Rules**

1. Teachers will encourage the children to bring appropriate winter clothing and boots.
2. Students will keep their coats on if they take them out.
3. Students will not be allowed to go back in the building to get coats, mittens, hats, toys, or equipment. Students should bring everything they need to the lunchroom.
4. Teachers will discourage going back in the building to use the bathroom. If it appears to be an emergency the child will be allowed to go in and use the restroom.
5. If the equipment is wet or icy, children will stay off of it. If necessary, recess will be conducted on the blacktop.
6. If the temperature allows students to go outside, but there is snow on the ground, recess needs to be conducted on the black top. There will be no picking up of snow or rocks.
7. Sliding on the ice is not permitted.
8. No playing in the field if it is muddy.

## **SECTION 7: Student Expectations in the Use of the Internet**

### **A. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about

current events.

4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.
6. Students shall use Team Blue applications in the appropriate manner on school computers.

**B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use school computers to participate in online auctions, online gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
4. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
5. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator.
6. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
7. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
8. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
9. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
10. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's

memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.

11. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by a teacher or the system administrator.
12. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
13. Students shall not forge electronic mail messages or web pages.

## **II. Enforcement**

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

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

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

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the



Nebraska Student Discipline Act; and

- d. Other disciplines as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

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

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

1. The school will not allow companies to collect personal information from children under 13 for commercial purposes. The school will make reasonable efforts to disable advertising in educational computer applications.
2. This policy allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

#### B. **Education About Appropriate Online Behavior**

1. School district staff will educate students about appropriate online behavior, both in specific computer usage units and in the general curriculum.
2. Staff will specifically educate students on
  - a. appropriate interactions with other individuals on social networking websites and in chat rooms.
  - b. cyberbullying awareness and response.
3. The School District's superintendent or designee shall inform staff of this educational obligation and shall keep records of the instruction which occurs in compliance with this policy.

Legal Reference: 20 U.S.C. sec. 1232g (1988) (Family Educational Rights and Privacy Act)  
47 U.S.C. 201 et seq. (Communications Decency Act of 1995)

## **SECTION 8: Computers/Computer Use Policy**

Centura Public Schools shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Centura Public Schools. Centura Public School's network facilities and laptops are to be used in a responsible, efficient, ethical manner in accordance with the educational philosophy of Centura Public Schools. Access to the computer systems is a privilege not a right and should be revered as such. Students and parents must acknowledge their understanding of this policy as well as understand the financial responsibility within this policy. Failure to adhere to the standards set forth by Centura Public Schools will result in a suspension or revocation of the offender's laptop and network privileges.

- Students shall not access material that is obscene, child pornography, harmful to students, or otherwise inappropriate.
- Students shall not send or display offensive messages or pictures; type, or otherwise use, obscene language.
- Students shall not use Centura Public Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security nor, to harass, insult, defame or attack others.
- Students shall not engage in any illegal activities on the Internet or other computer applications
- Students should use electronic mail, chat rooms, and other forms of direct electronic communications only for purposes related to education within the context of a school-related assignment activity, with permission of a teacher. (Ichat, angel, facebook, youtube)
- Students shall not disclose personal identification information on the Internet or use other students' login passwords or share their password.
- Students shall not trespass in others' folders, work or files
- Students shall not intentionally or repeatedly neglectfully waste limited resources including excessive downloading and storage of images and/or computer games.
- Students shall not employ the network for commercial purposes.
- Laptops must be kept in the protective carrying case provided by the school.
- Students are not to deface their laptops with stickers, tape, or other means of destructive devices.

- Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, music, or graphic files that are not intended for a school project or activity should not be stored on the school computer.
- School administrators reserve the right to remove student access and accounts on the network.

### Laptop/Computer Suspensions

The following suspension will be in effect for the laptop/computer used by the students. After three suspension periods a repeated offense will result in revoking the computer.

Offense	1 <sup>st</sup> Offense Days Suspended	2 <sup>nd</sup> Offense Days Suspended	3 <sup>rd</sup> Offense Days Suspended	4 <sup>th</sup> Offense
Unattended Laptop	3 days	6 days	10 days	Revocation
Playing inappropriate games				
Inappropriate Music				
Inappropriate Class Use				
Abuse of Laptop				
Printing inappropriately				
Inappropriate Desktop Pictures*				
Inappropriate pictures in history*				

• If pictures show illegal action, a violation of school rules, etc. you will also be subject to other disciplinary actions. Information posted on Instagram, Facebook, Tik Tok or any other social media sites can lead to discipline and non-school ramifications.

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

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

### SECTION 9: Student Insurance

No student may participate in athletic events without health insurance coverage. Students shall have the opportunity to participate in the health and accident insurance plan selected by the School District. The cost of the program shall be borne by the student. Participation in the plan is not a contract with the School District, but rather a contract between the insurance company and the student.

Centura Public Schools does not assume financial responsibility for accidents or injuries to students engaged in school related activities. An accident report will be filled out and filed.

## **ARTICLE 9 PARENT(S)/GUARDIAN(S)**

### **SECTION 1: Telephone Calls**

Parents are encouraged to call the school with questions, concerns and suggestions. While it is not always possible to visit a teacher or administrator at that time, your phone call will be returned as soon as possible or you may schedule an after school appointment. Parents can contact the school using the following directory:

Centura Elementary School: 485-4258, 485-4465 or 226-2494

If parents/guardians have an emergency message for their student, please call the **school before 2:00 p.m.** to allow adequate time for the message to be delivered before the end of the school day.

The school telephones are for school business only. Students may use the phone only in case of an emergency (this does not include calling parents for forgotten items) or to notify parents if they must remain at school beyond the regular school day. Other plans or arrangements should be made at home by the student and parents/guardians prior to the school day.

### **SECTION 2: School Visits**

Parents/guardians are encouraged to visit school. Please check with your child's teacher regarding the best time to visit (**A day's notice, to visit the classroom, is required by the principal and/or teacher. This can be a note or phone call. Parents wishing to only eat lunch do not need to have a day's notice, but need to call school by 9:00 a.m. so that the appropriate amount of food can be ordered.**). We request that parents not plan visits during the first two weeks or the last two weeks of school. All parents and visitors must enter and exit the building through the main doors during school hours. Before visiting a classroom, permission must be given through the school office. ***Children not attending this school may not visit unless accompanied by an adult and/or prior arrangements are made with the classroom teacher or building principal.***

Visitor responsibilities:

- Give notice of 24 hours to the building principal.
- Check in at the office.

- Do not bring other children unless otherwise cleared with the building principal.
- Do not disrupt the learning of your child or others by: drawing attention to yourself, talking during teacher instruction, or any behavior known to be unacceptable in a school setting.
- Have fun and enjoy your time at Centura.

### **SECTION 3: Parent Involvement (BOARD POLICY 1005)**

Parents/Guardians are encouraged to become involved with school and to participate in school events and activities. Parents have access to all textbook, tests, curriculum materials, and any other instructional materials used by the school. Parents have the right to be informed and choose non-participation in any surveys of a sensitive nature in accordance with the Every Student Succeeds Act. The Centura Elementary Parent/Teacher Organization supports the school in many ways. Parents and teachers are encouraged to participate in all activities this organization presents every year. These activities support the quality of learning taking place at Centura Elementary School and also encourages healthy parent, child and teacher relationships.

### **SECTION 4: Written Communication**

Monthly school newsletters, additional notes/flyers, and Seesaw posts are sent home on a regular basis to keep parents informed of classroom activities, calendar changes, and other school news.

### **SECTION 5: Custody and Parental Rights**

Disagreements between family members are not the responsibility of the School District. The School District will not take the “side” of one family member over another in a disagreement about custody or parental rights. Court orders that have been issued shall be followed by the School District. It shall be the responsibility of the person requesting an action by the school to inform and provide the school with a copy of the court order allowing such action. This policy does not prohibit an employee from listening to a student’s problems and concerns.

### **SECTION 6: Parties**

Three student parties are held throughout the school year in the fall, winter, and spring. Parents and guardians are encouraged to celebrate their child’s birthday or special event at home, not at school. Please do not send “treats” to school

unless first consulting with the classroom teacher or building administrator. Invitations to personal parties such as birthdays will need to be sent through the mail only. However, Invitations that include all boys/all girls or the whole class may be given to classmates at school.

## **CIVIL RIGHTS**

**1. School Food Authorities (SFAs) participating in the National School Lunch Program, School Breakfast Program, After School Snack Program or Special Milk Program must include the nondiscrimination statement in their student handbook in the section that addresses access to or information about the school meals program. It must also be included on the school's web site if school meal information is available.**

### **Nondiscrimination Statement**

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

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

**To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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)

**This institution is an equal opportunity provider.**

**If the material is too small to permit the full statement to be included, the material will at a minimum include this statement, in print no smaller than the text: “This institution is an equal opportunity provider.”**

**2. The USDA “And Justice for All” poster must be displayed at each feeding site in a location that is visible to students during meal service.**

**3. Provide appropriate translations of materials concerning the availability and nutritional benefits of the school meals program, as needed. This requirement can be met through the use of bilingual staff members, volunteers and/or informational materials in appropriate languages.**

**4. Follow this procedure for Accepting and Filing Complaints of Discrimination in the School Meals Program**

**RIGHT TO FILE A COMPLAINT: Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.**

**ACCEPTANCE: All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the Nebraska Department of Education - Nutrition Services within five days. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.**

**VERBAL COMPLAINTS: In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:**



- 1) Name, address and telephone number or other means of contacting the complainant.**
  
- 2) The specific location and name of the entity delivering the program service or benefit.**
  
- 3) The nature of the incident(s) or action(s) that led the complainant to feel discrimination was a factor**
  
- 4) The basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).**
  
- 5) The names, titles and addresses of persons who may have knowledge of the discriminatory action(s).**
  
- 6) The date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.**

**5. Train staff on civil rights annually. Specific subject areas to include:**

**COLLECTING AND USING DATA:** Data is collected on ethnicity and race. Parent self-declares. If they do not report, SFA staff will code based on perception. All program materials must be stored in an area of restricted access and retained for three years.

**EFFECTIVE PUBLIC NOTIFICATION SYSTEMS:** Display the “And Justice for All” poster, include the nondiscrimination statement on program materials, provide information in other languages and alternative formats as needed and convey equal opportunity in all photos and other graphics on websites, publications, etc.

**COMPLAINT PROCEDURES:** Procedures must be established to accept complaints or grievances based on race, color, national origin, sex, age, or disability. Participants must be advised of their right to file a complaint, how to file a complaint, and the complaint procedures. If there is a complaint, the SFA must contact the Nebraska Department of Education – Nutrition Services.

**COMPLIANCE REVIEW TECHNIQUES:** Ensure civil rights requirements are being followed during the review process.

**RESOLUTION OF NON-COMPLIANCE:** Inappropriate actions must cease. A corrective action plan is required and appropriate procedures must be implemented.

**REQUIREMENTS FOR REASONABLE ACCOMMODATION OF PERSONS WITH DISABILITIES:** Entrances and exits must exist to accommodate the disabled. Braille signage and alternative arrangements for service must be available, when needed.

**REQUIREMENTS FOR LANGUAGE ASSISTANT:** Bilingual personnel and materials must be provided depending on need, resources available and cost.

**CONFLICT RESOLUTION:** Use alternative dispute resolution techniques when necessary. Treat others with respect.

**CUSTOMER SERVICE:** “Treat others the way they want to be treated (or at least be aware of what that is).”

**6. Attach documentation of annual training, including date and attendance roster.**

**Centura Public School  
School-Parent-Student Contract  
2021-2022**

The Centura Public School and the parents of students participating in activities, services, and programs funded by Title I agree that this Compact outlines how the parents, school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children meet or exceed the District's standards.

**School Responsibilities:**

We, as the faculty and staff of the District, will:

- Provide excellent curriculum and instruction through highly-qualified teachers.
- Consider the promises made in the Compact at parent-teacher conferences.
- Provide parents with progress reports as requested and pursuant to district policy.
- Communicate and work with families to support students' learning.

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Abbey Cron, Principal

**Parent Responsibilities:**

I, as a parent, will support my child's learning in the following ways:

- Value and support my child's attendance at school.
- Ensure that homework is completed.
- Promote positive use of my child's extracurricular time.
- Participate in parent groups that support the district's students.
- Endeavor to stay informed about my student's progress and request updates as needed.

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Parent Signature

**Student Responsibilities:**

**I, as a student, will share the responsibility to improve my academic achievement in the following ways:**

- **Cooperate with my teachers in school and be responsible for my behavior.**
- **Complete all of my homework assignments on time.**
- **Participate to the best of my ability in all of my classes.**
- **Participate in extracurricular activities which will help me become a better student and stay active in my school and community.**
- **Let my teachers and family know when I need help.**

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**Student Signature**