

Raymond Central Public Schools Board of Education Regular Meeting

Monday, July 8, 2019 at 6:00 PM Central

Raymond Central Jr-Sr High School - Swing Classroom #108

1800 West Agnew Road

Present: Scott Black, Matt Blanchard, Brad Breitreutz, Cathy Burklund, Dr. Harriet Gould, Lori Springer. Also in attendance were: Dr. Derrick Joel, Superintendent, Allison Stansberry, Secondary Principal; Brian Gralheer, Athletic Director/Asst Principal; and Shelly Dostal, Valparaiso Principal.

Call to Order and Pledge of Allegiance

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

Motion to Excuse Board Member's Absence

All members were in attendance.

Open Meeting Law

Consent Agenda

Motion by Black, second by Springer to approve the consent agenda as presented including the regular meeting minutes of June 10, 2019, May Financial Statement and June monthly bills. RCV 6-0. Motion carried.

Regular Minutes of June 10, 2019

Financial Statement/Report

Monthly Bills

Correspondence/Recognition

Public Forum

Discussion Items

Administrative Reports

Submitted by Allison Stansberry, 6-12 Principal/Curriculum Director

It is hard to believe that July is already here! I had my first official day on Monday, July 1 and I am so excited to start preparing for the upcoming school year. Immediately upon being assigned as the new Jr-Sr High School Principal, I worked closely with Mr. Haecker on transitioning into my new role and learning about the systematic processes currently in place. From day one, I have felt welcomed by

parents, students, and staff. It has been a very positive experience and I am so grateful for this opportunity. I truly feel that this is going to be a great fit for not only myself professionally, but for my family as well. My oldest daughter, Harper, will be attending Ceresco Elementary and all of us are very excited to be on the Raymond Central Journey!

In June, we brought in Gary Nunnally and Ashley Rasmussen from ESU2 to kick start our science curriculum rewrite process. The science teachers were eager to begin this process and there were a lot of great discussions as well as progress being made. They will continue to work on their rewrite throughout the school year and begin writing common assessments. This fall, we are going to be bringing Gary back in to get our ELA teachers going with their rewrite. Math started this process last year and they are hoping to begin the standard based grading at some point throughout this year. One of the last steps for our Math Department is to get their letter finalized to send home to parents so they are aware of the changes.

During the week of June 11, Brian and I took six teachers down to St. Charles for the Professional Learning Communities at Work Institute. This was an amazing experience for everyone that attended and there were a lot of great conversations happening. Teachers were thankful for the opportunity and excited to bring back what they learned to share with their colleagues.

Submitted by Brian Gralheer, Activities Director/Assistant Principal

Summer weights have shown great numbers in all the sessions this summer. Coaches have utilized the Teambuildr software to utilize time and space efficiently for the numbers.

FBLA attended the National Conference in San Antonio from June 27-July 2.

Jr High Central Players competed at the National Speech Competition in Dallas. Finalists included Olivia Nelson (3rd), Rosalie Tvrdy (5th) and Cassie Osmera (6th).

Basketball, wrestling and football have been active in area Team Camps.

Youth camps and clinics have shown strong numbers through the month of June with more to come in July.

Gym floors were resurfaced on July 2.

Submitted by Shelly Dostal, Elementary Principal at Valparaiso/K-5 Curriculum Director

Jumpstart Kindergarten Class continues to meet each Monday and Wednesday in Valparaiso and each Tuesday and Thursday in Ceresco. Thank you to Mrs. Kendra Carlson and her assistants for leading this program.

Planning for 2019-2020 - Plans are being developed for the school year. Supplies and materials have been ordered. Custodial crews have been working in the building. Classroom spaces have been assigned and teachers are already in the process of organizing their rooms. The School Improvement Team will meet again in August. The back to school PTO pool party will be held on August 10 from 6-8pm at the Wahoo pool. New teachers will attend RC orientation in August with all staff reporting on August 9. New to the education profession teachers will attend the ESU#2 New Teacher Academy on August 5 and 6. Meet and Greet your Teacher time is scheduled for August 12. The first day of school will be August 14, dismissing at the elementary at 11:45am.

The administrative team will be attending Administrator Days in Kearney on July 31, August 1 and 2.

The handbook has been updated for board approval.

**Submitted by Ann Egr, Elementary Principal at Ceresco/Special Education Director
Elementary-**

Updates and revisions to the 2019-2020 handbook have been made. The proposed changes are a separate item for board approval.

Custodial staff is working hard. Summer cleaning will hopefully begin in Ceresco mid-July. The next round of HVAC installation has started.

Jumpstart to Kindergarten is in full swing. Students meet Monday and Wednesday in Valparaiso and Tuesday and Thursday in Ceresco. Thank you Kendra Carlson and assistants for all you do.

Ms. Osten and I attended a two-day Mental Health Conference in Kearney June 11-12. The focus of the conference was HOPE - Health, Opportunities, Partnership, and Equality for all. One of the

significant take aways was keynote speaker Scarlett Lewis. Scarlett founded the Jesse Lewis Choose Love Movement after her son was murdered during the Sandy Hook Tragedy in December 2012.

The School Improvement Team traveled to St. Charles, MO June 12-14 for a Solution Tree Institute. The primary focus of the Institute was on Professional Learning Communities. As a team, we are excited to continue this PLC journey.

The Administration Team will be attending Administrator Days in Kearney July 31-August 2.

Special Education-

Final Special Education end of the year data and all reports have been submitted to The Department of Education. Thank you Mr. Jim Marsh for all the assistance and dedication to this process.

Curriculum Report

PLC Institute Key Learnings

On June 11, Mrs. Stansberry and Mr. Gralheer along with six teachers, headed for St. Charles, MO where they spent 2 1/2 days at the Professional Learning Communities at Work Institute. These days were filled with exceptional keynote speakers and break-out sessions that allowed our team to learn from leading experts and gain knowledge and tools to better implement this process at Raymond Central. By attending this institute, these staff members were able to take a deeper look into what the PLC process is versus what it is not and how we can best use this process to benefit not only our students but our staff as well.

Superintendent's Report

We are working on our application for a 2019-2020 Bus Grant. Keep your fingers crossed we are selected as next year we will purchase a bus to replace another one of our backup buses.

The final Vision 2025 community roundtable conversation was held Monday, July 1, 2019 in the Mustang Room. To begin the conversation, attendees were briefed on the process the Board of Education created to seek feedback from stakeholders on what the future of RC education needs to look like to prepare our students to be successful for life outside of high school. At the meeting, attendees utilized a protocol to prioritize action solutions to current or future issues in the district, and also identify the essential skills RC graduates need to possess after they graduate. Thank you to everyone who participated in the Vision 2025 process, the Board of Education will now take the feedback and incorporate it into the 2019-2020 district strategic plan and beyond.

At the conclusion of the roundtable conversation, attendees were asked to create a final list of action steps for the Board of Education to review. Below is a summary of the action steps recommended (duplicate answers were removed):

- One location for school sites (unified school site similar to Norris)
- Build a performing arts center to showcase student skills in fine arts
- Be more positive and encouraging of all students success
- Provide more leadership opportunities for students and staff
- Provide a long term project that helps students cultivate ownership of their work, mistakes,

attitudes, interests, etc.

- Expose students to many definitions of success, not just a 4 year institution at the end of high school
- Find ways to retain and recruit students
- Create a district grading and assessment policy focused on a growth mindset and learning
- Adopt a common instructional model
- Track graduating students to test viability of district practices
- Make problem solving and failing forward a part of every class - do not punish students for failing
- Teach life skills such as communication, problem solving, leadership, technology, and work ethic
- Reward positive behavior
- Create more enrichment opportunities for high ability students
- Become a culturally responsive school through teaching empathy
- Continue to develop positive relationships with students - place more of an emphasis on mentoring
- Keep the website up-to-date (this is what people see first)
- Incorporate more communication and leadership courses into the current curriculum (mandatory)
- Teach students digital citizenship
- Charge money for fine arts events - this adds value to the performance
- Find resources to educate parents on parenting
- Become more competitive with local schools through course offerings, technology, and having a single school site (2 buildings)
- Create before and after school programs for families
- Teach students and model for them about taking ownership and responsibility for mistakes and failure (how to learn from failure)
- Continue to find, adapt, and offer activities and courses that interest students

The group was also asked to create a list of skills they thought were important for students who graduate RC to possess to be successful post high school.

- Critical thinking
- Problem solving
- Adaptability
- Leadership
- Communication skills (public speaking)
- Fail-forward
- Confidence
- Ownership
- Empathy from a cultural perspective
- Money skills
- Functional life skills

Goal 1: Foster a positive district climate by building strong internal and external relationships to support student achievement.

Goal 2: Continue the creation of a 5 year facilities strategic plan for implementation that addresses maintenance and improvements for existing building assets.

Goal 3: Foster a learning environment in which every student has the maximum opportunity to achieve academic excellence.

Goal 4: Continue to foster transparency in district communications using all available media technologies.

2018-2019 Raymond Central Strategic Plan

Facilities Report

Our custodial crew has been working hard to get our buildings ready for the new school year. Thanks to Phil, Ron, Brian, Chris, Sonya and Dave for their hard work.

The Ceresco Heat Pump Project will be complete July 12. When done, the only remaining heat pumps left to replace (at some point) are located in the cafeteria, kitchen, gymnasium, and Dave's office.

Shanahan's have started their work in the mechanical room at Val.

The floor has been replaced in the walk-in cooler in the Val kitchen.
We are waiting to hear back from Kevin Wolfe on the exact timeline of the Val window project.
Repair to the track will begin within the next couple weeks.

Review of Technology Plan

Mr. Marsh and Ms. Reinert have been working diligently replacing staff computers and preparing our new student devices.

Committee on American Civics (Breitkreutz - chair, Springer, Burklund)

Transportation Committee (Black- Chair, Breitkreutz, Springer)

Finance Committee (Springer- chair, Blanchard, Breitkreutz)

Facilities Committee (Blanchard- chair, Springer, Burklund)

Negotiations Committee (Black- chair, Gould, Blanchard)

Curriculum Committee (Gould - chair, Black, Burklund)

Policy Committee (Springer- chair, Gould, Black)

Update of Raymond Central Crisis and Safety Protocol

NASB Monthly Update

Appendix B Addition of Strength and Conditioning Coordinator - Consider, discuss, and take all necessary action

The RCEA is proposing to add a Strength and Conditioning Coordinator position to the Co-Curricular Pay Schedule. This item was tabled until Board Members could review the job description.

Appendix B Addition of JH Speech Coach - Consider, discuss, and take all necessary action

The RCEA is proposing to add a Jr High Speech Coach position with the allotment of one assistant to the Co-Curricular Pay Schedule. This item was tabled until Board Members could review the job description.

Appendix B Removal and Changes for 2019-20 - Consider, discuss, and take all necessary action

The RCEA also proposes to make a few changes to the Co-Curricular Pay Schedule for 2019-20. There are a couple of programs that have not been active for quite some time and thus can be removed. In the future, if these programs are revived, then there can be a proposal made to reassign them. There

is also a grandfather clause that no longer applies to any staff currently at RC. Motion by Black, second by Breitkreutz to approve recommended changes. RCV 6-0. Motion carried.

Review Public Forum Presentation(s) - Consider, discuss, and take all necessary action

Action Items

Approval of Staff Resignation(s)

Motion by Burklund, second by Black to approve the resignation of Marisa Garver, Softball Coach. RCV 6-0. Motion carried. Motion by Breitkreutz, second by Blanchard to approve the resignation of Joyce Rezac, Business Manager, effective June 30, 2020. RCV 6-0. Motion carried.

Approval of Staff Appointment

Motion by Breitkreutz, second by Gould to approve the appointment of Barb Ohnoutka as Softball Coach, Step 5. RCV 6-0. Motion carried.

Approval of Substitute Teachers

Motion by Black, second by Burklund to approve Deb Brooks and Karen Veal to be local substitute teachers. RCV 6-0. Motion carried.

Approval of Budget Workshop Date

Motion by Black, second by Breitkreutz to approve the Budget Workshop Date of Wednesday, August 28. RCV 6-0. Motion carried.

Second Reading of Policy 4030

Motion by Burklund, second by Breitkreutz to approve the second reading of Policy 4030-Wage Information. RCV 6-0. Motion carried.

Second Reading of Policy 5012

Motion by Black, second by Gould to approve the second reading of Policy 5012-Military Recruiters. RCV 6-0. Motion carried.

Approval of the 2019-2020 Elementary/Secondary Student/Parent Handbooks

Motion by Black, second by Breitkreutz the 2019-20 Elementary/Secondary Student/Parent Handbooks as presented. RCV 6-0. Motion carried.

Second Reading: 1 to 1 Chromebook Initiative Policies and Procedures

Motion by Black, second by Breitreutz to approve the second reading of 1 to 1 Chromebook Initiative Policies and Procedures. RCV 6-0. Motion carried.

Approval of Superintendent as Legal Representative for Local, State, and Federal Programs

Motion by Black, second by Blanchard to approve Superintendent Joel as Legal Representative for Local, State, and Federal Programs. RCV 6-0. Motion carried.

Approval of Next Regular Board Meeting - Wednesday August, 14 2019

Motion by Breitreutz, second by Blanchard to approve the next regular Board of Education Meeting for Wednesday, August 14, 2019 at 6:00 PM. RCV 6-0. Motion carried.

Adjournment

Motion by Breitreutz, second by Burklund to adjourn the meeting at 6:55 PM. RCV 6-0. Motion carried.

Important Upcoming Dates:

- July 16 - BOE Retreat
- August 14 - First Day of School
- August 14 - Regular BOE Meeting
- September 4 - Student Drug Testing Policy Community Forum

Raymond Central Public Schools Board of Education Regular Meeting

Monday, June 10, 2019 at 6:30 PM Central

Raymond Central Jr-Sr High School - Swing Classroom #108

1800 West Agnew Road

Raymond, NE 68428-9783

Present: Scott Black, Matt Blanchard, Brad Breitreutz, Cathy Burklund, Harriet Gould, Lori Springer. Also attending were Dr. Derrick Joel, Superintendent; Allison Stansberry, Secondary Principal; Shelly Dostal, Valparaiso Elementary Principal; and Ann Egr, Ceresco Elementary Principal.

Call to Order and Pledge of Allegiance

President Gould called the meeting to order at 6:30 PM and the Pledge of Allegiance was said.

Hearings for policies: 5415 Bullying - 5416 Student Fees - 5419 Restraint and Seclusion - 6400 Parent Involvement.

President Gould announced that the Hearings for four policies (5415 Bullying, 5416 Student Fees, 5419 Restraint and Seclusion, 6400 Parent Involvement) were open for discussion at 6:32 PM. There was no public input. President Gould closed the Hearings and asked for a motion to approve the policies.

Motion by Black, second by Springer to approve Policy 5415 Bullying. RCV 6-0. Motion carried.

Motion by Breitreutz, second by Black to approve Policy 5416 Student Fees. RCV 6-0. Motion carried.

Motion by Burklund, second by Breitreutz to approve Policy 5419 Restraint/Seclusion. RCV 6-0. Motion carried.

Motion by Breitreutz, second by Springer to approve Policy 6400 Parent Involvement. RCV 6-0. Motion carried.

Motion to Excuse Board Member's Absence

All members were present.

Open Meeting Law

President Gould reminded the audience that the Open Meeting Laws are displayed in the back of the room for their review.

Consent Agenda

Motion by Black, second by Springer to approve the consent agenda as presented including the regular meeting minutes of May 15, 2019, May Financial Statement and June monthly bills. RCV 5-0. Motion carried.

Regular Minutes of May 15, 2019

Financial Statement/Report

Monthly Bills

Correspondence/Recognition

Retirement Plaques were presented to Jim Marsh and Dale Rasmussen. Appreciation was extended to Mr. Haecker for his 12 years at Raymond Central.

Public Forum

Discussion Items

Administrative Reports

Submitted by Kolin Haecker, 6-12 Principal/Curriculum Director

Custodians are hard at working cleaning rooms and providing summer maintenance to our buildings.

The athletic teams have started their camps or have a camp planned during the summer. Summer leagues have already started for various teams.

June 5-7 the science department will be looking at the science standards and writing curriculum for next school year. They will also be selecting new materials as it is their turn in the curriculum cycle. Mrs. Stansberry and Mr. Grahleer will be a part of the worktime guided by ESU2.

I have met with Allison Stansberry several times this semester to help in her transition to Raymond Central.

The Nebraska Capitol Conference is looking to add new members to the conference. As of now Louisville is planning on joining the conference in another year. Wahoo and Platteview are looking at leaving in another year to make a new conference with other class B schools. If/when they leave we will be looking at other schools to join the NCC. We have been in touch with other schools. The process will continue into this coming school year. We hope to have some decisions made in September/October.

A big thank you to all staff for a successful school year. Also we want to thank the teachers who are leaving RC for their service: Dale Rasmussen, Jim Marsh, Cailyn Johnson, Brian Dunker, Pat Harrington, Kayla Benes, & Jacob Birch.

I will be attending the board meeting at my new school on Monday. Thanks for all your support through the years. I wish Raymond Central nothing but the best.

Submitted by Greg Wilmes, Activities Director/Assistant Principal

Rylee Haecker finished 6th in the girls 800M run and Grace Mueller finished 4th in the girls long jump at state track. Congrats!

The spring athletic sports banquet was hosted on Tuesday, May 14 in the commons. Many winter/spring sport awards were given out, as well as year-long academic all-state, 3-sport winners (two 4-year 3-sport athletes: Morgan Potter, Easton Albrecht) and the athletes of the year (Rylee Haecker, Easton Albrecht). Special recognition was also given to retiring coach/teacher Dale Rasmussen, who was at Raymond Central for 36 years!

Summer camps/weights started on May 28 and the weightroom will start normal sessions on Monday, June 3. Gyms will be closed for refinishing from around the 4th of July.

Below is a picture of the trailer with our new logo. We will continue to utilize this for any activity that needs them!



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Submitted by Shelly Dostal, Elementary Principal at Valparaiso/K-5 Curriculum Director

Assessment - Report cards are available for families to pick up. We will not have results of state wide (NSCAS) assessments until at least August. NDE is working with educators this summer to continue to develop assessment items.

AQeSTT - The administrative team worked together to submit district and school Evidence-Based Analysis ratings for the AQeSTT report. The AQeSTT has six tenets: 1) Positive Partnerships, Relationships, and Student Success, 2) Transitions, 3) College and Career Ready, 4) Assessment, 5) Educational Opportunities and Access, and 6) Educator Effectiveness. Ratings are based on a four point rubric with RC primarily in the 3-4 range.

The School Improvement Team met on May 28 to wrap up from 2018-19 and plan for 2019-20. We will meet again before school starts. Most teacher members of the SIP team will be attending the PLC Solution Tree workshop in June.

Curriculum and Instruction - As we continue to roll in new math materials updates, the quote for third through fifth grade materials (EnVision Pearson) is being submitted for Board approval. We are planning for the implementation of SEL resource, Move this World, for grades PK-6. Mrs. Kendra Carlson has given positive feedback in regards to the INSIGHTS grant during the past year. The two year grant will roll up into first grade for the 2019-20 school year.

Professional Learning - ESU#2 is hosting various trainings this summer. We are trying to organize CPI training for staff during late summer/early fall. New to the profession teachers will be attending the New Teacher Academy in August. A team of RC School Improvement members will be attending the DuFour's PLC conference in St. Charles, MO, in June.

End of Year -Students enjoyed a fun track and field day on May 20 organized by Ms. Kalyn Brannagan. Thank you to her and the volunteers! Thank you to Mrs. Cindy Peterson and Mrs. Lori Maxwell for facilitating picnic activities on May 22. It was an enjoyable way to end the year! The annual end of year Awards Assembly was held on May 23. Students were recognized for various achievements including MUSTANG awards. Staff members were recognized for their service to RC. Special thanks to Ms. Barb Schiefen for the outstanding video presentation of highlights throughout the year.

Kindergarten Jump Start - Classes will begin on June 10 and will run through July 25, with no classes meeting during the week of July 4th. Classes will meet on Monday and Wednesday in Valparaiso and on Tuesday and Thursday in Ceresco, from 8:30-11:30am. Mrs. Kendra Carlson is leading the groups with assistance from Mrs. Lori Maxwell, Mrs. Yvonne Brenner, Mrs. Kathy Fredrickson, Ms. Haylee Kremer, Miss Sara Bos and others as needed.

Summer maintenance has begun. Thank you to our dedicated maintenance crew for their efforts. Teachers have prepared their rooms for window replacement this summer.

Planning for 2019-20 - Staff has been busy cleaning out space and organizing. New staff will be moving in soon.

Thank you to the BOE for the pens and note during Teacher Appreciation Week!

PTO - Thank you to the PTO for all the delicious treats during Teacher Appreciation Week! KFOR summer fun punch tickets are being sold for \$5 with 100% of the proceeds going to the PTO. A Mustang Day Out was hosted at Raymono's on May 23 to celebrate the start of summer.

Submitted by Ann Egr, Elementary Principal at Ceresco/Special Education Director
Elementary-

MUSTANG Award Winners: Joe Caha, Quentin Guenther, Bentley Johnson, Karalee Brodd, Kloe Naber, Aubrey Wellman, Hunter Brodd, Lucas Christensen, Ada Sabatka, Wyatt Goddette, Jacob Grundin, Alice Hass-Stuchlik, Lela Hass, Michaela Huummel, Chase Schwarting, Rae Thomas, Emory Burch, Lynsey Christensen, Joel Crees, Tannner Freeman, Landon Guenter, Hudson Heermann, Asher Jeppesen, Gavin Loyd, Nolan Meranda-Melia, Rebecca Sklenar, Brayden Snetsinger, Zoey Goddette, Madison Jones, Lindsey Morris, Gabriel Nacke, Samuel Norlen, Ali Al-Baaj, Elienne Houchin, Savannah Masek, Gracyn Rech, Kinsley Seufferer

P.O.P (Positive Office Pass) drawing recipients were: Peyton Blank, Burke Gushard, Hannah Sklenar, Brennen Crees, Jeffery Jones, Lita Rushing, Tyler Scheinost, Easton Lubisher, Thomas Norlen, Aliviah

Ceja

The spring concert for grades 3-5 was held at the High School on Monday, May 14 starting at 6:30 pm. Thank you to Mr. Strouf, Mr. Luke, students, and parents for their continued support of the fine arts!

The end of the year picnic was held at the Ceresco Park on May 22. Once again, a HUGE thank-you to the PTO for furnishing the popsicles for the end of the year picnic. Raymond Central is fortunate to have such supportive PTO.

Jump-Start to Kindergarten starts on June 11th at Ceresco. Ten students are participating this year. Thank-you to the Jump-Start teachers, Kendra Carlson, Lori Maxwell, Haylee Kremer, and Kathy Fredrickson for making this a successful learning opportunity.

End of the year cleaning and building maintenance has begun.

Special Education-

Summer is a busy time for end of the year Special Education reporting. Nebraska Department of Education (NDE) requires numerous reports for SpEd accountability. The Special Education Discipline Report, Snap Shot, and Non-public meeting are all due within the next two weeks.

Curriculum Report

Kendra Carlson gave an update on the social and emotional INSIGHTS Project that her kindergarten class was a part of during 2nd semester and the benefits she saw. The INSIGHTS Project will continue into first grade during 1st semester.

INSIGHTS Program Update - Kendra Carlson

Superintendent's Report

The final Vision 2025 Community Forum will be Monday, July 1 in the Mustang Room. We will review the data collected and begin conversation around the future of PK-12 education for RC.

The School Improvement Team had a fantastic meeting two weeks ago. Our focus was to develop a professional development plan for next year. Our conversation ended with our continued commitment to PLCs and individualizing PD for teachers. Eight staff members will be attending the PLC Institute in St. Charles, MO this week.

We have been approved to add a mental health therapist at the Jr/Sr High School 1X per week for the entire year. The total cost to the district is \$3000.

Dr. Joel reviewed his four goals.

Goal 1: Foster a positive district climate by building strong internal and external relationships to support student achievement.

Our first mutual goal has really taken off in the past few months with our work around Vision 2025. These roundtable discussions have been powerful for us to share RC's story and seek feedback in what we expect education to look like in the future. This has also changed the conversations I am having in our communities. People are curious about these meetings and have an increased sense of ownership in how we educate our students PK-12. I felt more connected with our communities this year with the number of times we hosted roundtable discussions. I would like to continue looking for ways to get the RC community involved.

Thanks to Bill Lange for his work around keeping school safety a continuous conversation. Through his leadership we screened the Mind Inside and also scheduled to have Kevin Kavan speak to our local responders. We also hosted a stakeholder roundtable discussion May 20 to seek input and talk through the Standard Response Protocol. As a result, we have started to discuss new signs for our schools in regard to reporting and also looking into a reporting tool that comes with an app.

I believe the communication we have sent out via text, email, and the district newsletter has been positive and promotes Raymond Central. For example, our Journalism students went out the last week of school to take pictures of staff and students. We also had staff reflect on their one word and created a Wordle to show the results.

Overall, we have met with community members, parents, students, and staff to seek feedback on the

positives and growth areas for our district. It will be exciting to add this feedback to our strategic planning process. As we move into next year, we will have two new administrators and 7 new teachers. I have been working on an idea that will help unite our teachers in August....more to come. I know being positive is contagious and modeling expected behaviors is more important than ever. I will continue to be visible in our schools, classrooms and activities.

Goal 2: Continue the creation of a 5 year facilities strategic plan for implementation that addresses maintenance and improvements for existing building assets.

We have a 5-year facility strategic plan that is updated on a continuous basis. The plan forecasts future projects, costs of the projects, and also who is responsible for completing the work. Over the past two years, we have invested heavily in our aging facilities. This summer is no different with new windows at Val, more heat pumps and controls at Ceresco, updating the mechanical room in Val, and other small projects to keep our facilities in the condition needed to support high levels of learning. While there is no way to plan for unexpected needs and issues, I believe we have a better understanding of future costs at all three sites. We will continue to review our priorities on an annual basis and walk each building site. Last year we created a document that tracks the projects and includes the contractor or anyone else who was responsible for the work.

Goal 3: Foster a learning environment in which every student has the maximum opportunity to achieve academic excellence.

This is a fantastic goal with a lot of moving parts. We have been focused on re-developing our Professional Learning Communities. At their last meeting, every PLC created a feedback form in regards to their work this school year. The School Improvement Team will use this data to develop our focus for next year. The SIP Team has also collected data on how students and teachers are utilizing instructional minutes. Both data pieces are important as we connect them to our AdvancED visit. Continuous improvement is our goal, but we must improve in how we monitor. We have a solid foundation of data as a result of our work this year. We have a lot of work to do as the School Improvement Team to use the data and move the needle on classroom instruction.

The Curriculum Committee has been active reviewing graduation requirements and other opportunities for students to grow as learners. We had great conversations in regard to technology as it relates to graduation requirements and the possibility of providing capstone projects for students. In a world of "education shoppers," Raymond Central is looking for ways to separate us from other schools around us. This will continue to be an ongoing conversation at both the school and BOE level.

I am exciting to bring in Move This World for a PK-6 pilot for social emotional learning. It has become even more clear that students need instruction and skills in the area of self-regulation. Without the ability to self-regulate, students cannot learn. While we made an investment into this program through grant funds, if we see positive results we will be able to add it to the general fund over time.

Overall, we will continue to search for trainings, workshops, and other opportunities for our staff to learn new ways to facilitate learning in our schools. I am excited for the work we are doing around MTSS and SEL. While it takes time, I believe we will be able to support all students with their individual needs in academics, behavior, and SEL. I am also excited for our grant related partnership to bring in a mental health therapist to the Jr/Sr High School two days a week next year. I believe we are moving in the right direction and having the right conversations to transition into student centered classrooms.

Goal 4: Continue to foster transparency in district communications using all available media technologies.

Communication continues to improve throughout our district. Face-to-face dialogue, emails, texts, and the website have allowed us to cast a wide net. We also need to look at updating our marketing brochure and possibly creating a mailing for the entire district. Through the Vision 2025 process, stakeholders asked questions about how we are reaching community members without students in our district. At this point, we do not have a plan to reach anyone without children, however, social media does help us with

this.

Our partnership with STRIV will allow us to communicate even more, but have students take the lead. With our new technology hire, we hope to add a broadcasting component. We know that staff training is an important aspect of a successful technology and communication plan. The Technology PLC has been working hard to develop a staff training schedule and also bring in opportunities for students to increase their skills using technology.

Overall, communication is an area we can always find new ways and improve upon. My goal is to continue to keep communication lines open and also find a way to connect with more community members (without students) and alumni. We also heard in our Vision 2025 that we need to connect more with alumni.

2018-2019 Raymond Central Strategic Plan

Goal 1 - Increase Student Achievement

- Performance Indicator (1): Students will be provided rigorous academic and real-life learning opportunities to become college and career ready.
- Performance Indicator (2): Develop and implement a tiered system of supports (MTSS) that represents a needs driven decision making model ensuring district resources reach the appropriate students and school sites at appropriate levels to accelerate performance of all students to meet or exceed proficiency.
- Performance Indicator (3): Students will be provided high quality, individualized instruction through research based best teaching practices, guaranteed and viable curriculum, and continuous assessment / progress monitoring.
- Performance Indicator (4): Increase MAP Scores (Measurement of Academic Progress) to meet or exceed national growth rates from first data collection point to second data collection point.
- Performance Indicator (5): Monitor success of the Early Childhood Program through continuous data collection utilizing Teaching Strategies Gold in accordance with Rule 11.

Goal 2 - Research and implement strategies to recruit, hire, develop, support, and retain the highest quality staff

- Performance Indicator (1): Expand leadership development for staff
- Performance Indicator (2): Review 2018-2019 staff exit surveys to develop patterns and trends
- Performance Indicator (3): Research and implement an online resource for accepting applications for all open positions.

Goal 3 - Increase Student Enrollment

- Performance Indicator (1): Work towards a positive ratio of option enrolled students.

Goal 4 - Maintain and Improve Current Facilities

- Performance Indicator (1): Continue to update the RC 5-10 year facilities plan
- Performance Indicator (2): Explore innovative campus concepts
- Performance Indicator (3): Build a performing Arts Center
- Performance Indicator (4): Develop a RC 2030 Vision for future facilities and locations.

Goal 5 - Technology

- Performance Indicator (1): Continue to stay up-to-date with devices and infrastructure.

- Performance Indicator (2): Increase the number of individual student devices (Chromebooks and iPads) to equal the number of students enrolled.
- Performance Indicator (3): Teachers will continuously improve their practice by participating in professional development which focuses on developing student centered learning, differentiated instruction and digital citizenship.

Goal 6 - Staff Professional Development

- Performance Indicator (1): Increase purposeful technology use by staff and students.
- Performance Indicator (2): Provide relevant and meaningful professional learning to increase differentiation within classrooms through the districtwide PLC framework.
- Performance Indicator (3): Data collection process to ensure high yield instructional strategies are implemented with fidelity to the GANAG lesson design.

Goal 7 - Create an action plan to address the mental health needs of students

- Performance Indicator (1): Diversify mental health supports to meet the complex needs of students in crisis.
- Performance Indicator (2): As resources permit, increase staffing to support mental health needs, including but not limited to, school counselors, at-risk school counselors, interventionists, and school psychologist.

Facilities Report Ceresco Update

- The Heat Pumps are scheduled to ship on 6/7/2019. We are scheduled to receive them between 6/12/2019 and 6/14/2019. We are scheduling to start demo the week of 6/17/2019.

Val Windows

- Windows are scheduled to be delivered July 2 or 3 to the warehouse. Once they are delivered, the window company will coordinate with Kevin to install.

Val Walk-In Cooler Floor

- The contractor for this project is looking at an end of June or early July timeline to replace the concrete floor.

Val Mechanical Room

- Work to replace the eroding metal in the mechanical room will begin the week of June 16.

Review of Technology Plan

Mr. Marsh and Ms. Reinert have been working to set up and distribute new computers at all three school sites. They have also been working to set up our new student devices and charging carts.

Committee on American Civics (Breitkreutz - chair, Springer, Burklund)

Transportation Committee (Black- Chair, Breitkreutz, Springer)

Finance Committee (Springer- chair, Blanchard, Breitreutz)

Facilities Committee (Blanchard- chair, Springer, Burklund)

Negotiations Committee (Black- chair, Gould, Blanchard)

Curriculum Committee (Gould - chair, Black, Burklund)

Policy Committee (Springer- chair, Gould, Black)

Update of Raymond Central Crisis and Safety Protocol

NASB Monthly Update

Review 2018-2019 Student Participation Numbers - Consider, discuss, and take all necessary action

Chris Dickey presented data regarding Student Activity Involvement. We now have 3 years of data and can track each class and their involvement as it increases/decreases for each activity.

EBS Lease Agreement with Pegasus/Xanadoo - Consider, discuss, and take all necessary action

Motion by Breitreutz, second by Blanchard to approve the Educational Broadband Service 15-Year Lease Agreement with Pegasus/Xanadoo with a signing bonus of \$21,000 and an annual payments of \$6,200. RCV 6-0. Motion carried.

enVision Mathematics for Grades 3-5 - Consider, discuss and take all necessary action

Motion by Blanchard, second by Burklund to approve the purchase of enVision Mathematics for Grades 3-5 at a cost of \$17,799.57. RCV 6-0. Motion carried.

Proposal to Maintain Track - Top Coating - Consider, discuss, and take all necessary action

Motion by Blanchard, second by Breitreutz to approve the proposal from Midwest Tennis & Track to repair and apply a top coat to our track at a cost of \$51,950.00. RCV 6-0. Motion carried.

Review Public Forum Presentation(s) - Consider, discuss, and take all necessary action

Action Items

Approval of Policies: 5415 Bullying, 5416 Student Fees, 5419 Restraint and Seclusion, and 6400 Parental Involvement

This action was addressed after the Hearings above.

Approval of Annual School Board Policies

Motion by Black, second by Burklund to approve updated Policies 1120-Tobacco; 3130-Purchasing; 3131-Procurement Plan-School Food Authorities; 5001-Admission Requirements; 5101-Student Discipline; 5103-Extracurricular Activity Discipline; 5104-Drug and Substance Use and Prevention; 5305-School Dances; 6211-Curriculum-Assessments; 6410-Parent and Family Engagement; 8151-Standing Committees; and 8153-Standing Committee on Curriculum and American Civics. RCV 6-0. Motion carried.

First Reading of Policy 4030

Motion by Black, second by Breitreutz to approve the first reading of Policy 4030-Wage Information. RCV 6-0. Motion carried.

First Reading of Policy 5012

Motion by Burklund, second by Blanchard to approve the first reading of Policy 5012-Military Recruiters. RCV 6-0. Motion carried.

Eliminate Policy 6500, Per NDE

Motion by Breikreutz, second by Gould to eliminate Policy 6500-Free and Reduced Price Meals, per the Nebraska Department of Education. RCV 6-0. Motion carried.

Approval of Staff Appointment

Motion by Breikreutz, second by Blanchard to approve the staff appointment of Maggie Niewohner as elementary teacher at Valparaiso for 2019-20 school year at BA Step 7. RCV 6-0. Motion carried.

Approval of Surplus Item(s)

Motion by Black, second by Breikreutz to surplus an old Magnavox Radio; Used textbooks-76 physical science; 13 physics; and 50 chemistry. RCV 6-0. Motion carried.

Approval of Milk Bid for 2019-2020

Motion by Burklund, second by Black to approve Hiland Dairy as our milk supplier for the 2019-20 school year. RCV 6-0. Motion carried.

Approval of 2019-2020 Lunch Prices (No Increase)

Motion by Breikreutz, second by Burklund to retain school breakfast and lunch prices for students and adults with no increase for the 2019-20 school year. RCV 6-0. Motion carried.

First Reading: 1 to 1 Chromebook Initiative Policies and Procedures

Motion by Black, second by Burklund to approve the first reading of 1 to 1 Chromebook Initiative Policies and Procedures. RCV 6-0. Motion carried.

Approval of Next Regular Board Meeting - Monday July 8, 2019

Motion by Breikreutz, second by Black to change meeting times to 6:00 PM and approve the next regular Board of Education Meeting for Monday, July 8, 2019 at 6:00 PM. RCV 6-0. Motion carried.

Adjournment

Motion by Breikreutz, second by Burklund to adjourn the meeting at 8:28 PM. RCV 6-0. Motion carried.

Important Upcoming Dates:

- July 1 - Final Vision 2025 Meeting @ 6 PM
- July 8 - Regular BOE Meeting @ 6:30 PM
- July 16 - BOE Retreat @ 6:00 PM
- August 14 - First Day of School
- August 14 - Regular BOE Meeting @ 6:30 PM

| June | | Percent of Year Completed | | 83.00% | | | |
|---|-----------------|---------------------------|----------------|----------------|-----------|--------------|--------------|
| RECEIPTS | 2018-2019 | | M-T-D | Y-T-D | Y-T-D | Year To Date | Year To Date |
| | 2018-2019 | RECEIVED | RECEIVED | RECEIVED | RECEIVED | % Received | % Received |
| ACCOUNT | ANTICIPATED | 2018-2019 | 2018-2019 | 2017-2018 | 2017-2018 | 2018-2019 | 2017-2018 |
| Property Taxes | \$7,339,710.00 | \$208,173.85 | \$5,648,118.92 | \$5,557,638.80 | | 76.95% | 79.27% |
| Motor Vehicle Tax | \$434,000.00 | \$32,883.65 | \$374,462.08 | \$363,336.62 | | 86.28% | 88.84% |
| Carline Taxes | \$3,500.00 | \$0.00 | \$4,551.86 | \$6,447.76 | | 130.05% | 184.22% |
| Other Tuition | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | |
| Transportation from Individuals | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | |
| Interest | \$5,000.00 | \$1,490.84 | \$11,115.43 | \$11,927.18 | | 222.31% | 238.54% |
| Local License Fees | \$1,500.00 | \$0.00 | \$1,020.00 | \$1,960.00 | | 68.00% | 130.67% |
| Other Local Receipts | \$9,000.00 | \$0.00 | \$9,913.61 | \$0.00 | | | |
| Fines & License Fees | \$32,000.00 | \$1,192.77 | \$33,954.05 | \$33,510.46 | | 106.11% | 104.72% |
| ESU Receipts | \$0.00 | \$0.00 | \$678.65 | \$896.93 | | | |
| State Aid | \$138,060.00 | \$13,806.00 | \$138,696.42 | \$101,349.00 | | 100.46% | 100.00% |
| Special Education | \$300,000.00 | \$85,344.00 | \$424,171.00 | \$393,113.00 | | 141.39% | 131.04% |
| Special Education Transportation | \$5,000.00 | \$0.00 | \$3,333.00 | \$4,202.00 | | 66.66% | 84.04% |
| Homestead Exemption | \$0.00 | \$31,069.76 | \$124,279.85 | \$96,782.86 | | | |
| Payments for High Ability Learners | \$6,437.00 | \$0.00 | \$6,221.00 | \$6,437.00 | | 96.64% | 102.01% |
| Pro-Rate Motor Vehicles | \$13,000.00 | \$0.00 | \$12,153.52 | \$12,771.34 | | 93.49% | 98.24% |
| State Apportionment | \$100,000.00 | \$0.00 | \$116,677.95 | \$131,208.58 | | 116.68% | 131.21% |
| Relief to Property Tax Payers | \$0.00 | \$0.00 | \$286,482.06 | \$324,881.05 | | | |
| Contracted Teacher Services | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | 0.00% |
| Other State Receipts | \$50,000.00 | \$0.00 | \$0.00 | \$0.00 | | | |
| Personal Property Tax Credit | \$0.00 | \$0.00 | \$13,453.63 | \$28,189.46 | | | |
| NCLB Grant | \$14,908.00 | \$0.00 | \$13,369.00 | \$0.00 | | 89.68% | 0.00% |
| Other Federal Receipts | \$0.00 | \$0.00 | \$40,000.00 | \$0.00 | | | |
| Preschool SPED | \$100,000.00 | \$5,359.00 | \$34,432.00 | \$122,578.00 | | 34.43% | 122.58% |
| SPED IDEA Grant | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | |
| Title I Funds | \$42,000.00 | \$7,009.00 | \$31,875.00 | \$32,380.00 | | 75.89% | 77.10% |
| Public Water System Grant | \$6,681.00 | \$0.00 | \$6,012.90 | \$0.00 | | | |
| R.E.A.P. Grant | \$75,946.00 | \$0.00 | \$38,238.24 | \$87,521.00 | | | |
| Carl Perkins | \$500.00 | \$0.00 | \$0.00 | \$0.00 | | | |
| Ag Land Property Credit | \$0.00 | \$0.00 | \$101,446.35 | \$49,747.82 | | | |
| Sale of Property | \$100.00 | \$0.00 | \$5,230.00 | \$1,612.50 | | 5230.00% | 1612.50% |
| MIPS-Medicaid in Public Schools | \$0.00 | \$872.32 | \$2,975.18 | \$830.78 | | | |
| Other Non-Revenue Receipts | \$100.00 | \$26,103.57 | \$27,152.87 | \$79.96 | | 27152.87% | 79.96% |
| Cash Balance Dissolved/Merged Districts | \$0.00 | -\$10.14 | -\$10.14 | \$0.00 | | | |
| Balance Non-Resident HS Tuition | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | |
| | | | | | | | |
| | | | | | | | |
| TOTAL | \$8,677,442.00 | \$413,294.62 | \$7,510,004.43 | \$7,369,402.10 | | 86.55% | 89.62% |
| | | | | | | | |
| DISBURSEMENTS | 2018-2019 | | M-T-D | Y-T-D | Y-T-D | Year To Date | Year To Date |
| | 2018-2019 | DISBURSED | DISBURSED | DISBURSED | DISBURSED | % Disbursed | % Disbursed |
| CATEGORY | BUDGET | 2018-2019 | 2018-2019 | 2017-2018 | 2017-2018 | 2018-2019 | 2017-2018 |
| Instructional Services | \$4,435,922.00 | \$327,543.41 | \$3,170,326.01 | \$3,017,897.73 | | 71.47% | 77.55% |
| Special Education | \$1,492,087.00 | \$98,577.05 | \$986,175.83 | \$966,446.81 | | 66.09% | 63.64% |
| Guidance | \$183,820.00 | \$15,525.97 | \$130,963.14 | \$122,911.57 | | 71.25% | 69.54% |
| Safety & Security | \$15,848.00 | \$500.00 | \$20,448.00 | \$15,848.00 | | 129.03% | 103.64% |
| Activities | \$109,639.00 | \$7,129.16 | \$83,827.85 | \$238,058.29 | | 76.46% | 75.00% |
| Media, Audio Visual, Technology | \$440,485.00 | \$44,368.09 | \$388,144.91 | \$345,383.75 | | 88.12% | 74.73% |
| General Administration | \$387,122.00 | \$35,328.75 | \$294,617.72 | \$266,434.14 | | 76.10% | 83.50% |
| School Administration | \$573,265.00 | \$39,171.84 | \$424,694.82 | \$403,711.43 | | 74.08% | 67.96% |
| Business | \$325,156.00 | \$3,558.44 | \$46,031.45 | \$66,499.51 | | 14.16% | 18.23% |
| Operation of Plant | \$778,885.00 | \$36,232.90 | \$460,355.32 | \$457,186.99 | | 59.10% | 58.47% |
| Maintenance of Plant | \$610,476.00 | \$18,337.91 | \$156,564.40 | \$224,235.13 | | 25.65% | 63.33% |
| Pupil Transportation | \$520,130.00 | \$15,015.35 | \$294,281.13 | \$314,027.50 | | 56.58% | 63.73% |
| Grants | \$124,755.00 | \$14,651.98 | \$101,398.50 | \$137,176.45 | | 81.28% | 101.46% |
| Transfers | \$100,000.00 | \$0.00 | \$0.00 | \$0.00 | | 0.00% | 0.00% |
| | | | | | | | |
| | | | | | | | |
| TOTAL | \$10,097,590.00 | \$655,940.85 | \$6,557,829.08 | \$6,575,817.30 | | 64.94% | 69.05% |

RAYMOND CENTRAL PUBLIC SCHOOLS
 FINANCIAL REPORT TO THE BOARD OF EDUCATION
 POOLED CASH - BANK RECONCILIATION
 June 30, 2019

| | 6/1/2019 6/30/2019 | 6/1/2018 6/30/2018 |
|--|-----------------------|-----------------------|
| Book Balance - Beginning of month | \$ 3,254,513.80 | \$ 3,497,284.80 |
| Total Receipts | \$ 419,337.43 | \$ 325,444.72 |
| Total Disbursements | \$ (688,115.44) | \$ (711,572.36) |
| | | |
| Actual Book Balance - End of Month | \$ 2,985,735.79 | \$ 3,111,157.16 |
| | | |
| Bank Balance - Beginning of month | \$ 3,341,443.56 | \$ 3,593,952.54 |
| Deposits | \$ 418,112.59 | \$ 323,767.17 |
| Interest | \$ 1,482.47 | \$ 1,677.55 |
| Total Receipts | \$ 3,761,038.62 | \$ 3,919,397.26 |
| Total Warrants | \$ (682,761.16) | \$ (662,805.58) |
| Bank Balance - End of Month | \$ 3,078,277.46 | \$ 3,256,591.68 |
| Plus Outstanding Deposits | \$ - | \$ - |
| Less Outstanding Checks | \$ (92,541.67) | \$ (145,434.52) |
| Reconciled Bank Balance - End of month | \$ 2,985,735.79 | \$ 3,111,157.16 |

RAYMOND CENTRAL PUBLIC SCHOOL
FINANCIAL STATEMENT - JULY 1, 2019

GENERAL FUND

| | | |
|-----------------------------|-----------------------------|---------------------|
| Cash Balance - June 1, 2019 | | \$3,254,513.80 |
| June Receipts | | \$417,854.96 |
| June Interest Earned | | <u>\$1,482.47</u> |
| | Total June Receipts | \$3,673,851.23 |
| June Disbursements | | <u>\$688,115.44</u> |
| | Cash Balance - July 1, 2019 | \$2,985,735.79 |

LUNCH FUND

| | | |
|--|-----------------------------|-------------------|
| Cash Balance - June 1, 2019 | | \$189,908.97 |
| Deposits | | \$323.28 |
| ALA Carte, Milk, Kdg Milk, Snack & Other | | \$71.21 |
| Federal Reimbursement | | \$11,105.60 |
| State Reimbursement | | \$0.00 |
| Transfer from General Fund | | \$0.00 |
| Interest Earned on NOW Account | | <u>\$51.55</u> |
| | Total June Receipts | \$201,460.61 |
| Salaries | | \$29,819.84 |
| Other Purchases | | <u>\$8,048.99</u> |
| | Total June Disbursements | \$37,868.83 |
| | Cash Balance - July 1, 2019 | \$163,591.78 |

SINKING FUND

| | | |
|-----------------------------------|-----------------------------|---------------------|
| Cash Balance - June 1, 2019 | | \$424,261.86 |
| June Receipts | | \$102,085.20 |
| June Interest Earned | | <u>\$192.20</u> |
| | Total June Receipts | \$526,539.26 |
| June Disbursements | | <u>\$90,163.17</u> |
| | Cash Balance - July 1, 2019 | \$436,376.09 |
| Certificate of Deposit + Interest | | <u>\$539,465.30</u> |
| | Cash Balance - July 1, 2019 | \$975,841.39 |

BOND FUND

| | | |
|-----------------------------|-----------------------------|---------------|
| Cash Balance - June 1, 2019 | | \$2,514.09 |
| June Receipts | | \$0.00 |
| June Interest Earned | | <u>\$0.96</u> |
| | Total June Receipts | \$2,515.05 |
| June Disbursements | | <u>\$0.00</u> |
| | Cash Balance - July 1, 2019 | \$2,515.05 |

RAYMOND CENTRAL PUBLIC SCHOOL
FINANCIAL STATEMENT - JULY 1, 2019

DEPRECIATION FUND

| | | |
|-----------------------------------|-----------------------------|---------------------|
| Cash Balance - June 1, 2019 | | \$1,079,800.04 |
| June Receipts | | \$0.00 |
| June Interest Earned | | <u>\$828.34</u> |
| | Total June Receipts | \$1,080,628.38 |
| June Disbursements | | <u>\$0.00</u> |
| | Cash Balance - July 1, 2019 | \$1,080,628.38 |
| Certificate of Deposit + Interest | | <u>\$610,118.95</u> |
| | Cash Balance - July 1, 2019 | \$1,690,747.33 |

QUALIFIED CAPITAL PURPOSE UNDERTAKING FUND

| | | |
|-----------------------------|-----------------------------|---------------|
| Cash Balance - June 1, 2019 | | \$10,380.14 |
| June Receipts | | \$0.00 |
| June Interest Earned | | <u>\$3.98</u> |
| | Total June Receipts | \$10,384.12 |
| June Disbursements | | <u>\$0.00</u> |
| | Cash Balance - July 1, 2019 | \$10,384.12 |

HIGH SCHOOL BOND FUND

| | | |
|-----------------------------|-----------------------------|--------------------|
| Cash Balance - June 1, 2019 | | \$627,777.53 |
| June Receipts | | \$114,295.66 |
| June Interest Earned | | <u>\$342.25</u> |
| | Total June Receipts | \$742,415.44 |
| June Disbursements | | <u>\$90,388.75</u> |
| | Cash Balance - July 1, 2019 | \$652,026.69 |

EMPLOYEE BENEFIT FUND - UNEMPLOYMENT

| | | |
|-----------------------------------|-----------------------------|--------------------|
| Cash Balance - June 1, 2019 | | \$38,231.70 |
| June Receipts | | \$0.00 |
| June Interest Earned | | <u>\$16.00</u> |
| | Total June Receipts | \$38,247.70 |
| June Disbursements | | <u>\$0.00</u> |
| | Cash Balance - July 1, 2019 | \$38,247.70 |
| Certificate of Deposit + Interest | | <u>\$15,717.73</u> |
| | Cash Balance - July 1, 2019 | \$53,965.43 |

TAXES - 2018-2019

| | |
|----------------|-----------------------|
| Taxes Budgeted | \$7,339,710.00 |
| Taxes Received | <u>\$5,667,996.10</u> |
| Balance | \$1,671,713.90 |

JUNE RECEIPTS & DISBURSEMENTS

| | | |
|------------------------------|---------------------|--------------|
| JUNE 1, 2019 BANK BALANCE | | 3,254,513.80 |
| LANCASTER COUNTY TREASURER | | |
| TAXES | 35,367.53 | |
| MOTOR VEHICLE TAXES | 16,855.38 | |
| HOMESTEAD EXEMPTION | 14,106.72 | |
| SAUNDERS COUNTY TREASURER | | |
| TAXES | 156,379.21 | |
| MOTOR VEHICLE TAXES | 15,349.77 | |
| FINES & FEES | 1,061.67 | |
| HOMESTEAD EXEMPTION | 16,729.82 | |
| TRANSFERS INTER-FUND | -10.14 | |
| SEWARD COUNTY TREASURER | | |
| TAXES | 14,894.42 | |
| MOTOR VEHICLE TAXES | 677.62 | |
| FINES & FEES | 116.66 | |
| HOMESTEAD EXEMPTION | 233.22 | |
| BUTLER COUNTY TREASURER | | |
| TAXES | 1,532.69 | |
| MOTOR VEHICLE TAXES | 0.88 | |
| FINES & FEES | 14.44 | |
| STATE OF NEBRASKA | | |
| STATE AID | 13,806.00 | |
| SPED SCHOOL AGE | 85,344.00 | |
| MEDICAID - CFDA | 872.32 | |
| IDEA FUNDS | 5,359.00 | |
| DERRICK JOEL | | |
| REIMBURSEMENT | 6.63 | |
| RCPS HOT LUNCH FUND | | |
| JUNE PAYROLL | 29,819.84 | |
| RCPS ACTIVITY FUND | | |
| AP FUNDS JUNE PAYROLL | 2,348.12 | |
| REVTRAK | | |
| SERVICE FEE | -28.21 | |
| EDUCATIONAL SERVICE UNIT #2 | 7,009.00 | |
| TITLE 1 REIMBURSEMENT | | |
| OAK CREEK VALLEY BANK | | |
| GENERAL FUND INTEREST - JUNE | 1,482.47 | |
| IMPREST INTEREST - MAY | 8.37 | |
| | TOTAL JUNE RECEIPTS | 419,337.43 |
| | TOTAL RECEIPTS | 3,673,851.23 |
| | JUNE DISBURSEMENTS | 688,115.44 |
| JULY 1, 2019 BANK BALANCE | | 2,985,735.79 |

WE RECEIVED A TOTAL OF \$5,667,996.10 IN PROPERTY TAXES FOR YEAR TO DATE.

RAYMOND CENTRAL PUBLIC SCHOOLS
Activities Account Balances - June 2019

| <u>Activity Name</u> | <u>Beginning Balance</u> | <u>Receipts</u> | <u>Checks</u> | <u>Adjustments</u> | <u>Ending Balance</u> |
|------------------------|--------------------------|-----------------|---------------|--------------------|-----------------------|
| Annual | 1,293.28 | 0.00 | 0.00 | 0.00 | 1,293.28 |
| AP Funds | 42,102.10 | 0.00 | 2,348.12 | 0.00 | 39,753.98 |
| Athletics | 130,891.68 | 233.02 | 7,918.18 | -29.95 | 123,176.57 |
| Autism Grant | 0.12 | 0.00 | 0.00 | 0.00 | 0.12 |
| Band | 283.43 | 0.00 | 0.00 | 0.00 | 283.43 |
| Band Trip | 10,669.76 | 0.00 | 0.00 | 0.00 | 10,669.76 |
| Baseball | -132.00 | 0.00 | 0.00 | 0.00 | -132.00 |
| Boys BB | 1,591.34 | 0.00 | 190.00 | 0.00 | 1,401.34 |
| Ceresco Book Fair | 228.31 | 0.00 | 0.00 | 0.00 | 228.31 |
| Ceresco Box Tops | 820.12 | 0.00 | 0.00 | 0.00 | 820.12 |
| Ceresco Field Trips | -62.82 | 0.00 | 0.00 | 0.00 | -62.82 |
| Ceresco Playground | 1,462.75 | 0.00 | 0.00 | 0.00 | 1,462.75 |
| Ceresco Pop | 180.21 | 0.00 | 0.00 | 0.00 | 180.21 |
| Cheerleaders | 1,529.74 | 7,928.30 | 8,557.47 | 0.00 | 900.57 |
| Choir | 14,266.91 | 0.00 | 0.00 | 0.00 | 14,266.91 |
| Class 2017 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Class 2018 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Class 2019 | 968.37 | 0.00 | 0.00 | 0.00 | 968.37 |
| Class 2020 | 322.31 | 0.00 | 0.00 | 0.00 | 322.31 |
| Class 2021 | 1,076.36 | 0.00 | 0.00 | 0.00 | 1,076.36 |
| Class 2022 | 116.40 | 0.00 | 0.00 | 0.00 | 116.40 |
| Class 2023 | 47.25 | 0.00 | 0.00 | 0.00 | 47.25 |
| Class 2024 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| College Access Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Concessions | 19,844.29 | 0.00 | 35.00 | 0.00 | 19,809.29 |
| Cross Country | 440.04 | 0.00 | 0.00 | 0.00 | 440.04 |
| Culinary Snack Cart | 958.58 | 0.00 | 0.00 | 0.00 | 958.58 |
| DI | 4,582.68 | 0.00 | 0.00 | 0.00 | 4,582.68 |
| Drama Act | 2,210.27 | 0.00 | 0.00 | 0.00 | 2,210.27 |
| Drill Team | 1,433.26 | 0.00 | 0.00 | 0.00 | 1,433.26 |
| Elem Fines | 466.08 | 30.00 | 0.00 | 0.00 | 496.08 |
| Elem PE | 167.50 | 0.00 | 0.00 | 0.00 | 167.50 |
| Elem Pictures | 1,394.28 | 556.00 | 0.00 | 0.00 | 1,950.28 |
| Elem Prof Development | 2,895.00 | 0.00 | 0.00 | 0.00 | 2,895.00 |
| Elem Reading Promotion | 548.06 | 0.00 | 0.00 | 0.00 | 548.06 |
| Elem Student Council | 253.73 | 0.00 | 0.00 | 0.00 | 253.73 |
| Exxon Mobil Grant | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| FBLA Act | 5,298.44 | 3,433.16 | 11,995.00 | 0.00 | -3,263.40 |
| FFA Act | -1,685.69 | 1,575.00 | 0.00 | 0.00 | -110.69 |
| Fine Arts | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fines | 459.82 | 0.00 | 0.00 | 0.00 | 459.82 |
| Football | 3,300.45 | 4,070.00 | 3,613.00 | 0.00 | 3,757.45 |
| Future Educators Assn | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Girls BB | 1,271.12 | 0.00 | 0.00 | 0.00 | 1,271.12 |
| Golf Activity | 171.12 | 200.00 | 0.00 | 0.00 | 371.12 |
| HAL | 128.27 | 0.00 | 0.00 | 0.00 | 128.27 |
| Hot Lunch | 0.00 | 76.10 | 0.00 | 0.00 | 76.10 |
| HS Computer | 7,232.97 | 735.00 | 0.00 | 0.00 | 7,967.97 |

RAYMOND CENTRAL PUBLIC SCHOOLS
Activities Account Balances - June 2019

| <u>Activity Name</u> | <u>Beginning Balance</u> | <u>Receipts</u> | <u>Checks</u> | <u>Adjustments</u> | <u>Ending Balance</u> |
|------------------------|--------------------------|-----------------|-----------------|--------------------|-----------------------|
| HS Pop | 251.96 | 0.00 | 0.00 | 0.00 | 251.96 |
| JH Boys BB | 15.31 | 0.00 | 0.00 | 0.00 | 15.31 |
| JH Football | 85.85 | 0.00 | 0.00 | 0.00 | 85.85 |
| JH Girls BB | 67.68 | 0.00 | 0.00 | 0.00 | 67.68 |
| JH Student Council | 290.90 | 0.00 | 0.00 | 0.00 | 290.90 |
| JH Track | 246.28 | 0.00 | 0.00 | 0.00 | 246.28 |
| JH Volleyball | 129.03 | 0.00 | 0.00 | 0.00 | 129.03 |
| JR Achievements | 649.57 | 0.00 | 0.00 | 0.00 | 649.57 |
| Kindness Acct | 14,136.11 | 15.12 | 0.00 | 0.00 | 14,151.23 |
| Library | 2,180.23 | 0.00 | 0.00 | 0.00 | 2,180.23 |
| Life Skills | 2.41 | 0.00 | 0.00 | 0.00 | 2.41 |
| Mock Trial | 380.96 | 0.00 | 0.00 | 0.00 | 380.96 |
| National Honor Society | 37.45 | 0.00 | 0.00 | 0.00 | 37.45 |
| Pre-Kindergarten | 6,076.35 | 0.00 | 1,864.67 | 0.00 | 4,211.68 |
| PTO | 404.72 | 0.00 | 0.00 | 0.00 | 404.72 |
| Rain Garden | 459.50 | 0.00 | 0.00 | 0.00 | 459.50 |
| RC 50th Celebration | 4,053.14 | 0.00 | 0.00 | 0.00 | 4,053.14 |
| RC Concessions | 999.07 | 0.00 | 0.00 | 0.00 | 999.07 |
| RC Foundation | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| RC PACTS | 176.16 | 0.00 | 0.00 | 0.00 | 176.16 |
| Restitution | 326.81 | 0.00 | 0.00 | 0.00 | 326.81 |
| SADD | 61.17 | 0.00 | 0.00 | 0.00 | 61.17 |
| Science Fair | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Service Fee | -0.36 | 0.00 | 0.00 | 0.00 | -0.36 |
| Social Justice | 194.12 | 0.00 | 0.00 | 0.00 | 194.12 |
| Softball | 3,764.87 | 0.00 | 0.00 | 0.00 | 3,764.87 |
| Spanish Club | 1,657.96 | 0.00 | 0.00 | 0.00 | 1,657.96 |
| Speech | 2,262.68 | 3,400.92 | 1,933.24 | 0.00 | 3,730.36 |
| Staff Inservice | 1,372.94 | 0.00 | 0.00 | 0.00 | 1,372.94 |
| Student Council | 3,677.33 | 0.00 | 0.00 | 0.00 | 3,677.33 |
| Student Pop | 2,368.44 | 0.00 | 0.00 | 0.00 | 2,368.44 |
| Testing | 3,920.23 | 0.00 | 0.00 | 0.00 | 3,920.23 |
| TFK - Ceresco | 1,467.85 | 0.00 | 0.00 | 0.00 | 1,467.85 |
| TFK - Valparaiso | 4,900.37 | 144.80 | 0.00 | 0.00 | 5,045.17 |
| Tonettes | 159.86 | 0.00 | 0.00 | 0.00 | 159.86 |
| Track | 956.65 | 0.00 | 0.00 | 0.00 | 956.65 |
| Val Book Fair | 8,623.14 | 0.00 | 0.00 | 0.00 | 8,623.14 |
| Val Box Tops | 2,749.72 | 60.00 | 154.98 | 0.00 | 2,654.74 |
| Val Field Trips | 3,119.90 | 30.00 | 197.00 | 0.00 | 2,952.90 |
| Val In-Service | 2,749.81 | 500.00 | 0.00 | 0.00 | 3,249.81 |
| Val Movie Night | 4,510.10 | 389.75 | 1,384.41 | 0.00 | 3,515.44 |
| Val Office Book Fund | 953.25 | 0.00 | 0.00 | 0.00 | 953.25 |
| Val Pop | 1,067.21 | 0.00 | 0.00 | 0.00 | 1,067.21 |
| Val Sower Club | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| VolleyBall | 4,405.62 | 0.00 | 511.50 | 0.00 | 3,894.12 |
| Weight Room | 69.00 | 0.00 | 0.00 | 0.00 | 69.00 |
| Wrestling | <u>5,810.41</u> | <u>60.00</u> | <u>4,061.35</u> | <u>0.00</u> | <u>1,809.06</u> |
| | 350,817.65 | 23,437.17 | 44,763.92 | -29.95 | 329,460.95 |

RAYMOND CENTRAL PUBLIC SCHOOLS
Students Fees Balances - June 2019

| <u>Activity Name</u> | <u>Beginning Balance</u> | <u>Receipts</u> | <u>Checks</u> | <u>Adjustments</u> | <u>Ending Balance</u> |
|----------------------|--------------------------|-----------------|---------------|--------------------|-----------------------|
| Activity Pass | 125.00 | 0.00 | 0.00 | 0.00 | 125.00 |
| Ag-Ed Labs | 158.28 | 0.00 | 0.00 | 0.00 | 158.28 |
| Art Class | 31.44 | 0.00 | 0.00 | 0.00 | 31.44 |
| Band Dry Cleaning | 150.24 | 0.00 | 0.00 | 0.00 | 150.24 |
| Band Repair/Rental | 1,215.08 | 0.00 | 0.00 | 0.00 | 1,215.08 |
| Choir Dry Cleaning | 277.10 | 0.00 | 0.00 | 0.00 | 277.10 |
| Computer Science | 260.00 | 0.00 | 0.00 | 0.00 | 260.00 |
| Drama | 396.00 | 0.00 | 0.00 | 0.00 | 396.00 |
| FBLA | 190.06 | 0.00 | 0.00 | 0.00 | 190.06 |
| FFA | 32.00 | 0.00 | 0.00 | 0.00 | 32.00 |
| Foods Class | 1,094.07 | 0.00 | 0.00 | 0.00 | 1,094.07 |
| Mock Trial | 450.01 | 0.00 | 0.00 | 0.00 | 450.01 |
| NFL | 15.00 | 0.00 | 0.00 | 0.00 | 15.00 |
| Service Fee | 6.88 | 0.00 | 0.00 | -6.50 | 0.38 |
| Skills USA | 768.74 | 0.00 | 0.00 | 0.00 | 768.74 |
| Speech | 8.67 | 0.00 | 0.00 | 0.00 | 8.67 |
| Sports Fees | 7,548.22 | 3.30 | 0.00 | 0.00 | 7,551.52 |
| Tech Ed | <u>1,626.21</u> | <u>115.00</u> | <u>492.45</u> | <u>0.00</u> | <u>1,248.76</u> |
| | 14,353.00 | 118.30 | 492.45 | -6.50 | 13,972.35 |

Raymond Central Public Schools

Monday, June 17, 2019

| | Payment Vendor | Invoice Description | Invoice Total |
|----|--------------------------------------|---|---------------|
| 1 | Ann Egr | SPED Mileage - 719.20, Conference Expenses - 94.24 | \$813.44 |
| 2 | Barb Schiefen | Technology Supplies - V | \$87.96 |
| 3 | Brooke L. Cheleen | SPED Services | \$1,211.68 |
| 4 | Butler Public Power District | Electricity - V | \$2,294.76 |
| 5 | Company Care | Consortium DOT Renewal | \$99.00 |
| 6 | Connor Nichols | Summer Technology Help | \$350.00 |
| 7 | Eakes Office Solutions | Custodial Summer Supplies - S | \$763.99 |
| 8 | Frontier Cooperative Company | Bus Gas | \$103.00 |
| 9 | Home Depot Pro | Custodial Supplies - S | \$51.92 |
| 10 | JourneyEd.com. Inc. | School Site Licenses - Technology | \$2,450.00 |
| 11 | Judah Caster Co | Building Upkeep Supplies - C | \$31.80 |
| 12 | Kalyn Brannagan | April Mileage | \$97.32 |
| 13 | Kevin R. Kavan | Standard Response Protocol First Responder Training | \$500.00 |
| 14 | Kiner Supply Company | Building Upkeep Supplies - S | \$6.08 |
| 15 | Kristine White | Mileage to Kearney Conference | \$173.42 |
| 16 | Logan Parde | Summer Technology Help | \$240.00 |
| 17 | Lou's Sporting Goods | Wrestling Supplies | \$136.18 |
| 18 | Menards Lincoln | Bus Maintenance - 139.90, Shed - 71.51, Bldg Upkeep - C - 60.31 | \$271.72 |
| 19 | Menards Lincoln | Summer Maintenance Repair Supplies - S | \$175.31 |
| 20 | Midwest Automatic Fire Sprinkler Co. | Annual Inspection - C - 277.50, V - 277.50 | \$555.00 |
| 21 | NetSupport, Incorporated | Annual Maintenance Renewal NSS | \$497.20 |
| 22 | NL Driveway Maintenance LLC | Crack Sealing on Asphalt Lane - S | \$5,431.25 |
| 23 | Norris Public Power | Electricity - S | \$9,489.43 |
| 24 | Office Depot | Technology Supplies - S | \$44.99 |
| 25 | RCPS FBLA | National's Sponsor Fee | \$250.00 |
| 26 | RCPS FFA | National's Sponsor Fee -250.00, Reimbursement Fees Paid - 1,000.00 | \$1,250.00 |
| 27 | School Specialty Supply | Elem Art - 738.64, Library - V - 545.29, Instructional Supplies - V - 128.71, Office - V - 56.31, Marker Board - S - 417.08 | \$1,886.03 |
| 28 | Sherwin-Williams | Paint for HS | \$408.51 |
| 29 | SiteOne Landscape Supply, LLC | Athletic Marking Paint for Activities | \$60.67 |
| 30 | Sports Express | REAP Grant Inservice Supplies | \$1,129.00 |
| 31 | Teacher Direct | Instructional Supplies - V | \$146.66 |
| 32 | TechMasters Heating & Air | Preventive Maintenance For Ice Machines - S | \$331.25 |
| 33 | US Bank | Bus License - 17.00, GBB - 329.94, Conference Registration - V - 100.00, Skills USA - 352.50, Shop Updates - 586.00, REAP - 550.86, Technology - V - 608.40, Supt - 513.17, Misc - 6.63 | \$3,064.50 |
| 34 | USAA | Member Dues for 2019-2020 | \$400.00 |
| 35 | Village Of Ceresco | Water, Sewer, Garbage Billing | \$297.00 |
| 36 | Wahoo-Waverly-Ashland Newspaper | Publications | \$140.78 |
| 37 | WeatherCraft Co. Of Lincoln | Repairs on the Standing Seam Metal Gym Roof - S | \$780.00 |
| 38 | Windstream | Phones - S - 483.61, Supt - 199.16, C - 294.70, Data Communications - C - 181.98, V - 254.00, S - 203.00 | \$1,616.45 |

\$37,636.30

Raymond Central Public Schools

Wednesday, July 3, 2019

| | Payment Vendor | Invoice Description | Invoice Total |
|----|--|--|---------------|
| 1 | ASI | Payflex Administration Costs | \$76.00 |
| 2 | Comfortechs | Change Filters Valparaiso Gym Units and Hallways | \$1,754.96 |
| 3 | D & D Plumbing, Heating, A/C & Refrigeration, Inc. | Replaced Both Hot & Cold Check Valve Stop Assemblies on | \$520.75 |
| 4 | Derrick C. Joel | June Mileage | \$75.40 |
| 5 | Donald R. Prentice | Monthly Exterminating | \$190.00 |
| 6 | DXP Enterprises | Filters - C | \$256.53 |
| 7 | Eakes Office Solutions | Scrubber Repairs - Custodial - S | \$513.59 |
| 8 | Educational Service Unit #2 | Independent School Membership | \$2,000.00 |
| 9 | Educational Service Unit No 4 | Conference Registration - Polak | \$25.00 |
| 10 | Electronic Contracting Company | Repair Intercom/Paging System - C | \$195.00 |
| 11 | Fastenal Company | Building Upkeep Supplies - C | \$14.98 |
| 12 | Frontier Cooperative Company | Propane - C | \$699.38 |
| 13 | General Fire And Safety | Inspect Kitchen Hood Fire System - C - 150.50, V - 205.00, S - | \$806.00 |
| 14 | Home Depot Pro | Vacuum Repairs - C | \$136.40 |
| 15 | J. W. Pepper & Son, Inc. | Band Music - S | \$8.99 |
| 16 | Johnstone Supply | Building Upkeep Supplies - C - 281.77, S - 289.09 | \$570.86 |
| 17 | Kalyn Brannagan | Replace April & May Mileage Checks - Lost in Mail | \$165.24 |
| 18 | Kindra Fox | SPED Therapy Services | \$7,358.05 |
| 19 | Kiner Supply Company | Plumbing Repairs - S | \$436.45 |
| 20 | Lakeshore Learning Materials | Wobble Chairs - V | \$551.91 |
| 21 | LaQuinta Inns & Suites | Lodging - Guidance Workshop - White | \$104.95 |
| 22 | Larry s Boiler Service | Open Boilers for Inspection - S | \$1,054.60 |
| 23 | Liberty Lawn & Landscape | Weed Spray Application - C - 152.00, S - 280.00, Lawn | \$2,652.00 |
| 24 | Menards Lincoln | Building Upkeep Supplies - C - 84.52, S - 85.48 | \$170.00 |
| 25 | NASCD | NASCD Summer Conference Reg - Dostal | \$110.00 |
| 26 | Nasco | F & CS Supplies - S | \$465.20 |
| 27 | NCSA Region 1 | Region 1 Principals Meetings - S | \$150.00 |
| 28 | Nebraska Council Of School Administrators | NCE Conference - Whitney - Perkins | \$315.00 |
| 29 | Nebraska Public Health Environmental Laboratory | Water Tests - S | \$454.00 |
| 30 | Omaha Public Power Dist | Electricity - C | \$2,597.21 |
| 31 | Pearson Education, Inc. | Math New Textbooks - Elementary | \$16,502.93 |
| 32 | Perry, Guthery, Haase & Gessford, P.C., L.L.O. | Legal Services | \$75.00 |
| 33 | Ralston Public School | 2nd Semester Billing - Pre-School SPED | \$1,318.49 |
| 34 | Rcps Imprest Account | Stop Payment Charge | \$15.00 |
| 35 | Scientific Specialties, LLC | Repair Microscopes - Science - S | \$327.00 |
| 36 | Shelly Dostal | 2018-19 Mileage | \$732.07 |
| 37 | Sherwin-Williams | Paint - V - 497.05, S - 207.15 | \$704.20 |
| 38 | U. S. Bank Equipment Finance | Photo Copier Leases | \$2,970.13 |
| 39 | Village Of Valparaiso | Water & Sewer - V | \$171.69 |
| 40 | Voss Lighting | Light Bulbs | \$504.00 |
| 41 | Waste Connections Co | Garbage - V - 66.00, S - 396.75 | \$462.75 |
| | | | \$48,211.71 |
| | Site & Building Fund | | |
| 1 | GovConnection, Inc. | Computers - Lease Purchase | \$33,367.68 |
| | Hot Lunch Fund | | |
| 1 | Tech Masters | Replace Drain & Put in New Drain Valve in Sink - C | \$655.86 |

Raymond Central Public Schools
June Imprest Checks 2019

| NUMBER | WHO | DATE | VENDOR | WHAT | AMOUNT |
|--------|---------|-----------|-----------------------|---------------------|------------|
| 12245 | REAP | 5/22/2019 | Move This World | VOID-Lost in Mail | (7,950.00) |
| 12248 | General | 6/6/2019 | RCPS Dist #161 | May Interest | 8.37 |
| 12249 | REAP | 6/12/2019 | Move This World | PK-6 Curriculum | 7,950.00 |
| | General | 6/12/2019 | Oak Creek Valley Bank | Stop Payment Charge | 15.00 |
| | | | | | 23.37 |

RAYMOND CENTRAL PUBLIC SCHOOLS

Activities Account Checks - June 2019

| <u>Activity Name</u> | <u>Check Date</u> | <u>Vendor Name</u> | <u>Description</u> | <u>Amount</u> |
|----------------------|-------------------|-------------------------------|---|------------------|
| AP Funds | 6/5/2019 | RCPS #161 | June 2019 Payroll Newman & Enevoldsen | 2,348.12 |
| Athletics | 6/3/2019 | The Graphic Edge | track uniforms 2019 | 5,690.70 |
| Athletics | 6/3/2019 | Classic Sportswear & Awards | 3 sport 4 year awards 2019 | 86.43 |
| Athletics | 6/3/2019 | NSAA | | 1,230.00 |
| Athletics | 6/3/2019 | Aqua Systems | water bottle filler filters | 162.00 |
| Athletics | 6/3/2019 | Christina Leise | Bank Mileage 3/29, 4/30, 5/21, 5/29, 5/31 | 49.05 |
| Athletics | 6/5/2019 | Lincoln Lutheran | soccer participation 2019 | 300.00 |
| Athletics | 6/7/2019 | NCC @ Fort Calhoun | Membership | 400.00 |
| Boys BB | 6/7/2019 | Freeman Public Schools | Basketball Camp | 190.00 |
| Cheerleaders | 6/17/2019 | Shay Spohr | Reimbursement | 29.97 |
| Cheerleaders | 6/17/2019 | Varsity Spirit Fashion | Varsity Order | 8,527.50 |
| Concessions | 6/17/2019 | Nelson Gas & Oil Co | Propane | 35.00 |
| FBLA Act | 6/3/2019 | Ramada Plaza by Wyndham Omaha | Rooms for State FBLA Conference | 2,052.00 |
| FBLA Act | 6/17/2019 | Arrow Stage Lines | Final Payment for Charter 793146 | 9,943.00 |
| Football | 6/5/2019 | Wade Houchin | Reimbursement for food | 113.00 |
| Football | 6/18/2019 | RC Educational Foundation | Unused Football Camp Donation | 3,500.00 |
| Pre-Kindergarten | 6/3/2019 | Lakeshore | Carlson - Pre Kindergarten Supplies | 469.07 |
| Pre-Kindergarten | 6/5/2019 | Really Good Stuff | Carlson - Pre Kindergarten Supplies | 443.58 |
| Pre-Kindergarten | 6/17/2019 | US Bank | Carlson - Pre Kindergarten Supplies | 283.45 |
| Pre-Kindergarten | 6/17/2019 | School Specialty | Carlson - Pre Kindergarten Supplies | 594.18 |
| Pre-Kindergarten | 6/17/2019 | Kendra Carlson | stamps and food for jumpstart | 74.39 |
| Speech | 6/5/2019 | Branding Inc. dba Al's Johns | Rental | 116.05 |
| Speech | 7/2/2019 | Eagle Printing | Menus | 101.17 |
| Speech | 6/5/2019 | Prairie Plate | Farm to Fork Dinner | 909.98 |
| Speech | 6/5/2019 | AAA Rents | Supplies Rental for Dinner | 795.35 |
| Speech | 6/17/2019 | US Bank | Kindle Support | 10.69 |
| Val Box Tops | 6/17/2019 | Sams Club Credit Card | Lifetime Table Storage Rolling Cart for Val | 154.98 |
| Val Field Trips | 6/7/2019 | Tina Johnson | 2nd Grade Field Trip | 197.00 |
| Val Movie Night | 6/17/2019 | Barb Schiefen | Supplies | 934.41 |
| Val Movie Night | 6/17/2019 | Kristine White | Kimball L shape Desk | 450.00 |
| VolleyBall | 6/5/2019 | Sports Express | VB Camp Shirts | 511.50 |
| Wrestling | 6/5/2019 | James Bates | Camp registration | 540.00 |
| Wrestling | 6/5/2019 | Harold Pester | Gas/food money @ team camp in Chardron | 700.00 |
| Wrestling | 6/5/2019 | Eagle Wrestling Camp | Camp registration | 2,590.00 |
| Wrestling | 6/17/2019 | Lou's Sporting Goods | Camp Ts | 231.35 |
| | | | | <u>44,763.92</u> |

RAYMOND CENTRAL PUBLIC SCHOOLS
Student Fees Account Checks - June 2019

| <u>Activity Name</u> | <u>Check Date</u> | <u>Vendor Name</u> | <u>Description</u> | <u>Amount</u> |
|----------------------|-------------------|--------------------|-----------------------|---------------|
| Tech Ed | 6/5/2019 | Menards North | Classroom consumables | 364.41 |
| Tech Ed | 6/17/2019 | Snow Auto Supply | Paint/Supplies | <u>128.04</u> |
| | | | | 492.45 |

TO: Dr. Derrick Joel and the Board of Education
FROM: Mrs. Shelly Dostal, Elementary Principal at Valparaiso, and K-5 Curriculum Director
DATE: July 1, 2019
RE: Principal's Report

1. Jumpstart Kindergarten Class continues to meet each Monday and Wednesday in Valparaiso and each Tuesday and Thursday in Ceresco. Thank you to Mrs. Kendra Carlson and her assistants for leading this program.
2. Planning for 2019-2020 – Plans are being developed for the school year. Supplies and materials have been ordered. Custodial crews have been working in the building. Classroom spaces have been assigned and teachers are already in the process of organizing their rooms. The School Improvement Team will meet again in August. The back to school PTO pool party will be held on August 10 from 6-8pm at the Wahoo pool. New teachers will attend RC orientation in August with all staff reporting on August 9. New to the education profession teachers will attend the ESU#2 New Teacher Academy on August 5 and 6. Meet and Greet your teacher time is scheduled for August 12. The first day of school will be August 14, dismissing at the elementary at 11:45am.
3. The administrative team will be attending Administrator Days in Kearney on July 31, August 1 and 2.
4. The handbook has been updated for board approval. Please see proposed changes.

July 2019 RC Board of Education Report

- Summer weights have shown great numbers in all the sessions this summer. Coaches have utilized the Teambuildr software to utilize time and space efficiently for the numbers.
- FBLA attended the National Conference in San Antonio from June 27th-July 2nd.
- Jr. High Central Players competed at the National Speech Competition in Dallas. Finalists included Olivia Nelson (3rd), Rosalie Tvrdy (5th), and Cassie Osmera(6th).
- Basketball, Wrestling, and Football have been active in area Team Camps.
- Youth camps and clinics have shown strong numbers through the month of June with more to come in July.
- Gym floors were resurfaced on July 2nd.

Brian Galheer
Activities Director/Assistant Principal
Raymond Central Jr./Sr. High School

It is hard to believe that July is already here! I had my first official day on Monday, July 1st and I am so excited to start preparing for the upcoming school year. Immediately upon being assigned as the new Jr./Sr High School Principal, I worked closely with Mr. Haecker on transitioning into my new role and learning about the systematic processes currently in place. From day one, I have felt welcomed by parents, students, and staff. It has been a very positive experience and I am so grateful for this opportunity. I truly feel that this is going to be a great fit for not only myself professionally, but for my family as well. My oldest daughter, Harper, will be attending Ceresco Elementary and all of us are very excited to be on the Raymond Central Journey!

In June, we brought in Gary Nunnally and Ashley Rasmussen from ESU2 to kick start our science curriculum rewrite process. The science teachers were eager to begin this process and there were a lot of great discussions as well as progress being made. They will continue to work on their rewrite throughout the school year and begin writing common assessments. This fall, we are going to be bringing Gary back in to get our ELA teachers going with their rewrite. Math started this process last year and they are hoping to begin the standard based grading at some point throughout this year. One of the last steps for our Math department is to get their letter finalized to send home to parents so they are aware of the changes.

During the week of June 11th, Brian and I took 6 teachers down to Saint Charles for the Professional Learning Communities at Work Institute. This was an amazing experience for everyone that attended and there were a lot of great conversations happening. Teachers were thankful for the opportunity and excited to bring back what they learned to share with their colleagues.

July 2, 2019

To: Dr. Joel and the Raymond Central Board of Education

From: Ann Egr - Ceresco Principal and Director of Student Services

Elementary-

1. Updates and revisions to the 2019-2020 handbook have been made. The proposed changes are a separate item for board approval.
2. Custodial staff is working hard. Summer cleaning will hopefully begin in Ceresco mid-July. The next round of H-VAC installation has started.
3. Jumpstart to Kindergarten is in full swing. Students meet Monday and Wednesday in Valparaiso and Tuesday and Thursday in Ceresco. Thank-you Kendra Carlson and assistance for all you do.
4. Ms. Osten and I attended a two-day Mental Health conference in Kearney June 11 and 12. The focus of the conference was HOPE - Health, Opportunities, Partnership, and Equality for all. One of the significant take ways was keynote speaker Scarlett Lewis. Scarlett founded the Jesse Lewis Choose Love Movement after her son was murdered during the Sandy Hook Tragedy in December 2012.
5. The School Improvement Team traveled to St. Charles, MO June 12-14 for a Solution Tree Institute. The primary focus of the Institute was on Professional Learning Communities. As a team, we are excited to continue this PLC journey.
6. The Administration Team will be attending Administrator Days in Kearney, NE July 31-August 2.

Special Education-

1. Final Special Education end of the year data and all reports have been submitted to The Department of Education. Thank-you Mr. Jim Marsh for all the assistance and dedication to this process.

On June 11th, Mr. Gralheer and myself along with 6 teachers, headed for Saint Charles Missouri where we spent two and a half days at the Professional Learning Communities at Work Institute. These days were filled with exceptional keynote speakers and break-out sessions that allowed our team to learn from leading experts and gain knowledge and tools to better implement this process at Raymond Central. By attending this institute, we were able to take a deeper look into what the PLC process is versus what it is not and how we can best use this process to benefit not only our students but our staff as well.

Each team member attended a variety of break-out sessions that best fit their building and department. Below is a list of team members that attended the conferences and a few of the big hitters they walked away with.

Allison Stansberry: It is really hard to narrow down a few big hitters as there were so many great speakers, however, A Community of Singletons presented by Regina Stephens Owens was an excellent session that focused solely on schools that had a number of singletons and how the professional learning community process can be structured around these singletons. I was able to collaborate with other administrators on what they do with singletons and how it looks in their building. Brian and I were also able to spend 30 minutes with Garrick Peterson discussing the structure of Raymond Central and what our first steps should be. Also, another big takeaway for me was that in order for us to successfully build a culture where our students thrive, we need to have collective commitment to the PLC process and be willing to collaborate and work together, not in isolation.

Brian Gralheer: Two speakers that left a profound effect on me during the PLC Institute were Anthony Muhammed and Mike Mattos. I went to multiple sessions with Anthony and he talked in depth about how important school culture is in the process of effective change. He used the metaphor of gardening: If change is a seed that you wish to grow, then the soil is the culture you will be growing it in. Mike was a keynote speaker on the second day and made some great statements. He said that everything we know now has an expiration date. It is our job as educators to be continuous learners, and once we know better, it is our responsibility to do better! Too many great things to condense into a few takeaways

Celia Newman: Your K-12 PLC Mathematics Focus: Great Instruction and Tasks! with Timothy D. Kanold. Two big takeaways were 1) Incorporating different lesson design indicators to help students learn (conceptual understanding vs. procedural understanding). 2) Give Feedback using the FAST method - Fair, Accurate, Specific, Timely

Steve Rose: 1.) Kids cannot get to 21st Century skills until your teachers know how! Must train them! So, Will technology replace teachers? No, but it will replace teachers who don't know how to use it and refuse to learn! There is not a lot of formal training around technology / critical thinking skills. 2.) The way you learn it, is by doing together with your team. Study, teach, and share success / failure! Teachers don't actively work against students so they don't learn, but there is not always a sense of urgency when they don't learn. "We gave them the invitation to

learn, but they didn't choose to take advantage." (Meritocracy) Shift to a Guarantee (Egalitarianism) We will do whatever it takes for every child to be successful.

Pam Rasmussen: My biggest takeaway is how PLC work is tied to MTSS and the culture of the school. Even with as small as we are this can work as long as we don't have "my kids and your kids".

Nikole Farr: The Big Rocks: What Effective Teams Do to Increase Student Learning presented by Bob Sonju. One big takeaway was the conversation around teams vs. groups and what a team is. It may be a messy start, but success is never a straight line. Also, The Why Effect presented by Regina Stephens Owens was about knowing "the who" which leads to your "why", then your "what", and then your "how".

Lori Maxwell: Two takeaways from the institute were that teachers need to be working collaboratively (not in isolation) and that we need collective responsibility for all students learning at a high level.

Cindy Peterson: Tiered Intervention Without the Tears presented by Garrick Peterson. Two big takeaways from this session is that Tier 1 needs to be very solid. Students need multiple opportunities for learning and confidence. Two winning opportunities can set the student up for success compared to two losses will have the same effect on the student's self-esteem. We also need to keep assessment as a learning tool not a judgement. The second is that the Tier 2 intervention should be administered within 48 hours but ideally within the same school day as the failed assessment. Assessments are better given at shorter intervals and length vs. longer/unit type tests.

Vision 2025 Final Meeting
July 1, 2019

Allison Stansberry, Brian Gralheer
Dr. Gould, Cathy Burklund, Brad Breitzkreutz
Monica Blank, Madeline Shomos, Jean Rempfer, Carolyn Enevoldsen, Jeff Nelson
6 others

Vision 2025 started with 3 specific questions to give feedback and insight to the Board. Information will be used later this month at the Board Retreat to develop our new strategic plan. We will analyze the results into action steps for 2019-20 and beyond.

It was a great experience to go out into the communities - attendance was good but the online survey didn't get many hits. Conversation started at the board level and what the future of education will look like, future of jobs, skills, etc. and jobs and careers that don't exist yet.

What is different for you now compared to 10-25 years ago?

15. College - a lot of jobs don't require 4 year education - career academies, community colleges. Give opportunities to learn skills that you need if you don't go to college. Talk about it positively not if you don't you are not going to be successful.

1. Society operates at a much faster pace - you can access information so easily but can you trust it? How do I find out if it is correct and does it apply to what I need? Critical thinking.

14. Technology - transformed sounds negative. But it has transformed both positively and negatively. Hard to teach, have to keep relearning every 6 months because new information comes out so often. Need the skills to learn and relearn to adapt to what you are trying to accomplish.

3. Communication - email, text, they don't look you in the eye. Need to be able to communicate effectively and accurately. Foundational piece in life, business.

6. Time commitment - students are more tired in class than ever. This falls on the parent to make sure kids are getting enough sleep. Kids are too involved in cell phones, texting, games, etc. and they don't get enough sleep.

16. Lack of parental involvement. Both parents work, kids are home and on social media. Parents don't know how to use a lot of the technology so they can't understand what kids are doing on devices.

12. People are looking for leaders when hiring - always the case. Hire for attitude. Teaching kids that attitude goes a long way and need to have a passion for something. Side activities vs. career.

In regards to what you see different, what do you believe are two action solutions and what is the school and personnel role in the solution?

5. and 7. Failure - has grown a negative stereotype. Failure is hard word to overcome. Stop punishing failure. How do you approach grading and assessment? It's how you present it - you got it wrong so what are you going to do to fix it? Earn trust of student. If we ask students to be transparent and vulnerable, teachers need to be as well.

2. Reward positive behavior. Students are trying to not fail more than they are to succeed. There is a lot more about growth than the letter that is put on a piece of paper, and the learning that comes from not being good at something but how can I grow. Rewards can have a reverse effect. Negative rewards make kids think what's the use of trying to find the positive. As a parent, they see the letter grade only. Parents need to have conversations with kids about their growth. Rethink grading policies and how we think about late work. Not everyone learns at the same rate. Parents are at athletic events but do they help with homework or attend non-athletic school events? Need to be able to recognize a problem, identify situations and use skills. Band is a perfect example to learn from failure. Mr. Luke helped kids work through it. Need to model in other classrooms and have teachers work with students. Teach teachers how to do it. Kids also need confidence in themselves.

There has been a drop in interest and support in fine arts and vocational programs. Parts of curriculum have become stagnant. We can't compete with a class A school. We need to be innovative in offering classes, teach problem solving skills, leadership.

12. Continue to change curriculum - we need to retain students. Kids need to learn creativity, being able to speak in public. People school shop. We need to provide the best experience for their child.

14. 3 schools sites. One location would make an easy sell. Financial commitment keeping three locations up to date takes a lot. Pulls resources away from other places we could invest.

Leadership and communication are 2 of the most important qualities to have to get jobs. We need to invest in the fine arts. Speech and band are the 2 classes that taught him (Brandon) the most about communication and leadership. But what about students who choose not to take those courses?

17. Add a leadership course. You can't learn it on your own. You need to have opportunities to do it. If it's an elective, kids won't take the class so they won't get those skills. Make it mandatory. Need to have the opportunity to learn that skill. Community project - could be an

incoming freshman group project. Give back to the community. Need to have options for kids to choose from.

Website was very poor, is better now. We need more information on there.

Funding for programs - charge for programs like One Act Play. Gives it value. If it's free, it's not important.

Lack of parental involvement - we can't parent the way our parents did. Everybody is busy. How do we feed information to parents on how to be better parents? Education process.

What skills do you want our kids to graduate RC with as a foundation to their future?

Creativity

Public speaking and communication

Leadership

Fail forward

Adaptability

Critical thinking and problem solving

Confidence and ownership, then move on

Empathy from cultural perspective

Technology - teach kids how to use it

Money skills - college loans - student debt - budget

NASB Monthly Update for Board Meetings - Agenda Item: JULY 2019

“NASB Update”

July already! As a board, some items to be focused on during July include:

- Monitor progress of district goals, link goals to discussion and action items, adopt board goals
- Review your Strategic Plan Progress Report
- Conduct a Board/Administrator Budget Work Session
- Review your Budget Authority and Allowable Reserve Percentage Certification
- Review Special Education Program and Multi-Cultural Education Program Curriculum
- Conduct an Annual Review of your Parental and Family Engagement Policy (with a public hearing and adoption if there are changes)
- Student Fees Policy is due August 1
- Go over the Superintendent evaluation and goal planning, and file copy of approved superintendent/ESU administrator contract or any amendments with the Department of Education by August 1
- The Distance Education Incentives Application is due August 1
- Pupils Instruction in Another District Contracts is due August 15

Networking & Events

June saw a number of events in Kearney the week of June 10th with a New Board Member Connections Workshop, the annual member golf outing and the School Law Seminar taking place. Great seeing so many of you there for a week of learning, networking and fun! In July NASB will host an orientation in our offices geared towards new Superintendents/ESU Administrators and their boards, as well as the NAEP workshops around Nebraska.

- NAEP Regional Workshops in Gering & Lincoln, July 16. Kearney & Norfolk, July 17
- NASB Orientation, July 24 at the NASB Offices in Lincoln
- Area Membership Meetings begin August 20th ... dates are below, registration is now open!
 - Tuesday, August 20, 2019 | Valentine
 - Wednesday, August 21, 2019 | Fremont
 - Thursday, August 22, 2019 | La Vista
 - Monday, August 26, 2019 | Gering
 - Tuesday, August 27, 2019 | North Platte
 - Wednesday, August 28, 2019 | Kearney
 - Wednesday, September 4, 2019 | York
 - Wednesday, September 18, 2019 | Nebraska City
 - Wednesday, September 25, 2019 | Norfolk

You can learn more, and register for the above events at www.NASBonline.org



This year's Area Membership Meetings schedule is slightly different. We will still be in 9 locations starting earlier in mid-August and wrapping up mid-September. Mark your calendar now for the one closest to you!

State Education Conference registration will open on September 11 ... look for more details as we get closer to that date on how to book both your conference and hotel.

Advocacy/Interim Studies:

Interim Studies to keep an eye on ...

- LR63 - Interim study to examine educational service units
- LR151 - Interim study to examine the financing of public education and develop recommendations for improving school funding
- LR152 - Interim study to examine issues under the jurisdiction of the Education Committee
- LR153 - Interim study to examine the administrative costs of local school systems and school districts
- LR157 - Interim study to conduct an in-depth review of the financing of the public elementary and secondary schools
- LR208 - Interim study to examine state and school district policies that relate to maintaining a safe and positive school learning environment
- LR214 - Interim study to examine issues that surround the engagement, attraction, and retention of youth in Nebraska
- LR242 - Interim study to examine the replacement of Native American mascots in Nebraska at nontribal schools

Follow NASB on twitter at www.twitter.com/NASBOnline using the hashtag #liveNASB
and on facebook at www.facebook.com/NASBOnline

To see a quick glimpse at the various items the NASB is involved in, check out pages 10 & 11 each month in the **Board Notes newsletter** for "This Month In ...". To access the latest newsletter, click here:

<http://members.nasbonline.org/index.php/news-resources/board-notes>

Thanks for all you do for your board, your community and the entire state by serving public education in Nebraska.

The RCEA proposes to add a Strength and Conditioning Coordinator position to the Co-Curricular pay schedule. After running an array of 18 schools (including Raymond Central), it is clear that there are other schools similar to ours that have this position available. We would like to put this position in the Category 2 area with pay starting at 7% of base, and will increase 1% each year for the first three years, and then will increase by 2% for the next two years. The pay increments will be 7%, 8%, 9%, 11%, and 13%. Starting pay for this position would be \$3404.25 and will cap in 5 years at 13% of base, \$5673.75. This pay is competitive within our array. This position would be considered as a year-round position, beginning on September 1 and ending August 31st (same as our teacher contracts).

The RCEA holds the position that all areas of athletics can benefit from having their participants use the weight room. However, this usage falls under the individual coach's responsibility and will not include additional pay. As a coach, it is your duty to determine whether weight training is necessary and how to accommodate that as part of your schedule practice time.

There will be no hourly stipend for weight room hours paid for any supervisor moving forward. When a substitute is needed for the Strength and Conditioning Coordinator, the rate of pay will be \$15 per hour for up to 50 hours. It is the responsibility of the Strength and Conditioning Coordinator to find a substitute and communicate their schedule with the Activities Director.

Other Schools Weight Room Coordinator Positions/Pay:

Ashland-Greenwood: None

Arlington: Start at 7% (\$2604); caps at 11% (\$4092) at 12 years (increases @ 1, 3, 6, 9, 12 yrs)

Malcolm: Start at 8% (\$2964); caps at 10.88% (\$4031.04) at 10 yrs (increases every yr up to 10)

North Bend: None--offers Summer Weight Training at TBD payment

Syracuse: None

Wahoo: No Coordinator; 2 Summer Weights Positions at 8% (2760); no increases

David City: Pay is set at 5% (\$1765); no increases

DC West: \$13/hr to those coaches designated to supervise weight room; Total dollars paid capped at 20% (\$7153)

Milford: None

Fort Calhoun: Start at 15% (\$3145.50); caps at 20% (\$3844.50); increases 1-3; 4-6; 7yrs

Yutan: None

Fillmore Central: None

Elmwood-Murdock: None

Chadron: None

Louisville: None

Logan View: None

Platteview: Pay is set at 15% (\$5321.25); no increases

The RCEA proposes to add a Junior High Speech Coach position with the allotment of one assistant to the Co-Curricular pay schedule. This program was piloted in 2017-2018 and grew last year in 2018-2019. After running an array of 18 schools (including Raymond Central), it is clear that this is a fairly new idea amongst schools, with only a few in our array that offer something similar. However, we maintain that our forensics team has done exceedingly well in the past and would only grow stronger with the official adoption of this program. The program is beneficial to our students as well as an excellent recruitment tool for the high school programs for both Speech and Drama. We would like to put this position in the Category 4 area with pay starting at 3% of base. Starting pay for this position would be \$1134.75 and will cap in 5 years at 9% of base, \$3404.25. This pay is competitive compared to our other junior high coaching positions. At this time, no paid assistant position will be included.

Other Schools Weight Room Coordinator Positions/Pay:

Ashland-Greenwood: None

Arlington: None

Malcolm: None

North Bend: Junior High Play starts at 2% (\$688); caps at 3.7% (\$1272.80)

Syracuse: None

Wahoo: Set rate at 3% (\$1005)

David City: Starts at 4% (\$1412), caps at 8% (\$2824)

DC West: Starts at 1% (\$343), caps at 1.5% (\$514.50)

Milford: None

Fort Calhoun: None

Yutan: None

Fillmore Central: None

Elmwood-Murdock: None

Chadron: None

Louisville: None

Logan View: None

Platteview: None

The RCEA proposes to make a few changes to the Appendix B in the 2019-2020 contract. There are a couple of programs that have not been active for quite some time and thus can be removed from Appendix B. In the future, if these programs are revived, then there can be a proposal made to reassign them to Appendix B. There is also a grandfather clause that no longer applies to any staff currently at RC.

The RCEA proposes **removing** the following programs from Appendix B:

FCCLA from Category 6

Art Club and SADD Club from Category 7

Assistant Mock Trial and Quiz Bowl from Category 8

The RCEA proposes the following **changes** to Appendix B:

--removing the wording "for 1 Production--Limit 2" from the One Act Assistant position and leaving it at 3%

--removing the wording "**Grandfathered FBLA only, hired before 1993-1994--10% of base salary on 5th step"

TO: Raymond Central School Board and Superintendent Dr. Joel
FROM: Joyce Rezac, Business Manager
DATE: July 1, 2019
SUBJECT: Retirement Letter

I would like to thank the Board of Education for allowing me the opportunity to work at Raymond Central Public School for the past 33 years. I have greatly enjoyed working for the district and with the board, administration and staff.

At this time, I am requesting that you please accept this letter as my intent to retire June 30, 2020.

Again, thank you for the 33 years as part of the Raymond Central School District.

Joyce Rezac

6/28/19

Marisa Garver
Head Varsity Softball Coach
Raymond Central Public Schools
1800 W Agnew Rd
Raymond, NE 68428

Dear Mr. Wilmes & Mr. Gralheer:

I would like to inform you that I am resigning from my position as Head Varsity Softball Coach for Raymond Central Public Schools. This is due to obtaining a full-time teaching position at the Norris School District.

Thank you for the support and the opportunities that you have provided me during the last few months. I have truly enjoyed getting to know the staff and faculty at Raymond Central Public Schools and am more than grateful for the encouragement you have given me in pursuing my professional and personal growth objectives.

If I can be of any assistance during this transition in order to facilitate the seamless passing of my responsibilities to my successor, please let me know. I would be glad to help however I can.

Sincerely,

Marisa Garver

2830 N 73rd St
Lincoln, NE 68507
(402) 840-3403
mgarver10@gmail.com

Personnel - All EmployeesWage Information

The District will not terminate or retaliate against any employee for inquiring about or sharing compensation information for the purpose of determining whether the District gives equal pay for equal work. However, an employee with authorized access to wage information as part of their job function, who discloses the wages of other employees to those who do not have authorized access to other employees' compensation information, may be disciplined for such disclosure, up to and including termination, unless the disclosure is made in response to a complaint or investigation proceeding, hearing or other similar action.

Legal Reference: LB 217 (2019)

Date of Adoption: [Insert Date]

StudentsMilitary Recruiters

The District will provide access to routine directory information to each student in a high school grade upon a request made by a military recruiter, unless the student's parent or guardian has submitted a written request that the student's information not be shared with a military recruiter. The District will provide military recruiters with the same access to a student in a high school grade as the District provides to postsecondary educational institutions or to prospective employers of such students.

If a parent or guardian does not want his or her student's information to be provided to a military recruiter, the parent must submit a written request to the Superintendent.

Legal Reference: LB 575 (2019)

Date of Adoption: [Insert Date]

RAYMOND CENTRAL



JR-SR HIGH SCHOOL

STUDENT HANDBOOK 2019-2020

1800 W Agnew Rd
Raymond, NE 68428
402-785-2685
www.rcentral.org

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MISSION

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

The purpose of this handbook is to inform students and parents of the policies, procedures, rules, and regulations that the Board of Education and Administration feel are necessary to fulfill the educational goals of Raymond Central Jr-Sr High School. The primary goal of Raymond Central Public Schools is to provide the best possible educational experience for students and to provide those opportunities for education in an atmosphere and environment, which will be conducive to learning for all students. The achievement of these goals will be furthered through a clear understanding of expectations.

Your school career should be a time of learning, of personal and social growth, and of increased awareness of your responsibilities as a citizen. These are vast opportunities and challenges for you. Hard work and cooperation by all will result in the best education possible for the greatest number of students.

WELCOME

The Raymond Central Jr-Sr High School administration and faculty extend a welcome to students. The administration is committed to upholding the Raymond Central governing values and mission statement. Raymond Central Public Schools believes

- all individuals have value and should be shown dignity and respect;
- quality education is the cooperative responsibility of its students, staff, parents, and community;
- learning is a lifelong process;
- each student can learn and achieve personal success; and
- an excellent educational foundation will be provided for each student.

A successful secondary school education begins with a positive attitude. This handbook, by stating the attitudes and purposes prevalent at Raymond Central Jr-Sr High School, will help insure parents' rights and responsibilities.

2019-2020 ADMINISTRATION AND STAFF

ADMINISTRATION

| | |
|--------------------|----------------------------------|
| Dr. Derrick Joel | Superintendent |
| Cheryl Rieck | Superintendent's Secretary |
| Joyce Rezac | Business Manager |
| Allison Stansberry | Principal |
| Brian Gralheer | Asst Principal/Athletic Director |
| Christina Leise | Principal's Secretary |
| Torie Oldfield | Office Secretary |
| Tasha Osten | Counselor |

6TH GRADE

| | |
|----------------|-----------|
| Adison Kenning | 6th Grade |
| Abby Spangler | 6th Grade |

BUSINESS

| | |
|-------------------|--------------------------|
| Alexandra Bastian | Business/Computers/WEB |
| Keely Reinert | Business/Technology |
| Ben Svehla | Business/Accounting/Econ |

ENGLISH

| | |
|-----------------|---------------|
| Jill Huck | English 7-8 |
| Jeff Nelson | English 10-11 |
| Madeline Shomos | English 9-12 |

FINE ARTS

| | |
|--------------------|-------------|
| Jean Rempfer | Art |
| Jordan Luke | Band |
| Laura Hill | Spanish |
| Carolyn Enevoldsen | Speech |
| Seth Strouf | Vocal Music |

MATH

| | |
|--------------|---------------------------|
| Greg Wilmes | Algebra/Geometry 9-12 |
| Daryl Lange | Algebra/Math 7-8 |
| Celia Newman | Algebra/Calculus/Pre-Calc |

MEDIA

| | |
|----------------|---------------|
| Janet Dannelly | Media/Library |
|----------------|---------------|

PHYSICAL EDUCATION

| | |
|-----------------|-------------------|
| Frederick Spale | PE/Adv PE |
| Harold Pester | PE/Health/Wt Cond |
| Kalyn Brannagan | PE 6th |

RESOURCE

| | |
|-------------------|-------------|
| Andrea Hicks | Resource-HS |
| Wade Houchin | Resource-HS |
| John Kliment | Resource-JH |
| Stacey Doan | Resource-JH |
| Jody Albrecht | Para |
| Brad Breitzkreutz | Para |
| Georgia Caraway | Para |
| Kara Nelson | Para |
| Teresa Pester | Para |
| Laura Tvrdy | Para |

SCIENCE

| | |
|------------------|-------------------|
| Nicole Hummel | Science/Biology |
| Pamela Rasmussen | Chemistry/Physics |
| Sydney Paige | Science-JH |

SOCIAL STUDIES

| | |
|-------------------|---------------------------|
| Michael Henderson | Social Studies-JH |
| Andrew Placke | Am History/Am Government |
| Courtney Polak | World St/Civics/Sociology |

VOCATIONAL

| | |
|----------------|---------------------------|
| Rebecca Parks | Family & Consumer Science |
| Tyler Jedlicki | Industrial Technology |
| Whitney Lehn | Ag/Electricity/Welding |

RAYMOND CENTRAL PUBLIC SCHOOLS 2019-2020 SCHOOL CALENDAR Approved 3/18/19

School Start and End Times: Elementary: 8:15 AM - 3:15 PM
Junior/Senior High School: 8:10 AM - 3:30 PM PreSchool: 8:45 AM - 3:00 PM

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

AUGUST 2019

8 Thursday - Teacher Flex Day
9, 12, 13 Fri, Mon & Tue - K-12 Staff PD / Workdays 8:00 am - 4:00 pm
14 Wednesday - FIRST DAY OF SCHOOL - NOON DISMISSAL
14 Wednesday - Teacher Workday - Noon - 4:00 pm

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

SEPTEMBER 2019

2 Monday - NO SCHOOL - Labor Day

OCTOBER 2019

11 Friday - End of 1st Qtr
14 Monday - NO SCHOOL - Teacher Professional Development Day
22 & 24 Tues & Thurs - K-5 PT Conferences Valparaiso and Ceresco 4 - 8 pm
23-24 Wed & Thurs - 6-12 PT Conferences 4 - 8 pm
25 Friday - NO SCHOOL - PK-12 Staff Comp Day

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

NOVEMBER 2019

27-29 Wednesday, Thursday & Friday - NO SCHOOL - Thanksgiving Break

DECEMBER 2019

20 Friday - End of 2nd Qtr - Dismissal at 1:45 pm
22-26 NSAA Moratorium - Gyms Closed
23-31 NO SCHOOL - Winter Break

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

JANUARY 2020

1-3 NO SCHOOL - Winter Break
3 Friday - Teacher Professional Development Day
6 Monday - School Resumes for Students

| DECEMBER | | | | |
|----------|----|----|----|----|
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FEBRUARY 2020

21 Friday - NO SCHOOL

MARCH 2020

6 Friday - End of 3rd Qtr
9 Monday - NO SCHOOL - Teacher Professional Development Day
17 & 19 Tue & Thurs - 6-12 PT Conferences 4 - 8 pm
18-19 Wed & Thurs - K-5 PT Conferences Valparaiso and Ceresco 4 - 8 pm
20 Friday - NO SCHOOL - PK-12 Staff Comp Day

APRIL 2020

10 & 13 Friday and Monday - NO SCHOOL - Easter Break

MAY 2020

16 Saturday - Graduation Ceremony at 2:00 pm
20 Wednesday - LAST DAY OF SCHOOL - NOON DISMISSAL
20 Wednesday - End of 4th Qtr / Teacher Workday - Noon - 4:00 pm
25 Monday - Memorial Day

| JANUARY | | | | |
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| FEBRUARY | | | | |
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| MARCH | | | | |
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| APRIL | | | | |
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| MAY | | | | |
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| 25 | 26 | 27 | 28 | 29 |



First Day of School - End of Quarters - Last Day of School
NO SCHOOL - Inservice / Work Days - School Breaks - Teacher Comp Days
Parent / Teacher Conferences

Professional Development - 2 HR LATE START unless Inservice Day

PARENT RIGHTS AND RESPONSIBILITIES

EVERY PARENT HAS THE RIGHT TO:

1. Be treated with courtesy and respect by all staff members at Raymond Central Public Schools.
2. Be respected as an individual regardless of race, creed, national origin, economic status, religion, sex, or age.
3. Be informed of academic requirements for any school program.
4. Participate in meaningful parent-teacher conferences to discuss the student's school progress and welfare.
5. Be informed of approved procedures and administrative decisions.
6. Be informed of approved procedures for seeking changes in school policies and for appealing administrative decisions.
7. Inspect the student's cumulative record and remove or correct any false or misleading statements in conformity with current guidelines established by the State and Federal government.
8. Be informed of all programs in special education.
9. Appeal the placement, in accordance with established guidelines, of a student in special education.
10. Secure as much help as is available from Raymond Central Public Schools to further the progress and improvement of the student.
11. Expect that every attempt will be made by school personnel to ensure parents receive important school news and messages.
12. Reasonable protection for the student from physical harm while under school authority.
13. Participate in organizations designed for parents.

EVERY PARENT HAS THE RESPONSIBILITY TO:

1. Make every effort to provide for the physical needs of the student.
2. Strive to prepare the student emotionally and socially to be receptive to learning.
3. Strive to have the student attend school regularly and on time.
4. Encourage and lead the student to develop proper study habits at home.
5. Know school requirements and procedures.
6. Speak up to prevent misunderstandings.
7. Discuss problems with appropriate persons (Teachers, Principals, Superintendent of Schools, Board of Education).
8. Work for the success and improvement of the school program.
9. Treat all members of the Raymond Central Public Schools with courtesy and respect.

STUDENT RIGHTS AND RESPONSIBILITIES

EVERY STUDENT HAS THE RIGHT TO:

1. Be treated with courtesy and respect by all staff members at Raymond Central Public Schools.
2. Be respected as an individual regardless of race, creed, national origin, economic status, religion, sex, or age.
3. Be informed of approved procedures and administrative decisions.
4. Have help available from Raymond Central Public Schools to further their progress and improvement.
5. Have reasonable protection from physical harm while under school authority.

EVERY STUDENT HAS THE RESPONSIBILITY TO:

1. Be ready to learn.
2. Attend school regularly and on time.
3. Develop proper study habits at home.
4. Discuss problems with appropriate persons (Teachers, Principals, Superintendent of Schools, Board of Education).
5. Treat all members of the Raymond Central Public Schools with courtesy and respect.

PARENT INVOLVEMENT POLICY

Raymond Central Public Schools believes that parent involvement is necessary in order to develop a total learning community for students of all ages. Children, parents, educators, and the community as a whole, benefit when parents are involved in their children's education.

Raymond Central Public Schools, with involvement of parents, may develop and implement regulations consistent with the legal requirements of the state and the goals of the school district. An annual review of these policies will be conducted by the Board of Education to alter or reaffirm the policy, following any changes made by the staff and administration.

In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the appropriate school personnel to discuss such concerns as the Superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.

Upon reasonable advance request, a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and educational staff.

Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form referenced above for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection, and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.

Upon request of a parent, the District will provide access to the educational records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test. When reasonable to do so or required by law, the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify parents of the nature of the survey, the date and time when such survey shall be administered, and the purpose and uses of the survey.

As a general matter substantive decision-making processes will be left to the judgment to the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

REGULATORY PROCEDURES

ATTENDANCE: Students have a right to learn; teachers have a right to teach. Nebraska School Law (79-201, 79-209), requires regular attendance for school age students. The statutes are very specific and leave little option with schools to excuse their pupils. In addition to this, schools have found that irregularity in attendance negatively affects a student's academic performance. Parents will greatly aid the school in promoting the welfare of their students if absences are held to a minimum.

MANDATORY AGES OF ATTENDANCE: A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age (per LB 966 and RC policy 5008).

ATTENDANCE POLICY AND APPEALS: Students will be allowed to accumulate 10 absences per class per semester for reasons other than co-curricular activities. An absence is defined as missing more than 10 minutes of any class. Upon the accumulation of more than 10 absences during a semester class, the student will either forfeit credit for the class(es) or will need to make-up time for every period missed to receive credit. Absentee make-up sessions are 45 minutes and are made up in the office before and after school. Completed time and documentation must be handed in to the office prior to the end of the semester in order to receive credit. The office will try to mail letters timely to the parents/guardians of the students when they reach 5, 8, and 10 absences, respectively. Students who miss 5 or more times the 1st quarter, or 7 or more times the 2nd, 3rd, or 4th quarters, will be referred to the county attorney. School activities will not be counted toward this policy.

The Principal has the right to waive absences and extend the number of allowable absences in the case of an extended illness or hospitalization (6 or more consecutive days absent from school in a row as a result of the same illness/injury). The student will be put on a "Home Bound" list until which time they may return to school. The staff will provide assignments and make-up work to keep students current and up to date. If a student wishes to appeal a Principal's decision on an attendance issue, an appeal may be made to the Superintendent. If this is not satisfactory, an appeal may be made to the Board of Education at their monthly meeting.

REPORTING ABSENCES: Parents are to call the school to notify the office of a student absence. Personnel are on duty at 7:15 AM to receive calls. When the office has not been notified by 9:00 AM regarding the student's absence, the attendance office will call the parents to verify the absence.

BLUE SLIP/YELLOW SLIP: Blue absence forms are to be used for individual advanced absences; yellow absence forms are to be used for co-curricular absences.

A special request from parents or guardians must be made in writing for any individual advanced absence. ***This request should be made well in advance of the anticipated absence permitting sufficient time to obtain assignments from all teachers and to complete all assignments at the specific request of the teachers.*** The request to be absent is made through the office and is administered with a blue absence form. ***These forms must be completed and returned to the office secretary by 4:00 pm on the day prior to the anticipated absence. Failure to comply could result in forfeiture of credit for the class on the day absent.*** It is emphasized that having the permission of a parent to be absent will not be a guarantee that school authorities will waive the absence. Such decisions will be made through the Principal's office.

For absences that are school sponsored, the sponsor will issue a yellow absence form and return it to the office. The form must be completed prior to participating in co-curricular activities. The student must return the yellow absence form to the sponsor at the time designated. Failure to complete a yellow form can result in disciplinary action.

HOMEWORK POLICY: Students who come to class without assignments adequately completed will receive a 30% deduction. If the assignment is still not completed by class the following school day, the student will receive a zero.

MAKE-UP HOMEWORK: Students will be given two (2) days for every day of absence up to 10 to complete make-up homework. Beyond 10 days will require special arrangements. ***A student who gets sick during the school day or needs to leave for an appointment, must report to the school office and be released by the office staff. A parent/guardian must be notified by office staff prior to release; only school personnel or persons authorized on the student's emergency information may take the student home.***

REPORTING AND RESPONDING TO TRUANT BEHAVIOR: Truancy is interpreted to mean improper absence from school without approval of the school and the parents. Students who skip a class or skip school for the entire day will be reported to the Principal as truant. A record of truancy will be kept as a part of the student's attendance record. Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child age 7 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation of the case to be made. When of his or her personal knowledge, by report of complaint from any resident of the district, or by report or complaint as provided in the section, the Superintendent as the designated attendance officer, believes that any child is unlawfully absent from school he or she shall immediately investigate. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, but need not be limited to:

1. One or more meetings between a school attendance officer, school social worker, and other person designated by the school administration. If such school does not have a school social worker, the child's parent or guardian, and the child if necessary, are to report and to attempt to solve the truancy problem, unless the officer or worker has documented the refusal of the parent or guardian to participate in such meetings.
2. Education counseling to determine whether curriculum changes, including, but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavior needs of the child, would help solve the truancy problem.
3. Educational evaluation, which may include a psychological evaluation with the written consent of the parent or guardian, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the Administration, to identify conditions which may be contributing to the truancy problem. If services for the child and the student's family are determined to be needed, the school social worker or other person performing the investigation shall meet with the parent or guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.
5. Referral to community agencies for economic services.
6. Family or individual counseling.
7. Assisting the family in working with other community services.

Truancy and tardiness are a violation of school rules. The services to be provided in response to truantries and tardiness shall also include disciplinary measures, including, without limitation, restriction of co-curricular and other activities, additional work assignments before, during or after regular school hours, and removal from a particular class or classes. Suspension (short-term or long-term) or expulsion from school may be imposed for truancy or tardiness, providing that alternatives to such action have been used or determined by the Principal to be inappropriate under the circumstances.

If the child continues to be or becomes habitually truant, the attendance officer shall serve a written notice to the person violating the compulsory attendance statutes, warning the student to comply with its provisions. If in one week after the time such notice is given, such person is still violating such statutes, and then such attendance officer shall file a report with the county attorney of the county in which such person resides. A student who has been truant will be ineligible for all co-curricular activities (practices included) until such time as suspensions are served. Make-up work will be required to be completed; however, absence due to truancy results in a grade of zero for work occurring during the period of truancy. Truancy is included in the eight (8) day limit and is not subject to appeal.

TARDIES FOR PERIODS 1-9 PER SEMESTER: Students who are not in their assigned classroom at the beginning of class are tardy. A tardy is defined as arriving to class or not in their seats after the tardy bell has rung. An absence to class is defined as arriving to class after the first 10 minutes of class. ***AFTER THE 2ND TARDY, EVERY TARDY ACCUMULATED DURING PERIODS 1-9 (each semester) WILL BE A 30 MIN DETENTION SERVED DURING LUNCH TIME, AFTER SCHOOL FROM 3:30-4:00 PM OR IN THE MORNING FROM 7:30-8:00 AM. EVERY TARDY AFTER 10, THE STUDENT MUST SERVE A 45 MINUTE DETENTION BEFORE OR AFTER SCHOOL. THE STUDENT WILL HAVE TWO DAYS TO COMPLETE THE DETENTION OR AN ISS WILL BE SERVED.***

STUDENT DISCIPLINE

- A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.
1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
 - b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
 - c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
 - d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
 - e. A student who on a short-term suspension shall not be permitted to be on school district grounds or attend school district activities without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended ;immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.
- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
 6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
 7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment

and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant. E-Cigarettes will apply to this rule.

8. Public indecency or sexual conduct.
9. Engaging in bullying, that includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
 - b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
 - c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
 - d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
- D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.
- E. Special Education - Discipline Actions for Special Education Students
See Policy 6600
- F. Corporal Punishment - Defined
Corporal punishment is not to be used as a form of discipline. A staff member may use physical force against a pupil only for the following reasons:
1. Protection of the Educator;
 2. Protection of other students or property from the student;
 3. Removal of the student from a situation that endangers the student, other persons, or property. (Adopted October 17, 1988).
- G. Law Violations - Reporting Student Law Violations:
1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
 2. When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Raymond Central Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - a. Knowingly possessing illegal drugs or alcohol.
 - b. Assault.
 - c. Vandalism resulting in significant property damage.
 - d. Theft of school or personal property of a significant nature.
 - e. Automobile accident.
 - f. Any other behavior which significantly threatens the health or safety of students, staff or other persons or which is required by law to be reported.

TOBACCO/ALCOHOL AND OTHER DRUGS:

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

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

Standards of Conduct; Notice to Students and Parents - Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING RAYMOND CENTRAL PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations - Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-Entry Programs - Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within 60 miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

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

Safe and Drug-Free Schools - Parental Notice of Right to Withdraw - Pursuant to the provisions of the No Child Left Behind Act, parents will be notified that, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco - These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

Disciplinary Sanctions - Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

Intervention - The Raymond Central School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

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

Academic Integrity

1. Policy Statement: Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.
2. Cheating and plagiarism violate the standards of academic integrity. Sanctions will be imposed against students who engage in such conduct.

ANTI-BULLYING POLICY: One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

Code of Conduct and Applicable Forms of Disciplinary Action

The school district response to inappropriate behaviors on the part of any student may include, but is not limited to, any of the following, either singly or in combination.

After an investigation, individuals determined to be guilty of bullying practices, may be subject to such forms of disciplinary action, either singly or in combination (but not limited to) as:

1. provide an apology;
2. serve a detention of time before, or after, school hours for one, or several days;
3. serve a detention of time at Saturday school for one, or several Saturdays; if offered;
4. serve an in-school suspension for a prescribed period of time deemed by the principal (or administration) to be commensurate with the offense;
5. serve an out-of-school suspension for a prescribed period of time deemed by the principal (or administration) to be commensurate with the offense;
6. be reassigned to an alternate placement of educational program;
7. enter into "expulsion proceedings" if the bullying practices constantly recur and are determined to be physically and/or psychologically damaging, and/or severe in nature; and
8. have the case turned over to legal authorities for adjudication if the action, or actions, are determined to be physically and/or psychologically damaging, and/or severe in nature.

IT SHOULD BE NOTED THAT THE ABOVE FORMS OF DISCIPLINARY ACTION MAY, OR MAY NOT, BE ADMINISTERED IN THE ORDER LISTED ABOVE. EACH CASE OF BULLYING WILL BE DEALT WITH ON THE MERITS OF THE NATURE/SEVERITY OF THE BULLYING, AND/OR ON THE NUMBER OF REPEAT OFFENSES BY THE OFFENDING PERSON OR PERSONS.

ALL STUDENTS AND ALL EMPLOYEES OF THE RAYMOND CENTRAL SCHOOL DISTRICT ARE TO ATTEMPT TO INTERVENE AND STOP ANY OBSERVED BULLYING PRACTICES, AND REPORT ANY AND ALL SUCH OBSERVATIONS TO THE PROPER SCHOOL AUTHORITIES.

CYBERBULLYING: The use of technology such as computers and cell phones to engage in repeated and hostile behavior by an individual or group that is intended to harm others. Consequences fall under the Raymond Central anti bullying policy.

HARASSMENT: Raymond Central Public Schools is committed to offering employment and educational opportunity to its employees and any student based on ability and performance, in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Raymond Central Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

1. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.
2. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.
3. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.
 - a. Sexual harassment may exist when:
 - (i) Supervisors or managers make submission to such conduct, either an explicit or implicit term and condition of employment (including hiring, compensation, motion, or retention);
 - (ii) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.
 - (iii) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.
 - b. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, calling someone "gay" or fagot", foul or obscene language or gestures, displays of foul or obscene printed or visual material, and physical contact, such as patting, pinching or brushing against another's body.

Procedures:

1. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.
2. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Raymond Central Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Raymond Central Public Schools, the complaint may be processed to the Board of Education.
3. The supervisor, teacher or the Superintendent of Raymond Central Public Schools for complaints which are brought to and reach the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student for alleging a violation of this policy.

This policy pertains to sexual harassment of students or employees by students or employees. **Students or employees are highly advised to refrain from engaging in any sexual harassment activities.** Upon completion of a complaint form (back of book) and investigation, if individual(s) is judged to be guilty of sexual harassment that judgment may be placed in the student's file for an indefinite number of years. The same is true of employees.

INITIATIONS, HAZING, SECRET CLUBS AND OUTSIDE ORGANIZATIONS:

Initiations. Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

Hazing. Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activities include but are not limited to whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Secret Organizations. It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

Outside Organizations. It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

DATING VIOLENCE: Raymond Central Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated. For purposes of this policy "dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. "Dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District's authority.

SEARCH AND SEIZURE: The Board authorizes the use of video cameras and similar devices on District property, and the use of searches on school property, for the purposes of ensuring the health, welfare and safety of all staff, students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

The District shall comply with all applicable state and federal laws related to record maintenance and retention. When it is determined based on surveillance or searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made. Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following procedures will be used for conducting searches: School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted in the discretion of the administration.

Searches of the District's computer system may be conducted in the discretion of the administration at any time. The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.
2. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

VANDALISM: Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds.

ROUTINE PROCEDURES

ANNOUNCEMENTS: Daily announcements will be read from each teacher at the beginning of second period, they will be available on the internet and will be placed in several locations on the hallway walls.

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

- Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants).
- Clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap.
- Any material that is sheer or lightweight enough to be seen through.
- Clothing of an appropriate size and fit so as to not be revealing or drag on the ground
- Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- Head wear including hats, caps, bandannas, and scarves.
- Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar content.
- Clothing or jewelry that is gang related.
- Bare feet. Some type of footwear must be worn, bedroom slippers cannot be worn.
- No pajama bottoms or clothing that resembles sleep wear.

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

Students are permitted to wear shorts of moderate length (brief athletic shorts and biker shorts are not permitted). Outfits such as slacks and blue jeans are acceptable along with outfits of decent and modest length. Tank tops may be worn, but they must be worn over or under an appropriate blouse or shirt.

The school dress code will be in effect during school hours and at school activities unless a sponsor of an activity gives permission to a student to wear something different.

BUILDING AND ENTRY MOVEMENT: Students involved in special activities before 8:00 a.m. or after 4:00 pm must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. If a student needs to enter the building prior to 8:00 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in the commons area. Failure to do so will be referred to the Principal. During school time students may be permitted to leave classroom or study for specific purposes. A school issued Assignment book signed by a teacher is required before a student may leave the classroom. The first Assignment book will be given to the students. Each additional Assignment book will cost the students \$3.00. Every student needs an Assignment book. **Each teacher will maintain a sign out sheet in their room.**

RESPECT FOR PERSONS AND PROPERTY: Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school Personnel, or District property.

BAD WEATHER: Whenever bad weather occurs, arrangements have been made with Radio Stations KFOR, 96 KX, KFAB, KOLN-KGIN TV Channel 10/11, and social media: Facebook, & Twitter, to alert patrons of procedures in the event our school will be closed for any reason, the above sources of news will be informed.

BEVERAGES AND CONSUMPTION OF FOOD: The beverage and candy machines in the building will be turned off between 11:30 AM and 1:00 PM and available all hours on Saturday and Sunday. Students will not be allowed to drink beverages in the classroom areas unless it is part of a specific learning objective/class activity except water. All food items will be consumed in the school cafeteria. **Due to federal guidelines, students will not be allowed to take food out of the lunchroom or place personal food orders for delivery to the school for lunch. Individual classes or organizations can not have food parties between the hours of 11:30 AM to 1:00 PM.**

CAFETERIA/LUNCH: A student lunch is available each lunch period at the price of \$2.80. Money for lunch will be deposited in the student's personal account. **A positive balance must be kept in the account at all times. If an account has a negative balance, the student will be denied school lunch until the account is replenished.** In addition, ala carte items will be offered at an additional price. Ala carte items will not be charged on the student's lunch account - cash only at the time of purchase. Applications for free or reduced lunches are available through the school office.

The Nebraska Competitive food policy regulation forbids any competitive food or beverage service. The same regulations forbid the sale of food or beverage items by other school organizations over the lunch hour. Raymond Central policy is that students are not allowed to order fast food by delivery during lunch period. Students are allowed to bring lunch from home. All lunches or food must be consumed in the cafeteria or in designated outdoor areas with administrative permission. Food brought from home/parent during lunch to celebrate a birthday/special event, will be eaten in a designated area assigned by the principal.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

CHANGE OF RESIDENCE, TELEPHONE NUMBER OR TRANSFER: If you change your address or your telephone number, please report this information to the office at once. If you move to another city or if you transfer to another school, you must obtain a withdrawal form from the office. This form must be signed by each of your teachers, your counselor, activity sponsors, the Media Specialist, and the office. All textbooks and other materials belonging to the school must be returned before you will be given a transfer slip for admission to the new school. Your records will be sent to your new school upon request of the Principal of the school you will be attending.

CHECKS: The school will not cash any type of check unless it is for payment of items purchased from or through a school fund.

CONDUCT: The purpose of the Media Center is to provide information and resources to students, staff, and administration. Because of the unique service that the Media Center provides, it is essential that all users treat the materials and equipment with care. The Media Center is a place for casual reading, academic study, utilization of resources, and meetings. It is not for the purpose of rough play or inappropriate socialization. When a staff member for a class or other purposes reserves the Media Center, other students may not be allowed in the Media Center without permission of the staff member present. Students are not allowed behind the circulation desk or in the A-V room without permission.

COPIES: A copy can be made in the Media Center for classroom use only. Personal copies will cost \$.05 cents per page. ***All copying must be in compliance with Federal Copyright Laws.**

CLASS FEES: Referring to the Raymond Central Policy on Student Fees, students will not be charged a fixed fee for classes or labs that the students take for graduation credit. Students who are on or qualify for free and reduced price meals must file a Sharing Information Student Waiver form in order to receive a waiver. This form will be available at any administrative office for any district parent who wishes to apply for the waiver. If the student qualifies for the waiver, the district will waive all fees. If a fee waiver student makes a project in a class and wants to take that project home, the student will be subject to pay for the cost of the materials in the project before they are allowed to take the project home. Fees for activities are covered in the co-curricular area of the handbook.

ELECTRONIC DEVICES: "Electronic devices," include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another are discouraged during class time as to not disrupt the learning environment. Use of electronic devices will be at the discretion of each teacher.

EXCHANGE STUDENTS: Foreign exchange students provide an opportunity to enrich the learning at Raymond Central Public Schools. For further information, see Board Policy 5007.

FIGHTING AT SCHOOL: All fights that occur at Raymond Central Public Schools will result in notification of legal authorities. This includes spontaneous as well as premeditated or planned fights. Scuffling and horseplay at school will not be tolerated and the students involved may be sent home for the remainder of the school day. If the incident is serious, the suspension will be for a longer period of time.

FINAL EXAMS: Raymond Central Jr-Sr High School will be implementing final exams at the end of each semester. The exams will be given over two or three days.

FINES & FEES: Students have the potential of having a book checked out to them for a maximum period of five weeks (one two-week check-out plus a renewal of another two weeks plus the one week grace period). At the end of the checkout period, the material must be returned so that someone else may access the material. Students who fail to return materials and have not made any other arrangements will be subject to a posted fine schedule ranging from \$.50 to \$5.00. After seven weeks students may be placed on a restriction list and the office will be notified. Placement on the restriction list means that the student may lose their media center privileges.

GANG APPAREL, POSSESSIONS, AND BEHAVIORS: For the safety and welfare of students and the continued maintenance of a positive and secure learning environment, the following rule relative to gang apparel, possessions and behaviors applies to all students on school grounds or at school activities. Dress as identified by the administration as gang related apparel is not allowed. Any item worn or carried to identify a person, as a gang member, is not allowed.

LOCKERS: Students will be assigned lockers prior to the start of the school year. Students may not move to another locker without the permission from the Principal's office. If a student damages a locker, they will be responsible for the damage.

LOST AND FOUND: The loss of an article of high value should be reported to the school office. Other items found will be kept in the lost and found located in the office. All accumulated articles will be cleared periodically throughout the school year. **The school discourages students from bringing large amounts of money and valuable property to school.**

MEDIA CENTER INFORMATION: Students may obtain access to the Media Center before and after school with a pass issued by the student's instructor or media specialist. (These times may vary according to class reservations and/or media specialist schedule.)

PARENT/TEACHER CONFERENCE SCHEDULE - GRADES 6-12:

October 23-24, 2019 4:00-8:00 PM
March 17 and 19, 2019 4:00-8:00 PM

POSTERS AND SIGNS: *An administrator must approve both the design and placement of all posters and signs before they can be displayed.* Thumbtacks may be used to fasten posters to bulletin boards; however, masking tape must be used to attach posters to student lockers. Do not use Scotch Tape/transparent tape on or in student lockers or on walls and doors.

PROGRESS REPORTS: Progress reports are a means of communicating learning performance with students and with parents. Progress reports will be mailed out to the parents of all students for all classes at mid-term of each quarter. Grades will be presented to the students at the end of each week, except during mid-term week when progress reports will be mailed to parents/guardians. At the end of each quarter, the students will receive report cards, instead of grade reports. Parents are encouraged to ask their son/daughter for the grade reports, and if they have any questions, they need to contact the teachers. Parents who have questions of a teacher concerning their child's progress are encouraged to call the teacher ½ hour before school, during the teacher's plan period, or ½ hour after school.

REPORT CARDS: Will be distributed the week following the end of each quarter.

End of 1st Quarter October 11, 2019
End of 1st Semester December 20, 2019
End of 3rd Quarter March 6, 2020
End of 2nd Semester May 20, 2020 (If no more than three snow days)

SCHOOL VISITORS: All parents and visitors are to check in at the Principal's office after they enter the building. We encourage parent visitation of classes and often allow others to observe classes. **However, interruption of classroom processes to confer with a teacher or student is forbidden without proper authorization. Teenage visitors are allowed only with administrative permission. No parents or visitors are to enter a class in session without the permission of the Principal's office.** Parents are welcome and encouraged to visit school at any time. In accordance with state law, we ask that parents please check in with the Principal's office.

SKATEBOARDS, ROLLER-SKATES AND ROLLER-SHOES: Skateboards, roller-skates, roller-shoes any type of roller apparatuses are prohibited at all times on Raymond Central school property including schools, playgrounds, parking lots, driveways and buses. They are to be left at home.

SUPPLIES: Each pupil is expected to provide supplies required in specific classes. This will greatly facilitate the operation of all classes and assure the pupil greater success in schoolwork.

TELEPHONE CALLS: Phone calls for students during school hours should be kept to a minimum. Messages will be written down, and the students will be called to the office at the end of a class period. Pupils will not be called to the telephone while in a class except in an emergency situation. The school telephone is primarily for school business and should not be used for personal calls. No long distance call, regardless of its urgency, is to be made from the office telephone at any time without the specific approval of the office. **Students should not use class time for phone calls.** Phone use should be appropriate and respectful.

TEXT BOOKS: Text books are provided by the Raymond Central Public Schools. Students have the responsibility to give textbooks proper care. Book covers should be used at all times. The students must pay for excessive wear and damage to books. At the beginning of every class, students will be required to complete a 3x5 card to record the condition of the specific book assigned. Textbooks must be returned at the conclusion of the course, if not returned the student will be charged to replace the book. If damage is done to the book the fine schedule is as follows: Broken Binding -\$20.00, Pen Marks - \$.25, Broken Covers -\$ 15.00, Torn, but repaired \$.50. Failure to pay fines and/or return other equipment will result in the student not being allowed to checkout books and/or equipment for the next semester. Teachers will not accept books that can be repaired by the student (including erasing pencil marks) until those repairs have been completed.

TRANSPORTATION

BUS SAFETY: All students are subject to the following rules when riding on a Raymond Central School Bus:

1. When leaving the bus, students should cross the street in front of the bus after carefully checking traffic.
2. The bus driver is responsible for controlling the behavior on the bus. Students must obey the driver as they would a teacher or administrator.
3. Students must always be seated and facing forward when the bus is moving.
4. Student should not put arms, hands, etc. outside of windows. The aisle must be kept clear at all times.
5. Students should assist in keeping the bus clean by using the trash receptacles available in each of the buses.
6. Students should be courteous and use no profane language.
7. Students should not be destructive.
8. The driver is authorized to assign seats.
9. While waiting for the bus at a designated bus stop, all school rules and regulations will apply and appropriate behavior is expected.
10. A student who is having a guest coming to their house or going to another student's house, must have two notes, one from their parents and one from their guest's parents granting permission. The notes must be signed by the principal prior to getting on the bus. Permission may be denied due to the lack of room on the bus.
11. Riding the bus is a privilege. The bus is an extension of the school day. All rules and regulations will apply. If students choose not to follow the rules, appropriate discipline will be administered. If a student violates a rule, the bus driver will file a Discipline Report to the appropriate administrator.

Violations are as follows: 1st offense - warning

2nd offense - may result in a suspension of bus privileges for two (2) or more days.

If the offense is of a severe nature, bus privileges could be suspended immediately. If this occurs, parent(s) will be contacted to arrange alternate transportation prior to the initiation of the suspension.

BUS ROUTES: Following are procedures that are to be followed in the event a parent requests a change or alteration in an already established bus route.

SHORT TERM ROUTE CHANGES: Request involved a change or alteration for one day or less

1. Short-term changes will be made only if the new pick-up or drop-off points are already an established stop on the present bus route.
2. Parents wishing to change the pick-up or drop-off point of their children on a “short term” basis must write a note to their respective bus drivers indicating the requested change.
3. Should a bus driver receive a written parent request for a change in a student’s pick-up/drop-off point and the requested change is already an established stop on their route, the driver may initiate the change without further approval. Once the driver approves a change, the driver must notify the office and place a written parent request in the gas log folder to be turned in monthly.

LONG TERM ROUTE CHANGES: A change in a pick-up or drop-off point for more than one day and not less than six days. Long-term changes will be granted only if the requested change is already established stop on the present route, or the change does not substantially alter the present route. Parents wishing to change a child’s pick-up or drop-off point on a “long term” basis must submit the request in writing to the Superintendent. Once received by the Superintendent, the request will be reviewed and a response sent to the parents in writing. This written response, if one of approval, shall include the new pick-up or drop-off point and the starting and ending date of the change. A notice of an approved change (copy of the parent notice) shall be placed in the master route files with copies sent to the respective Principal and bus driver.

The purpose behind these procedures is to standardize the alteration of bus route in a way that will provide for the safest possible operation of our transportation system. In instances where these procedures have not been followed by parents, bus drivers are advised to contact the transportation director for direction on handling the situation on an individual basis. When the problem is of an immediate nature, the bus radio can be used to contact the Principal.

CLOSED CAMPUS: Students are not allowed to leave the school building during the school day unless permission is granted through the Principal’s office. Once a student arrives at school, they are not permitted to leave school grounds without approval from the Principal’s office. Parked cars and parking lots are definitely off-limits during school hours.

Violations are as follows: 1st infraction - warning
2nd infraction - one (1) 45 minute detention
3rd infraction - two (2) 45 minute detentions
4th or more infraction - 1 day ISS or OSS

Students must sign out when leaving school; however, approval must be given before a student can leave. The school must have verification from a parent for a student to leave.

USE OF VEHICLES: If bus service is not utilized, transportation to and from school is the responsibility of the individual student. Senior high students should be aware of the following expectations:

1. Observe all traffic and safety laws related to the various modes of transportation. *Note: Bus stop arms are to be strictly observed.
2. Careless or reckless driving on school property will result in suspension of the privilege of driving on school property.
3. A parking area for student vehicles is located on the south and southwest side of the building.
4. Do not loiter in the parking lot before/after school and after activities; returning to a car during school hours requires permission of an administrator/authority. Failure to comply will result in a warning for the 1st offense and a detention for the 2nd offense.
5. A zone painted yellow or blue means Restricted Parking. Police will be called for anyone parking illegally in the handicapped parking facilities.

COUNSELING AND GUIDANCE

ORGANIZATION: The Counseling Department was organized for the purpose of helping each student adjust to present environments, to enjoy all educational opportunities that meet interests and learning capacities, and to aid in becoming increasingly and wisely self-directive individuals. The School Counselor, with the cooperation of all other faculty members, carries on the work of the department. Any student may apply to the Counselor for aid or advice on whatever problem occurs, or any faculty member may refer a student to this department for necessary aid and advice. If a student is seeking the help from the School Counselor, arrangements should be made with the teacher to make an appointment with the counselor for an interview. Most interviews should be scheduled during a study hall period, if possible. Before school and after school are also good times for interviews.

JUNIOR HIGH PROMOTION REQUIREMENTS: Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program.

SENIOR HIGH GRADUATION REQUIREMENTS: Students must have 230 hours of credit in order to graduate. Students must also be in attendance for 8 semesters and registered for 8 classes every semester. The hourly requirements are as follows:

| | |
|------------------|--|
| English | 40 credits |
| Math | 30 credits (Must pass Beginning Algebra) |
| Science | 30 credits |
| Social Studies | 40 credits (Must pass 10 hrs of Geography, World History, American History, American Government) |
| Economics | 5 credits |
| Technology | 10 credits |
| Fine Arts | 10 credits |
| Health | 5 credits |
| PE | 5 credits |
| Business | 5 credits |
| FCS | 5 credits |
| Speech | 5 credits |
| Additional | 10 credits (from Vocational or Fine Arts) |
| Choice Electives | 40 additional credits |

A class that meets 5 days per week for one semester earns 5 hours of credit, and one class cannot satisfy two or more requirements.

Register requirements for each grade level are:

1. Freshman must register for: Math, English, Social Studies, PE/Health, and Science.
2. Sophomore must register for: Math, English, Social Studies and Science.
3. Juniors must register for: English, Science, Math and American History
4. Seniors must register for: Economics/American Government, and English.

Valedictorian/Salutatorian - It is the policy of Raymond Central Public Schools that the Valedictorian and Salutatorian will be determined by overall GPA only, figured through the end of the 12th grade. The person with the highest overall GPA will be named Valedictorian, and the person with the second highest overall GPA will be named Salutatorian. In case of a tie, there; will be more than one named for the level where there is a tie (i.e. if the top two people in the class had the exact same GPA, they would both be named Valedictorian). If the tie is for Valedictorian, no Salutatorian will be named.

Class Classification - The following credit requirements must be met in order for a student to advance to the following grade:

Sophomore - 55 Credits
Junior - 115 Credits
Senior - 170 Credits

GRADING SCALE:

| Letter Grade | Numeral Grade | Grade Point Average |
|--------------|---------------|---------------------|
| A | 94-100 | 4.0 |
| B+ | 93 | 3.9 |
| B+ | 92 | 3.8 |
| B+ | 91 | 3.7 |
| B | 90 | 3.6 |
| B | 89 | 3.5 |
| B | 88 | 3.4 |
| B- | 87 | 3.2 |
| B- | 86 | 3.0 |
| C+ | 85 | 2.9 |
| C+ | 84 | 2.8 |
| C+ | 83 | 2.7 |
| C | 82 | 2.6 |
| C | 81 | 2.5 |
| C | 80 | 2.4 |
| C- | 79 | 2.2 |
| C- | 78 | 2.0 |
| D+ | 77 | 1.9 |
| D+ | 76 | 1.8 |
| D+ | 75 | 1.7 |
| D | 74 | 1.6 |
| D | 73 | 1.5 |
| D- | 72 | 1.4 |
| D- | 71 | 1.2 |
| D- | 70 | 1.0 |
| F | 0-69 | 0.0 |

HONOR ROLL: At the end of each semester, honor roll lists will be published. These lists will recognize students' academic successes. They are as follows:

| | |
|----------------------|---|
| Special Commendation | Grades are all A's |
| Honor Roll | Two A's and no grade below an 86% (B) |
| Honorable Mention | No more than one (1) C and it must be no lower than 80% |

NATIONAL HONOR SOCIETY: Any student in grades 10-12 who qualifies in the four areas based on Scholarship, Service, Leadership, and Character is eligible for selection. After completing the application process, a Faculty Council comprised of five teacher appointed by the principal, will meet to select members for the Raymond Central Chapter of National Honor Society. If a student is not selected, he/she can appeal the selection first to the sponsor and then to the Principal. The Principal will determine if the process for selecting the recipients was followed according to the guidelines of the National Honor Society.

TEST PROGRAMS: The Raymond Central Jr-Sr High School conducts a complete testing program to aid in the identification of each student's unique abilities and to monitor academic growth. Following is a list of tests given each year:

1. Achievement – 3-8 (NWEA)
2. Pre-ACT 10th
3. ACT – 11th
4. ASVAB 11th
5. PSAT 10-11th

Contact the school counselor for specific details regarding each type of test.

HEALTH SERVICES

ILLNESSES: Students showing definite signs of illness should be kept home. The specified number of days as recommended by the State Health Department should be observed. Should students become ill during the day, the school office will telephone the parent or person specified. Parents, who are away from home during school hours, should provide the school with telephone numbers where they can be reached should it become necessary. An ill student cannot leave school until permission of the parent, or the person designated by the parent, has been received.

HEALTH EXAMINATIONS: Students in the Raymond Central Public Schools will receive an exam screening of their vision, hearing, height, weight, and scoliosis. Referral notes will be mailed to the parents of those students who at the time of the examination and/or re-examination appear to need further evaluation. It should be understood that these referrals are only a suggestion to parent that a problem may exist. It is the responsibility of the parent to follow up with an evaluation by a physician or eye doctor. The school is especially concerned when a health condition has an impact on the student's work.

TAKING MEDICINE AT SCHOOL: If the student is to have prescription medication administered by school officials, please send it in the original container from the pharmacy with the directions intact. A permission form must be completed and returned to the office before medication can be administered from the office. If a student requests to take "over-the-counter" medication, a permission form must be signed by the parents and must be returned to the office before the medication can be administered. If a form has not been completed, the office must obtain verbal consent via phone from the parent/guardian. Students are encouraged to bring their own "over-the-counter" medication. **The school does not supply any medication.**

COMMUNICABLE DISEASES: Raymond Central Public Schools shall cooperate with county and state health department officials in developing procedures for the control of communicable diseases in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

In general, a student with a communicable condition will be allowed to attend school in the student's usual class setting only after written approval has been secured from the student's physician stating that the disease is not in a communicable stage. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion. The school reserves the right to consult with a second physician to secure another opinion if a second opinion is deemed necessary by school personnel.

The Nebraska Department of Health recommends the following:

DISEASES - EXCLUSION FROM SCHOOL:

| | |
|-------------|--|
| Chicken Pox | May return to school after a minimum of 6 days after onset of skin eruption |
| Diphtheria | Must have doctor's written permit to return to school |
| Influenza | Excluded for duration of illness |
| Strep | Excluded until no fever and under treatment for 24 hrs (Scarlet Fever, Scarletina, Strep Throat) |
| Pinworm | Excluded until treatment as documented by a physician |
| Pinkeye | To be excluded for a minimum of 24 hours, may be readmitted following treatment by a physician, and when eyes have cleared |

SKIN AND SCALP CONDITIONS:

| | |
|-----------|---|
| Impetigo | Excluded upon recognition by teacher. Readmitted following treatment by physician. |
| Ringworm | Excluded upon recognition by teacher. Readmitted following treatment with over the counter medication (Tinactin) and with affected area covered with dressing, until treated for 2 days. |
| Head-Lice | Excluded upon recognition by teacher. Readmitted following treatment and the product used, MUST accompany student upon return to school. All affected members of the household should be treated at the same time. |
| Scabies | Excluded upon recognition by teacher. Readmitted 24 hrs after treatment by physician. If a written permit from the doctor indicates that it is satisfactory to return to school prior to the number of days listed, the school shall honor this request. School staff members will adhere to Infection Control Procedures regarding precautions against transmission of disease for all students and faculty. |

IMMUNIZATIONS AND PHYSICALS: School boards require that each student be protected against measles, mumps, rubella, poliomyelitis, diphtheria, whooping cough, tetanus and Hepatitis B. If parents object to having a child immunized, they must sign a refusal of immunization form. If this is signed, it should be understood that during a disease outbreak your child might be excluded from school for the duration of the outbreak. According to LB59, a physical examination by a qualified physician is required within six months prior to the entrance of a child into kindergarten and seventh grade, in the case of a transfer from out of the state to any other grade unless a parent of a child objects thereto in writing.

DENTAL: The Nebraska legislature has enacted laws requiring screenings to be provided to school-age children. Height, weight, vision, hearing and scoliosis screenings are done at our school in the fall. Dental screenings are also required for all students, and we ask that you use the summer months to schedule a dental exam. Following the exam, the dentist is to complete a dental form, and parents are to return the form to the school. Many dental offices have a supply of these forms, or they may be obtained from the school office.

INFORMATION FOR STUDENTS: Nebraska Revised Statute 71-6909 requires that on or before October 1 of each school year, each school district shall provide written information to all students in grades 7-12 explaining the provisions of Neb Rev Stat 71-6902 with regard to the requirements for parental notification as a condition for obtaining an abortion and the provisions of Neb Rev Stat 71-6903 and 71-6904 with regard to seeking a judicial waiver of notification. If a woman under the age of 18 who is not self-supporting or married becomes pregnant and decides to have an abortion in Nebraska, certain laws apply to her.

CO-CURRICULAR ACTIVITIES

ACTIVITY POLICY: Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Band, vocal, band, speech and drama, One-Act, FBLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

STUDENT FEES AND ACTIVITY POLICY: The Board of Education of Raymond Central Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the 2019-2020 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

1. Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

2. Personal or consumable items & miscellaneous
 - a. Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
 - b. Courses
 - (i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
 - (ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
 - (iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

- (iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.
 - (v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.
3. Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra-curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.
 4. Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2018-2018 school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.
 5. Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
 6. Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.
 7. Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.
 8. Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.
 9. Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

10. Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.
11. Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.
12. Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.
13. Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

If your K-12 student(s) is on Free or Reduced Lunch status, he/she may qualify for a "waiver" (No payment required) for student dues and fees listed below. Please return the Student Fees Wavier Request form with your Free or Reduced Price Lunch Application Form to your student's respective Principal's Office.

**2019-2020 STUDENT FEES POLICY
RAYMOND CENTRAL PUBLIC SCHOOLS #161**

Attention: K-12 Parents - If your child is on Free or Reduced Lunch status, he/she may qualify for a “waiver” for the student dues and fees listed below (no payment required). Please return the Student Fees Wavier Request Form with your Free or Reduced Price Lunch Application to your child’s respective school.

ADDITIONAL SPECIFICATIONS OF REQUIRED MATERIALS AND FEES

| <u>Program</u> | <u>Fee Amount per Year</u> (unless otherwise noted) |
|--------------------------|--|
| Preschool | \$540.00 |
| Elementary Summer School | \$30.00 |
| Secondary Summer School | \$200.00 |

Dues for Expenses of Local, and/or State/National

| | |
|---------------------------------------|--|
| K-12 Technology Fee | \$20.00 |
| FBLA | \$25.00 |
| Art Class Beginning | \$10.00/Semester |
| Art Class Advanced | \$15.00/Semester |
| Art Independent Study | \$15.00-\$25.00/Semester |
| Ceramics | \$25.00/Semester |
| Digital Photography | \$20.00/Semester |
| Band Dry Cleaning | \$11.00 |
| Band Repair/Rental | \$50.00 |
| Choir Dry Cleaning | \$12.00 |
| Drama Class | \$10.00 |
| Mock Trial | \$10.00 |
| Competitive Speech Class Fees | \$25.00/Semester |
| NFL | \$20.00 (One-time fee) |
| Spanish Club | \$8.00 |
| Foods/Textiles/Culinary 1 & 2 | \$25.00/Semester |
| Ag Ed Labs | \$20.00/Semester |
| FFA | \$25.00 |
| Industrial Tech Labs | \$30.00/Semester |
| Introduction to Construction | \$45.00/Semester (Includes One-time fee of \$25.00 for OSHA testing) |
| Construction Projects | \$30.00/Semester |
| Autobody Class | \$35.00/Semester |
| SkillsUSA | \$25.00 |
| Valparaiso 5 th Grade Camp | \$10.00 |
| Field Trips | Fee Set by Sponsor |

Activity Fee for Students in Grades 7-12

Participating in one/or more of the following activities: \$40.00 (One-time fee)

| |
|------------------------------------|
| Baseball (Cooperative Program*) |
| Softball |
| Soccer/Golf (Cooperative Program*) |
| JH & SH Basketball |
| JH & SH Cross Country |
| JH & SH Football |
| JH & SH Track |
| JH & SH Volleyball |
| JH & SH Wrestling |
| Cheerleading |
| Dance Team |
| JH & SH Speech & Debate |
| Competitive Drama (One Act) |

*Each student will be assessed a participation fee to be determined by the host school. This fee must be paid to the host school prior to the first practice.

ACADEMICS: Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation. A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. Be enrolled in at least 20 credit hours in the semester of participation. *Unless you are a member of an exempt school or home schooled. Must enroll in 10 credits per semester of participation. Per NSAA Guidelines
2. If a student is below 70% in two or more classes per week, the student is then ineligible to participate or compete for one week. A week is defined as Monday through Sunday.
3. It will be the duty of the sponsors of the activities the student is involved in to inform the student when they become ineligible.
4. Academic requirements do not apply to:
 - (a) Instructional field trips which are a part of the scheduled course learning experience; or
 - (b) Activities or events which are a part of the student's grade requirements. EXCEPTION: if the activity is a competition/contest, student is still ineligible to participate.

ATTENDANCE AND ACADEMICS: Participants are expected to attend school regularly and show evidence of sincere effort towards scholastic achievement. Participants are expected to be on time for all scheduled practices, contests, and departure for contests. In the event a participant is unable to attend a practice or contest, they should contact their sponsor in advance.

ACTIVITY INSURANCE: It is required that all students who participate in athletics be covered by insurance. (Not all co-curricular activities require insurance.) When parent/guardian insurance covers the student adequately, that coverage is acceptable. (Check with your agent or check your policy to be certain your students are covered.) Any student wanting insurance may purchase coverage. The district deals with Mutual of Omaha and Student Insurance Services. Prices vary and policies are numerous. Information may be requested from the office.

ACTIVITY PASSES: Students may buy activity passes at the Principal's office. The cost is \$25.00 dollars and entitles that student to attend any activities sponsored by the school district. Students who are on free or reduced lunch may apply for a fee waiver and receive a free activity pass. Adult passes are available for \$45.00 and family passes for \$115.00. There will be a replacement charge of \$5.00 for lost or damage activity passes.

APPEARANCE: Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and, well groomed appearance.

CITIZENSHIP: Participants are expected to model good citizenship at all times by conducting themselves in a manner that reflects positively upon themselves, the school, and the central community. (Behavior representative of a good citizen shall generally mean, the following definition: "One who gives special emphasis to common honesty, morality, obedience to law, respect for the Constitution of the United States, respect for the Constitution of the State of Nebraska, and respect for parent (s), school home and other lessons of a steady influence which tend to promote and develop an upright and desirable citizenry.")

CONDUCT: Participants shall refrain from engaging in activities that constitute a violation of the laws of the community, State or the United States. This shall include any and all unlawful activity other than a minor traffic office (3 point violation or less). The Principal/Superintendent reserve the right to add or change anything in the student handbook in order to provide for the safety of students and staff.

GENERAL INFORMATION FOR ATHLETICS: Each student who expects to participate in athletics shall once each year present a physician's certification stating that he/she is physically fit to participate prior to competing in practice or competition.

If an athlete is under medical advice not to participate he/she will not be allowed to do so regardless of feelings of the athlete's parents or coaches. Upon returning to practice he/she must have written doctor's report to that nature.

Each student must have a parental permit slip signed prior to competing in practice or competition.

Each athlete must be covered by accident insurance. The school will make available a group policy at a nominal fee for all athletes. Those students who do not wish to participate with the school group must have a signed statement from their parents that they have other insurance.

Team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be put in writing and must receive prior approval by the principal. Parents can still pick up their students after an event by personally notifying the sponsor.

Dress of team members making trips should be clean, neat, and in good taste.

A team member is not allowed to practice or compete on a day he/she is unable to be in school because of illness, or unexcused absence, unless participation is approved by the Athletic Director and/or Principal. Students are to be in school for the last four (4) periods of the day unless they have prior permission for a doctor's appointments, etc.

All athletes are to be in school at the start of the next school day following an athletic event in which they participated in unless they have administrative approval beforehand. Oversleeping will not be tolerated.

There will be no **mandatory** practice sessions held on days when school has been called off because of inclement weather. If a practice is held, the coach should encourage the student to call the parent for permission to stay/not stay for the practice.

Raymond Central Athletic Department has a no cut policy in all sports. No student will be cut or dropped from a team because of lack of ability.

All athletes will be charged for athletic equipment and uniforms which were checked out to them but not returned because they were lost, stolen, damaged, etc. This will be decided by the coach, athletic director and or principal.

PARTICIPATION AND ATTENDANCE: All students participating in co-curriculum activities must maintain a good attendance. A student may be withheld from co-curricular activities because of poor attendance. The coach/sponsor is responsible for monitoring a student's attendance. The following applies to the students' eligibility:

1. The student must be in classes on the day of the activity, periods 5-8 in order to participate. *Exception Home School or Exempt school students.
2. A parent may contact the Principal prior to 8:30 am for the student to be excused because of an unexpected situation, which will keep the student out of school all, or part of the school day.
3. Activity departure before 12:00pm must be here the start of the day. Departure after 12:00 pm students must be here four periods prior to leaving on the bus.

Any student in violation of this policy will not be allowed to participate in the next activity of a similar nature. (If violation involved a practice, the student cannot take part in the next practice and the sponsor will refer to procedures for an un-waived absence; if the violation involved a contest, the student will not be allowed to participate in the next contest). Students may not participate in a contest or a scheduled activity if they have been truant from school. All detention time assigned by the office because of truancy needs to be made up prior to a practice or an event.

SPORTSMANSHIP, ETHICS AND INTEGRITY: The Raymond Central Board of Education recognizes the value of co-curricular activities in the educational process and the values that young people develop through the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in Board approved co-curricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as in the classroom. The Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

STUDENT CONDUCT AT ACTIVITIES: The Nebraska School Activities Association has approved the following guidelines. Raymond Central High School is a member of the NSAA, and these guidelines will be implemented. Students should:

1. Not go onto the playing surfaces at any time including after the end of the game
2. Realize that school authorities will take the proper action against anyone who disobeys rules and regulations.
3. Know and demonstrate the fundamentals of sportsmanship.
4. Cooperate with cheerleaders and band.
5. Exert peer pressure on fellow students whose conduct is unbecoming.
6. Respect property
7. Respect the judgment of the coach and game officials.
8. Avoid abusive and profane language and obnoxious behavior.
9. Censure fellow students whose behavior is unbecoming.

The above guidelines parallel those of the Nebraska Capitol Conference of which Raymond Central is a member.

CONSEQUENCES FOR MISCONDUCT FOR CO-CURRICULAR ACTIVITIES: The enforcement of this policy will begin with the official starting day of the fall sport season established by the Nebraska School Activities Association and will end the last official day of school in a given year as established by the Raymond Central Board of Education, unless the activity extends beyond the last official day of school. All suspensions do not carry over to the next year.

ACTIVITY PARTICIPATION IN REGARD TO ILLEGAL DRUGS, ALCOHOL AND TOBACCO: It is essential to a successful activity program that the participants condition themselves both physically and mentally year around. In order to help promote the most successful activity program possible at Raymond Central, and to develop and maintain better students, the following participation rules in regard to illegal drugs, alcohol, and tobacco use have been adopted. These rules apply to any student associated with any activity program. Activities which are after dismissal time (outside the normal classroom time) will be affected. All NSAA, Nebraska Capitol Conference activities and Raymond Central 7-12 activities will be affected.

Activities Covered. Any activities outside the school day and/or outside regularly scheduled class (es), and any activities occurring during the school day.

No student who is involved in extracurricular activities (participation and spectator) shall:

1. Use or possess tobacco; Vapor products as well.
2. Consume or possess alcoholic beverages;
3. Use or possess illegal drugs or illegal drug paraphernalia.

If school officials determine, after a reasonable investigation, that a student has violated this policy by consuming or possessing alcohol, or using or possessing tobacco or using or possessing an illegal drug, the student shall be subject to the following consequences:

Drugs, Alcohol, Tobacco, and Vapor Products Violation. An activity participant who violates the drug, alcohol, tobacco, E-Cigarettes rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 45 days.
2. Second or Any Subsequent Offense: The suspension period will be for the remainder of the school year through May 31st or 45 calendar days, whichever is longer. The period for determining first, second, and subsequent offenses runs from June 1 to May 31.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 21 days. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student enrolls in and completes an approved chemical dependency program as approved by the high school principal and/or other designated administration/activities director, prior to the expiration of the 21 days, the student may commence

participation in the activities upon submitting evidence of completion of the program. All costs associated with the program are to be borne by the student/parent or guardian. The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year.

5. **More Serious Violations:** In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration. First Violation: 45 days.

Steroid Offenses. A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

First Violation: 30 consecutive days.

Second or Any Subsequent Offense: One calendar year.

1. Other Stipulations:

- a. Any student suspended under the Activity Participation Code will forfeit any appointed or elected position for the remainder of the year.
- b. Awards: (1) A student will not receive a letter award if the violation occurs during the actual season. (2) A student will not be nominated or eligible for any awards during the season for which the violation occurs. Awards outside of school control would not be affected.
- c. Any coach or sponsor may require additional standards which are applicable to a certain sport or activity; provided the standards are approved by the administration and are communicated in written form to the student and parents at the beginning of each particular sport/activity season.
- d. Students may be allowed to practice for an activity during a suspension time if it is the first offense, unless unusual, or "activity specific" circumstances exist.
- e. Students deemed ineligible due to infraction in the alcohol/drug/academic eligibility policy will be ineligible for all activities during or after the general school day. Band and vocal music concerts will apply to this rule. Any graded performance missed by a student during a suspension will result in a separate assignment to complete the grade. Failure to do so in the allotted time will lead to loss of all points.
- f. Students will be ineligible to participate or perform in all activities during in-school and out-of-school suspensions as a result of violations of this policy.
- g. This 12 Month (Year Round) Activity Participation Policy will not generally affect a senior student physically participating in Graduation or Commencement Ceremonies, unless illegal drugs, alcohol, or tobacco were involved on that specific date. All other, non-graduating students, grades 7-12, will be subject to the Participation Policy requirements for Graduation or Commencement Ceremonies. Any non-graduating student under suspension for violation of the Participation Policy may attend the Commencement Ceremony but cannot actively participate in the Ceremony (Examples: could not be a marshal, usher, member of the band or choir, etc.)

2. A Partial (non-comprehensive) listing of examples of activities that may be affected by these rules:

- a. All 7-12th grade boys and girls athletic activities
- b. All non-athletic activities that fall under the jurisdiction of the Nebraska School Activities Association (NSAA) such as Instrumental Music, Vocal Music, One-Act Plays, Speech/Drama/Debate and Cheerleading
- c. All non-athletic activities/clubs that place students in positions of student/school leadership but do not fall under the jurisdiction of the Nebraska School Activities Association. As representatives of the school district, these positions do require students to exhibit positive character and leadership behaviors. Examples of non-athletic activities/clubs would include, but not be limited to, such organizations/clubs as FFA, FBLA, FCCLA, Skills USA, Mock Trial, National Honor Society, National Art Honor Society, SADD, Quiz Bowl, NFL, Drill Team, Student Council, Destination ImagiNation, Trap, Art Club, Spanish Club, and Close Up.

3. A participant shall be considered to be in violation of one or more training rules if any of the following apply:

- a. the student reports the violation voluntarily to the appropriate school personnel
- b. a school employee witnesses the violation and reports the violation to the appropriate school personnel
- c. a parent/guardian of the participant reports the violation to the appropriate school personnel
- d. law enforcement personnel report a citation or incident constituting a training rules violation.

APPEAL PROCESS PROCEDURES:

1. The school administration must inform all participants in interschool activities of the rules and standards regarding conduct and their eligibility to participate, as well as the penalty if these rules and standards are violated.
2. All rules and regulations should be enforced without exception.
3. In the event of an alleged infraction, an administrator shall investigate the alleged infraction.
4. If the investigation disclosed the probability of an infraction, a hearing should be held by the activities director or principal. Notice of the hearing should be given to the student. The notice should contain an outline of the alleged infraction. Witnesses should testify; the student should be given an opportunity to confront such witnesses. The student may be allowed counsel if he/she desires it, and the student should be given the opportunity to call witnesses.
5. The administrator, and/or hearing officer, and/or legal counsel shall make a decision on the case and prepare a statement of findings of fact from the hearing which shall be compiled and the student and parents provided a copy.
6. If the student and his/her parents are not satisfied with the findings of the hearing, a second hearing may be requested before the next highest administrative level of the school system (building principal, superintendent, Board of Education). The school administrator must receive in writing a request for such a second hearing within fourteen days of the notification of the decision of the first hearing.
 - a. The student will be provided with an opportunity to testify, question, and present other evidence on his/her behalf at the hearing. A counsel may be present.
 - b. The decision will be put in writing, and a copy of the decision will be mailed to the student's parent(s) and/or guardian.

EMERGENCY EXCLUSION/EXPULSION FROM CO-CURRICULAR ACTIVITIES: Any student engaging in and convicted by a court of law of prohibited conduct, as listed below, will be ineligible for participation in co-curricular activities including practices for the remainder of the semester during which ineligibility is initially imposed and for the next semester. The disciplinary action prescribed by these rules may be supplemented by disciplinary action permitted by another policy or practice of the Raymond Central Public Schools. The enforcement period for Emergency Exclusion/Expulsion for the co-curricular Activity Policy will relate to the calendar year.

THE FOLLOWING BEHAVIOR WILL CONSTITUTE PROHIBITED CONDUCT:

1. Assault on a staff member.
2. Intentionally or knowingly causing serious bodily injury on any person.
3. Use or the attempted use of a weapon to injure another person.
4. Sexual assault on any person.
5. Felonious conduct deemed serious enough in nature to warrant emergency exclusion.

HEARING PROCEDURE FOR CO-CURRICULAR ACTIVITY POLICY: Any student suspended or expelled from participation in the co-curricular activity program, may appeal the suspension/expulsion through the grievance procedure detailed on page 16. When other concerns arise, the RAYMOND CENTRAL SCHOOL ACTIVITY CONCERN FORM may be used. (See back of Student Parent Handbook.)

Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA yearbook, it can be obtained from the Superintendent, Principal or Activities Director of the Raymond Central School.

GENERAL PARTICIPATION AND ATTENDANCE IN ORGANIZATIONS

ATTENDANCE AT AN ACTIVITY (Includes Dances and Social Events): Students attending a school activity may not leave and re-enter the activity. School activity will include but not be limited to, athletic events, dances, concerts, etc. This includes school dances and all athletic events except when the athletic contest is being held in multiple sites on the same date. Length of dances will always be established well in advance. If early departure from a school activity occurs, the student is expected to leave school property immediately.

ACTIVITY CALENDAR: Schedules of co-curricular activities are posted throughout the building, on www.rcentral.org.

ACTIVITIES ON CHURCH NIGHTS AND SUNDAYS: The school wishes to work cooperatively with the churches of the community. In a spirit of tolerance, upon parent request, students shall be excused from participating in an activity when a scheduled practice, rehearsal or activity conflicts with a worship or church event. The excused student shall not be disciplined or punished for his or her excused absence. The school wishes to work cooperatively with the churches of the community. Therefore the school will attempt to avoid scheduling regular, recurring activities on Sunday. Exception: When a senior high activity of the co-curriculum is required to compete interscholastically, or when in athletics they must compete interscholastically the first part of the week, the Superintendent of Schools might approve a Sunday practice.

ASSEMBLY: An assembly will be scheduled periodically throughout the school year in cooperation with the administration and the student council. One week's notice must be provided to students and teachers before an assembly program will be scheduled by the Principal's office. All students are encouraged to communicate with student council members as to their express desires for types of Assembly programs.

STUDENT COUNCIL/CLASS OFFICERS/CLASS GOVERNMENTS: The general purpose of Student Council is to represent the student body, keep the lines of communication open between the students and the administration, and to plan and organize activities that promote school climate. The Student Council will be comprised of three elected representatives from each class (Freshman, Sophomore, Junior and Senior), the class president of each class, and a student body president. Election of members: The three representatives and the class officers from each class will be elected in May for the upcoming year. The student body president will join the Student Council following their election in September.

CO-CURRICULAR CLUBS AND ACTIVITIES: New organizations may be formed during the school year providing:

1. There is sufficient interest among the students
2. Competent staff is available to sponsor the organization
3. The purpose and objectives of the organization are part of the overall philosophy of the school.

Organizations may also be deleted from the co-curricular based upon the preceding three requirements. The following groups/clubs are available for students at Raymond Central Public Schools.

| | |
|--------------------------------|---------------------|
| *Baseball-Coop w/Malcolm (SH) | NFL (SH) |
| *Basketball-Girls/Boys (JH/SH) | NSH (SH) |
| *Cheerleading (SH) | Mock Trial (SH) |
| *Cross Country (JH/SH) | SkillsUSA (JH/SH) |
| Dance Team (SH) | *Softball (SH) |
| DI (JH/SH) | *Speech (JH/SH) |
| *Drama/One Act Play (SH) | *Track (JH/SH) |
| FBLA (SH) | Trap Club (JH/SH) |
| FFA (JH/SH) | *Volleyball (JH/SH) |
| *Football (JH/SH) | *Wrestling (JH/SH) |
| Mock Trial (SH) | Yearbook (SH) |
| *Music-Band/Choir (JH/SH) | |

*NSAA Sanctioned

PHYSICAL FORM: Raymond Central students who wish to participate in any athletic activity (dance team and cheerleading are included) are required to obtain a physical before practicing or playing in that activity. Included on the physical form, is a place for a parent(s)/guardian signature granting permission for the student to participate in the activity. The parent signature is required. NOTE: Only one form per year per participant needs to be completed. Physicals must be dated after May 1 in order to be in compliance with state law before a student may participate in a school activity. This requirement also applies to the 7th grade required physicals. A copy of a current health insurance card covering the student must accompany the physical.

CO-CURRICULAR ABSENCES: The sponsor/coach of the activity will notify all teachers of the respective building prior to the absence by putting a list of the students to be absent for the activity in each teacher's mailbox at least five (5) school days prior to the absence. The make-up work will be the responsibility of the student.

ELIGIBILITY (GRADES 9-12): In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of these rules is listed below. If you need an explanation of other requirements, consult the high school Principal or Activities Director.

1. Student must be an undergraduate.
2. Student must be enrolled in at least 25 hours per week and regular in attendance in accordance with the school's attendance policy.
3. Student must be enrolled in some high school on or before the 11th day of the current school year.
4. Student is ineligible if 19 years of age before August 1 of current school year.
5. After a student's initial enrollment in grade nine, eligibility will extend through eight semesters of school membership.
6. Student must have been enrolled in school the preceding semester
7. Student must have received twenty semester hours of credit the preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport that are scheduled by the school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first practice as permitted by NSAA rules. The fall sports season for Football, Softball, Volleyball and Cross Country begins August 12, 2019, and ends with the state championships in the fall. The winter sports season begins November 18, 2019, and ends with the state meet/championships. The spring sports season begins March 2, 2020, and ends with the state meets in the spring.
9. A student shall be excluded from sports camps or clinics in the sport of involvement during the recognized season, either as an individual or as member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, eligibility is established for high school. If the student elects to attend another high school upon entering ninth or tenth grade, ineligibility will exist for ninety school days.
12. A student is ineligible to participate for 90 school days if parents/guardian change of domicile to another school district and the student has remained in former school that is in a different school district. EXCEPTION: If parents have moved after school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade 12 and has attending the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved).
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is illegible in the school district where the natural parent (s) has their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain amateur status.
Requests for the consideration representatives of the NSAA shall act upon such exceptions of Nebraska School Activities Association requirements.

The Activities Director and the Principal, with the coaching staff, shall reserve the right to withhold any student from participation should the classroom work indicate at any time that they are not working up their ability.

TRAVEL TO AND FROM ACTIVITIES: Raymond Central Jr-Sr High School staff members and activity group's travel to and from all contests/events by school bus or school vehicle. School transportation by private cars is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used. Students who go to an event/contest as spectators are allowed to participate in the pep band while at the contest/event. All members of an activity group will return from a contest/event by the same transportation provided for taking them to the contest/event.

EXCEPTIONS:

1. A participant may continue on a trip with parents or remain at the site when they remain with their parents.
2. If returning to Raymond Central causes a hardship upon the family, such as if the participant lives between the site of the event and Raymond Central.
3. If a participant must return home early because of another obligation or emergency situation then transportation must be with parents.

In any of the exceptions above, the participants may be released from transportation at the site, if a note from parents is provided to the sponsor/coach personally after the contest/event.

Should students be in violation of the above policy on transportation, they will be suspended for a period of one calendar week from all events/contests of the activity.

Should students be in violation of the above policy for the 2nd time during any activity season, they will be suspended from this activity for the duration of the activity season.

When traveling by school bus, students should remember the following:

1. Always be on time for departure.
2. There will be no loud or boisterous talking
3. All riders will always be seated.
4. There will be complete silence when the bus stops for railroad crossings.
5. There will be no yelling out windows or waving of arms out the window.
6. Students will always leave the bus by the front door.
7. There will be no food or drink taken on the bus unless given permission by the sponsor.

K-12 FIELD TRIP POLICY for 2019-2020 is as follows:

1. Educational field trips within and outside of the community may be taken by various classes during the school year. A permission slip signed by the parents or guardian is required before a child may go on an excursion. Parents may be asked to accompany classes on trips. It should be noted that preschool children may not attend class field trips. Parents may be asked to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. Meals on field trips will be at the expense of the student.
2. Whenever possible, classroom teachers and/or sponsors are to seek parent volunteers (of students going on the field trip) that would be willing to drive their personal vehicles and provide rides for those students. Parents of the students on the field trip would be requested to provide a pre-determined monetary donation to the field trip to reimburse the cost of gas for the parent volunteer drivers. If this method of conducting field trips is used, arrangements for drivers need to be made approximately 10 working days in advance to allow the school district time to conduct a necessary driving record background check on each driver and to have the volunteer drivers submit a "proof of insurance" card on the vehicle they will be driving. This method will prevent the cost of bus gasoline and the cost of a bus driver (or drivers) from going through the District's General Fund of expenditures.

* - If your student(s) is (are) on Free/Reduced lunch status and the above cost causes a hardship, please contact the respective building principal's office and arrangements will be made to allow participation in the field trip(s).

** - The past/present participation of parent volunteers, parent donations, and the Parent Teacher Organization donations to make the transportation budget savings and continued field trips possible are greatly appreciated!!

FUND RAISING ACTIVITIES: The Board of Education highly discourages excessive money-raising activities in connection with school projects, with the exception of those projects involving sale of tickets to school activities, and limits organizations to three fund-raisers per year. All fundraising activity involving more than the sale of tickets is to be approved by the Principal a month before the occurrences of the activity. Staff members may not be solicited during the teaching day.

RAYMOND CENTRAL SCHOOL ACTIVITY CONCERN FORM

It will be the standard practice of each and every employee at Raymond Central to refer any and all individuals who have a concern regarding any particular activity to the head coach/sponsor of that activity. If, upon making this statement to that particular individual, the person expresses reservations about going directly to the person in charge of the activity, their option shall be to fill out the following "Concern Form."

Date_____

I, (name)_____, have a concern regarding what has been occurring in (activity)_____.

Has your child discussed the concern with the coach? ____ Yes ____ No

If you need to talk to the coach/sponsor, check one.

_____ Please keep my concern as confidential as possible.

_____ If necessary to help in finding a resolution to my concern, you may use my name.

My concern is as follows: (please type or print)

Recommendation for solution to my concern:

Signed_____

This concern will be discussed with the proper individual(s) to try and determine if a problem does exist and if so, to try to arrive at a solution. The undersigned person, to whom you presented your concern, will respond to you in writing within (7) days of the receipt of the form.

Accepted Signature_____ Date_____

RAYMOND CENTRAL PUBLIC SCHOOLS ELECTRONIC NETWORK POLICY

The Raymond Central School District provides electronic access to local, state, national, and international networks. These networks provide students and staff with access to information, collaboration, and activities that support learning and teaching. The Internet is an uncensored, worldwide, communication network. It is possible for any user of the Internet to access information that may not be considered to be of educational value in the context of the school setting and/or appropriate for a minor. Raymond Central Public Schools cannot prevent the availability of or identify all inappropriate materials on the Internet. We do reserve the right to install software to limit the student and staff access to sites which carry inappropriate material.

Every Raymond Central school user has the responsibility to respect and protect the right of every network user. Raymond Central Public Schools account holders are expected to act in a responsible, ethical and legal manner in accordance with the missions, purposes and regulations of Raymond Central Public Schools, ESU #2, local area network regulations, and the laws of the state and the United States.

The use of these networks is a privilege, not a right. Inappropriate use, including any violation of the aforementioned rules, regulations, and laws may result in cancellation of the privilege. The building Principal or his/her designee, is delegated the authority to determine inappropriate use and may deny, revoke, or suspend the user of computers by students who violate this policy. School personnel shall have the authority to impose additional disciplinary action as he/she deems necessary. Inappropriate use which results in an expense incurred by the district to repair or replace computer hardware or network functions will become a financial obligation of the user.

The Raymond Central Public Schools believe that the valuable information and interaction available on the local and worldwide networks far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, Raymond Central Public Schools supports and respects each family's right to decide whether or not to apply for network access.

Consequences for Inappropriate Use of Internet:

First Offense: User will not have access to Internet for one month

Second Offense: User will not have access to Internet for remainder of semester or 90 days.

Third Offense: User will not have access to Internet for remainder of school year. (Any school personnel may make decision as to what is inappropriate use.)

Consequences for Inappropriate Use of Network and Hardware: 1. Any vandalism will result in user paying for repair/ technician time to restore network/equipment to previous condition. 2. User will not have access to computers and/or Internet for same timeline as stated above per each violation. 3. Students may have to complete attentive class assignments if their privilege of using the equipment and Internet are revoked.

RAYMOND CENTRAL COMPUTER NETWORKS PARENTAL PERMISSION FORM

Your child has requested access to the Raymond Central computer network. This access includes connections to computers through the Internet, which would connect your child with educational resources all over the world.

Please read Raymond Central's Electronic Network and Acceptable Use Policy with your child. In accepting an account, your child accepts responsibility of using the network and computer system in an appropriate manner. It is important that you understand their responsibility as well.

The network permission/acknowledgment form that needs to be signed and returned to the office by September 1 is printed on page 39.

**RAYMOND CENTRAL PUBLIC SCHOOLS
RAYMOND, NEBRASKA**

**Complaint and Consent to Investigate
Student or Employee Allegations of Sexual Harassment**

Pursuant to its policy to prohibit and prevent sexual harassment, Raymond Central Public Schools, District #161, provides this form to receive allegations of misconduct which have been suffered by any person covered by the District Sexual Harassment Policy. The allegations set forth in this complaint form will serve as the basis for an investigation to be carried out promptly.

Each student or employee of the Raymond Central Public Schools has a right to his/her good reputation and a full and fair opportunity to confront allegations of misconduct as filed by the complainant.

By affixing my signature to this Complaint Form, I understand that Raymond Central Public Schools will be conducting an investigation of my complaint. I hold harmless the District and its duly authorized investigator for any claim I may have resulting from the disclosure of any facts set forth in this complaint when such disclosure occurs in the course and scope of the investigation. I also acknowledge that the allegations contained on this form have been voluntarily given and have neither been encouraged or discouraged by the District.

Complainant's Signature

Date

~~~~~

Name of person complaint filed against \_\_\_\_\_

Date(s) of occurrence of events complained of \_\_\_\_\_

\_\_\_\_\_

**Nature of Complaint:** \_\_\_\_\_

**NETWORK USAGE, WEB PAGE PERMISSION  
STUDENT PARENT HANDBOOK ACKNOWLEDGMENT**

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_  
(Please Print)

In accordance with the Nebraska State Law, Section 79-4, 176 par (3) which states in part: "Rules for standards which form the basis for discipline shall be distributed to each student and their parent or guardian at the beginning of each school year or at the time of enrollment..."

**Parent/Guardian: I am aware the handbook is posted on the school website and have knowledge of the regulations in the Raymond Central Jr-Sr High School Student and Parent Handbook.**

Student: I have read and understand the Raymond Central Jr-Sr High School Student and Parent Handbook. I agree that I will abide by the rules while in school or when involved in school related activities. I further understand that should there ever be a time whereby I am not in accordance with these guidelines, I may request a conference within three calendar days of such time with school personnel to discuss the matter further.

**NETWORK USAGE** - I have read the Student Electronic Network and Acceptable Use Policy for Network Access at Raymond Central Public Schools and agree to use the school network and Internet in an appropriate manner. I realize inappropriate use or destruction of the network will result in financial obligation for technician time to repair the network, legal prosecution for violation of any state or national laws, and or loss of suspension privileges.

**PARENT/GUARDIAN PLEASE CHECK ONE: \_\_\_\_\_ I GIVE \_\_\_\_\_ I DO NOT GIVE**

the school permission to issue a network and Internet account to my child. I realize inappropriate use will result in financial obligation for technician time to repair the network, legal prosecution of my child for violation of any state or national laws or loss of privileges, and/or suspension of privileges.

If you do not fully understand any part of this policy, please contact Jim Marsh, Technology Director AT 785-2685

**WEB PAGE PERMISSION** - Students at Raymond Central may be videotaped or photographed throughout the year. Your child's image and name may be used in a school publication or on the school website ([www.rcentral.org](http://www.rcentral.org)). Your permission is needed if your child's image or work is to be placed on the website or in a school publication.

\_\_\_\_\_ Yes, you may use my child's picture or work on the school's website or school publication.

\_\_\_\_\_ No, you may not use my child's picture or work on the school's website or school publication.

**The signatures below indicate the student/parent/guardian have received and have knowledge of the regulations in the Raymond Central Jr-Sr High School Student/Parent Handbook, understand the Network Policy, and Web Page Policy.**

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**RETURN THIS FORM BY SEPTEMBER 4th**

## **Proposed Changes to Jr/Sr High Handbook for 2019-2020**

Personnel: Update

Table of contents: Move to front and make cover page. Take out piercings and Tardiness needs to be changed to periods 1-9

**Page 5:** Tardies for periods 1-8 per semester should be changed to: Tardies For Periods 1-9 Per Semester.

**Page 12:** Body Piercing: Should be removed

**Page 17:** Report Cards Date Changes:

- End of 1st Quarter: October 11th, 2019
- End of 1st Semester: December 20th, 2019
- End of 3rd Quarter: March 6th, 2019
- End of 2nd Semester: May 20th, 2019 (If no more than three snow days)

**Page 17:** Parent/Teacher Conference Schedule:

- October 23rd and October 24th 4:00-8:00
- March 17th and March 19th: 4:00-8:00

**Page 17:** Take out Intervention Period

**Page 25:** Need to put in updated fee schedule discussed at May 2019 board meeting (If any changes were made)

**Page 31:** Co-Curricular Clubs and Activities Offered: (Any additions to this?)

**Page 32:** #8 needs to be changed to the following dates:

- Fall: begins August 12th 2019
- Winter: begins November 18th 2019
- Spring: begins March 2nd 2020

**Page 33:** K-12 Field Trip Policy year needs to be changed to 2019-2020

# RAYMOND CENTRAL ELEMENTARY STAFF 2019-2020

**Dr. Derrick Joel, Doctorate of Education-Superintendent**

**Mrs. Shelly Dostal; BS\*, MA, Elementary Principal-Valparaiso, K-5 Curriculum Director**

**Mrs. Ann Egr: BS-SPED, MA K-6 Counseling, Admin K-12 -Elementary Principal-Ceresco, District Student Services**

| <u>VALPARAISO</u>                                      | <u>CERESCO</u>                                           | <u>POSITION/TITLE</u> |
|--------------------------------------------------------|----------------------------------------------------------|-----------------------|
| Kendra Carlson;<br>BA*, MA, Reading/Early Childhood    | Heather Bohac; BA,*Mild/Mod HDCP,<br>MA, Early Childhood | Kindergarten          |
| Cindy Peterson; BA*, Soc. Sc. 7-12                     | Laci Pebley; BS*, MA                                     | 1 <sup>st</sup> Grade |
| Jamie Enevoldsen; BS*, MA,<br>Early Childhood          | Traci Hummel, BA                                         | 1 <sup>st</sup> Grade |
| Mary Kelly; BS, MA*<br>(K-12) Mild/Mod HDCP            | Kim Hudson; BS*, MA*                                     | 2 <sup>nd</sup> Grade |
| Erin Brewer; BA*; MA                                   | Diane Ahlstrand; (K-8) BA, MA,*                          | 3 <sup>rd</sup> Grade |
| Magdaline Niewohner; BS                                | Nikole Farr; BS*; MA                                     | 4 <sup>th</sup> Grade |
| Justin Lillie; BA*                                     | Christine Genrich; BS*                                   | 4 <sup>th</sup> Grade |
| Barbara Schiefen; BA*, MA                              |                                                          | 5 <sup>th</sup> Grade |
| Andrea Rockemann, BA*, MA                              | Monica Blank, BA                                         | 5 <sup>th</sup> Grade |
| Shelly Hlavaty; BS, MA*,<br>Reading, ESL Title Reading | Monica Blank, BA Reading Spec.,                          | Library               |
| Lori Maxwell; BA*Mild/Mod HDCP                         | Nikole Kliment; BS*, SPED                                | Resource              |
| Kristine White; BS, MA* Counseling                     | Kristine White; BS, MA* Counseling                       | School Counselor      |
| Andrea Rockemann, BA*, MA                              | Andrea Rockemann, BA*, MA                                | Art                   |
| Steven Rose; BS*, MA                                   | Steven Rose; BS*, MA                                     | Computer              |
| Jordan Luke; BME                                       | Jordan Luke; BME                                         | Band                  |
| Kalyn Brannagan; BS, MA                                | Kalyn Brannagan; BS, MA                                  | Physical Ed/Health    |
| Seth Strouf; BA K-12                                   | Seth Strouf; BA                                          | Vocal Music           |
| Jo Ann Lopez                                           | Jean Danley                                              | Secretary             |
| Sonya Matulka                                          | David Christensen                                        | Custodian             |
| Pam Hinrichs                                           |                                                          | Asst. Custodian       |
| Lisa Pecka, Debi Shanahan                              | Robin Ethridge, Carolyn Hajek                            | Cook                  |
|                                                        | Stacey Roberts                                           | Cook                  |
| Trisha Fletcher, Yvonne Brenner,                       | Cindy Kaiser, Carol Wischhof                             | Paraprofessional      |
| Melani Nelson, Melissa Kohl                            | Matt Smith                                               | Paraprofessional      |
| Kathy Fredrickson, Nikki Haas                          | Trina Hall, Kristine Donahue                             | Paraprofessional      |

\*Elementary Education Endorsed

## **RAYMOND CENTRAL STRATEGIC PLAN AND SCHOOL IMPROVEMENT**

Raymond Central has developed a strategic plan and continually updates the plan as the district works to meet and exceed the established goals. With the assistance of community, staff, and administration, a school MISSION and accompanying values have been established. These are noted on the top of the principal's letter at the front of this handbook. School Improvement plans are currently in place. The district is accredited by AdvancED.

### **STAFF QUALIFICATIONS**

The Every Student Succeeds Act (ESSA) of 2015 continues previous legislation giving parents the right to get information about the professional qualifications of their child's classroom teachers. If you have any questions regarding the qualifications of your child's teacher(s) or paraprofessional(s) working with your child, please contact your building administrator.

### **THE ORGANIZATION OF INSTRUCTIONAL SERVICES**

Raymond Central Public Schools has designated its objectives the following:  
Our school shall enable each student to react to his environment as a total being by:

- A. Aiding each student in acquiring fundamental skills and knowledge that will engender in each student a sense of personal worth and direction most beneficial to himself and society. This shall be accomplished through:
  - 1. Selection and using subject matter and facilities appropriate to the development of specific skills and knowledge.
  - 2. Setting standards of achievement so that every student can experience some degree of success.
  - 3. Providing equal opportunities for all students, fully realizing that not all students have the same talents and capacities for learning.
  - 4. Finding relationships which exist among the curricular studies.
  - 5. Finding relationships which exist between the curricular studies and the extra curricular activities.
  - 6. Aiding the student to recognize the value of the past as a developmental influence on aesthetic, humanistic and creative ideals for the future.
  - 7. Recognizing scholastic achievement and marks of improvement.
  - 8. Recognizing social and civic contributions made by students.
  
- B. Providing an environment in which freedom is regarded as a responsibility for administrators, teachers, and students. This shall be accomplished through:
  - 1. Providing direction and substantial meaning whereby respect for each other shall be paramount and reciprocal.
  - 2. Emphasizing the necessity of respect for public and private property as well as dignity of all work.
  
- C. Maintaining an environment conducive to good physical and mental health. This shall be accomplished through:
  - 1. Providing activities which have as their goal the development of physical fitness.

2. Providing activities in which all students can experience some measure of success.
  3. Allowing for creative response through music, art, dramatics and physical education.
  4. Providing programs of specialization to meet specific needs of the student; such as speech therapy, remedial reading, guidance counseling and student health.
- D. Providing a means of public relations. This shall be accomplished through:
1. Keeping the public informed as to current happenings in all phases of the school's activities.
  2. Allowing the public to participate in the development of the school policies and programs.
  3. Making available to the public opportunities to discuss current educational interest.
  4. Attempting to develop good relationships among students, teachers, administrators, parents and the community at large.
- E. Selecting for employment, administrators and teachers who have the inspiration, dedication and factual competence to put into effect the philosophy and objectives of Raymond Central Public Schools. This shall be accomplished through the auspices of the administration and the Board of Education as designated by the procedures set forth in the Board Policies of the Raymond Central Public Schools.
- F. Establishing a program of continuous evaluation of the entire school system that it might determine the measure of success of the philosophy and the objectives of Raymond Central Public Schools. This will be accomplished through coordinating the evaluative efforts of the students, teachers, administrators, specialists, and the entire community.  
(Policy #6200)

#### **NOTICE OF NON-DISCRIMINATION**

This institution is an equal opportunity provider. 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, religious creed, disability, age, political beliefs, 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. Individual 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: Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; Fax: (202) 690-7442; or Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

#### **DISCLAIMER**

This Handbook does not equate to an irrevocable contractual commitment to the student. It reflects the current statutes of the rules and policies. As district and school policies and procedures change, parents will be kept informed via the Board of Education minutes, The Mustang, and other newsletters or through letters from classroom teachers. BOE policy supersedes Handbook guidelines.

\* All references to parents shall mean parent or legal guardian.

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## THE SCHOOL DAY

### Ceresco

|              |                         |                         |
|--------------|-------------------------|-------------------------|
| Kindergarten | 8:15 a.m. to 11:15 a.m. | 11:50 a.m. to 3:15 p.m. |
| Grades 1-3   | 8:15 a.m. to 11:20 a.m. | 12:10 p.m. to 3:15 p.m. |
| Grades 4-5   | 8:15 a.m. to 11:40 a.m. | 12:30 p.m. to 3:15 p.m. |

### Valparaiso

|              |                         |                         |
|--------------|-------------------------|-------------------------|
| Kindergarten | 8:15 a.m. to 11:15 a.m. | 11:50 a.m. to 3:15 p.m. |
| Grades 1-3   | 8:15 a.m. to 11:20 a.m. | 12:10 p.m. to 3:15 p.m. |
| Grades 4-5   | 8:15 a.m. to 11:40 a.m. | 12:30 p.m. to 3:15 p.m. |

## ARRIVAL/DISMISSAL

All students should arrive at school no earlier than 8:00 a.m. each day in Valparaiso; 8:00 a.m. in Ceresco. Supervision will not be provided before that time unless required by the district transportation schedules. Upon arrival children should line-up at designated entrances. Students are not to enter the building before the first morning bell (8:10 a.m. in Valparaiso; 8:10 a.m. in Ceresco) unless teacher permission is granted, or a student is ill or injured. In the case of inclement weather or severe cold, students do line up inside the building. Teachers will escort students to their classrooms. If students participate in the breakfast program, they will enter upon arrival. Please refer to BUS loading zones and going to and from school for additional information. After school, the outside playground is to be vacated after school until 4PM. Only the children riding the late bus are to be on the playground under the supervision of the school staff assigned to after school duty.

## BUS LOADING ZONES

### Ceresco

The bus-loading zone is located along the entire south side of the building. This street is designated as **ONE WAY** going from East to West then continuing South. Parents bringing students to school or picking them up following dismissal should park along the south and east side next to the curb or use the diagonal parking located on the north side. The faculty parking lot should not be used as a loading or unloading zone by private vehicles.

### Valparaiso

The bus-loading zone is located in the loop on the southeast side of the school facility. Third street is designated as **ONE WAY** access going west during bus loading times. Parents are asked to drop off or pickup students along the sidewalk located on the east side of the loop or in the diagonal parking located west of the loop; private vehicles are **NOT** to be in the loop during bus loading and unloading times. If parents need to visit with school staff or escort their students, they should park the vehicle in one of the designated areas. For safety, students should exit vehicles on the passenger side of the vehicle. Buses are **NOT** to be passed when dropping off or loading students. This is against the law and charges may be filed.

## ABSENT/TARDY

If a child is going to be absent from school, parents are expected to call the school between 8 a.m. and 9 a.m. explaining the reason the child will be absent. Students will be counted tardy at 8:15 a.m. in Valparaiso and 8:15 a.m. in Ceresco when the second morning bell rings. Students, who arrive at school within 60 minutes after the start of the school day, due to illness, doctor appointments, serving at funerals, etc., will be counted tardy. Thereafter, they will be counted absent for ½ of a day. Students who leave school less than 60 minutes prior to the end of the school day will be counted tardy. Students who leave school prior to 60 minutes before the final bell will be counted absent 1/2 of the

day. A half day of absence will be counted when a student tallies three tardies. Tardiness and absences are perfectly legitimate and often necessary, but they must be counted. Nebraska law mandates attendance at school. If absenteeism becomes excessive (5 days or more per quarter), parents/guardians will be notified in writing. Additional procedures may be implemented. Parents are encouraged to support student attendance on a daily basis. Active learning time that is missed because a student is absent is often impossible to make up.

· If a student is absent for five (5) days or more in one quarter, a notification letter is sent to parents/guardians and to the county attorney documenting all dates of concern.

· According to Nebraska Revised Statutes 79-201 through 79-210 attendance laws, non-attendance will be reported.

Two school days will be allowed to make up the work for each day missed with a maximum of 10 days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. (Policy #5008)

### **HOMEWORK/GRADING POLICY**

The nature of assignments given to students may necessitate children spending varying amounts of time in home study to complete them. The amount of homework will depend on such things as absences, time of year, course of study, etc. Normally children would not have an assignment that would entail more than an hour's work for elementary students. If school assignments and/or homework are not completed, teachers will contact parents and develop action plans as necessary. Homework is a learning activity related to the experience within the school. Its purposes are to supplement and to enrich work done in the classrooms; to provide for individual interests; to promote competency in skills; to use resource materials; to integrate learning and to teach the proper budgeting of time. Homework should be assigned at the discretion of the classroom teacher. Work not completed during the school day is not considered homework, but rather, the completion of assigned school work. (Policy #6240)

### **TESTING PROCEDURES**

Raymond Central Elementary Schools conduct a testing program to assist in the identification of each student's unique abilities and to monitor academic growth. Below is a list of tests given each year:

- a. Individual assessments as required.
- b. Norm Referenced Tests (NWEA MAP) - Grades 3-5
- c. Math Criterion Reference Assessments (CRAs) - Grades K-5
- d. Language Arts-Criteria Reference Assessments(CRAs) - Grades K-5
- e. Science Assessments - Grades K-5
- f. Social Studies assessments – Grades K-5
- g. Universal Screeners and Progress Monitoring - Grades K-5
- h. State English Language Arts Test (NSCAS ELA) – Grades 3-5
- i. State Math Test (NSCAS Math) – Grades 3-5
- j. State Science Test (NSCAS Science) – Grade 5

Contact the principal or counselor for specific details regarding each type of test/assessment. An assessment/testing matrix is available for any parent requesting one. A copy is also available on the school website.

### **RECORDS AND GRADING**

#### **STUDENT ACADEMIC AND DISCIPLINE RECORDS**

The Raymond Central Public Schools Board of Education authorizes the school staff to collect, maintain, secure and disseminate information of a personal nature on students and former students in compliance with the provisions of the "Family Educational Rights and Privacy Act of 1974" and Nebraska State Statutes.

No staff member, other than the Superintendent or principal, shall release information from a student's personal file and then only when the provisions of state and federal law have been followed. Release of student records to anyone other than professional staff, other schools, parents or guardians shall require a signed release of information. (Policy #5202)

### **Student Progress/Grading-Academic**

The evaluation of student progress within each subject area shall be primarily the responsibility of the classroom teacher.

Communicating student progress to parents shall be the responsibility of the building administrator and classroom teacher. Written reports of student progress should be sent to parents at the conclusion of each quarter. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

### **Academic Integrity**

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

Cheating and plagiarism violate the standards of academic integrity. Academic integrity offences are a violation of school rules. Sanctions will be imposed against students who engage in such conduct. Sanctions may include a grade of zero, notification to parents/guardians, disciplinary measures up to and/or including expulsion. (Policy #5101) Please see pages 21-31 for more details.

## **PUPIL PROGRESS**

### **Parent-Teacher Conferences**

Conferences for elementary children will be held a minimum of twice yearly. During these conferences, report cards will be distributed and the student's progress will be discussed. We utilize an online system for parents to sign up for conferences. Prior to each conference date, notice will be given to parents to sign up via the system. Parents who do not have online access may request assistance by calling the school office. We feel strongly that parent-teacher conferences are vital to the communication and understanding between home and school. All parents are encouraged to attend school-initiated conferences. If questions and/or concerns arise during the school year, please contact your child's teacher and request a conference.

### **Student-Led-Teacher Conferences**

Some teachers may use this conference format. The strength of this format encourages the student to take more responsibility for his/her achievement. Generally a student portfolio will accompany this conference format where specific samples of student work show growth over time.

### **Report Cards/Portfolios**

The report card is only one means of informing parents about their child's development in school. Grading periods of approximately nine (9) weeks shall be used four (4) times per year. Report cards are distributed at parent-teacher conferences or are sent home with the student. A portfolio is a collection of your child's work. These collections will be shared with both parents and students. Portfolios and other

types of authentic assessments will be used to provide more information about your child's academic progress.

### **Promotion and Retention**

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program. (Policy #5201)

### **WEBSITE FOR NEWSLETTERS AND BULLETINS**

To keep parents informed, newsletters and bulletins will be emailed or sent home with the children upon request. District communication services will be utilized as much as possible to keep parents informed. The FYI is also available on the web. We encourage all parents to read the information sent in order to be informed about school events or important announcements. You can sign up on the school website to receive text messages about important school announcements. The interest parents show in reading the written communications sent from the school will encourage the students to make a special effort to bring them home. Our web address is as follows: [www.rcentral.org](http://www.rcentral.org) This communication method will allow you to gain additional information about our K-12 district.

### **TEXTBOOKS/LIBRARY BOOKS/COMPUTER/SCHOOL PROPERTY**

The Raymond Central School District provides textbooks and library books. It is the student's responsibility to properly care for books issued to them. Students will be charged for books lost or damaged. The fine schedule is as follows:

- a. Broken binding -- \$4.00
- b. Broken cover -- \$2.00
- c. Torn, but repaired page -- \$.50
- d. Non-removable ink marks -- \$.10
- e. Lost -- Replacement cost

If damage or loss occurs to computer hardware or software, appropriate fines will be issued.

### **Vandalism**

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds. (Policy #5407)

### **SCHOOL ORGANIZATION**

The Raymond Central Elementary Schools provide educational opportunities for children in grades K-5. The classroom teacher is responsible for instruction in all academic areas. Specialized teachers instruct students in the areas of art, vocal music, instrumental music (grade 5), computer and physical education. Additional programs and personnel are provided for students with special needs. These programs include:

### **Title I Reading**

This program is offered to students in grades 1-3 who have specific needs in the area of reading. The program is designed to help each student gain and retain basic skills in reading. The program targets students in grades 1-3 but also supports students in grades 4-5. Both pullout and inclusion practices are used. The program is federally funded and meets all federal guidelines.

### **Resource Program**

The Resource Program is offered to students in grades K-5 who have an identified disability. The students are instructed in a variety of ways. Individual instruction, small group pullout, and inclusion practices are all used.

### **Speech Therapy**

Speech Therapy is offered to students in grades K-5 who need assistance in the area of articulation or language development.

### **Psychological Services**

The psychologist is available through the area ESU to administer appropriate tests to students who are referred and to provide a resource to teachers and parents.

### **School Counselor**

The school counselor is available to students in grades K-5. The counselor provides individual, group, and classroom services to district students.

### **Gifted Program**

In accordance with Neb. Rev. Stat. §§ 79-1106 to 79-1108.0 NDE Rule 3, each school shall identify learners with high ability. Raymond Central developed an identification process for district students. We are currently in compliance with the law. (Policy #5414)

For more information about any of the supportive programs, parents are encouraged to contact the building administrator.

### **SCHOOL BREAKFAST**

Breakfasts are available to elementary students and patrons visiting the school. Information concerning menus and prices will be disseminated to parents at the beginning of the school year. Breakfast cost will be billed to student accounts. We encourage student participation in this program. On late start days, no breakfast will be served.

### **SCHOOL LUNCH**

Lunches are available to students and patrons visiting the school. Students wishing to leave school grounds for lunch may do so with parent permission. Students eating at school may not leave the school grounds without permission of the administration. School meals are available for those who wish to purchase meals on a weekly or monthly basis. Milk may also be purchased. Information concerning lunch and milk prices will be disseminated to parents at the beginning of the school year. Our computerized accounting system informs parents when accounts are low. If a memo or email notification is received noting a low account balance, please remit additional funds immediately. **If an account is not paid, students will be denied participation in the hot lunch program. Parents should provide a cold lunch for their child/children upon notification of a negative balance.** A supervised lunch room is maintained for children who eat hot or cold lunch at school. However, those students who are unable to conduct themselves properly during the lunch period may be required to eat lunch elsewhere. Lunchroom rules are reviewed with students. Sharing is not permitted. Parents and/or visitors are welcome to join their children for lunch. However, Raymond Central Elementary requests that the school hot lunch be purchased or a sack lunch be brought in. Lunches from fast food restaurants and soda are not permitted. Soda drinks are not allowed in the lunchroom. The District is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating in compliance with the District Wellness

Policy (Policy #5417). **If parents/guardians would like to visit school and have lunch with students, please call the school to order lunch on that day.**

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

## **SCHOOL ENTRANCE AND REGISTRATION**

### **Kindergarten**

An orientation meeting will be held each spring for parents who wish to enroll their child in kindergarten in the fall. Letters stating the specific day and time will be sent to parents of pre-kindergartners. All registration and immunization materials will be disseminated at this meeting. The kindergarten program will also be outlined for parents. All students entering kindergarten in Nebraska schools must have reached their 5th birthday before or on July 31. If a student wishes to enroll early, the student must be tested and qualify under legislative guidelines.

### **New Pupils (Other than Kindergarten)**

Parents of new pupils must complete the enrollment forms, which are available in the building offices. Parents of incoming pupils will be asked to sign a form to permit the school to obtain records from their previous school. Immunization records must be on file prior to the student attending school. If a student enrolls from another state, a physical is required prior to enrollment.

### **Change of Address/email/phone**

It is the responsibility of parent/guardian to notify the school office of all changes of address, home phone numbers, emergency phone numbers, and email etc. Changes should be reported to the school office by a written note or a telephone call as soon as they occur. Failure to do so jeopardizes the safety of a student should an emergency occur.

### **Students Moving From the District**

If you anticipate moving out of the district, please notify your child's teacher and the office as soon as possible. Early notice of an impending move will enable the classroom teacher to assist in making the change smooth both academically and emotionally. Once the student is enrolled in another school and a release of information sheet is received, student records will be sent to the new enrolled district/school.

## VISITORS

### Parents

Parents are welcome and encouraged to visit school at any time. In accordance with state law, we ask that you please check in at the principal's office and sign the Visitor's Log before proceeding to your child's classroom. If possible, we ask that you call in advance to notify us about your intended visit. **If parents/guardians would like to visit school and have lunch with students, please call the school to order lunch on that day.** Please see further information about school lunch if visiting during the lunch time frame.

### Friends and Relatives

School age friends or relatives from out of town may visit school for one hour if the visitation will positively coincide with learning activities planned for that day. Arrangements must be made well in advance with the classroom teacher and principal.

### Pets

Children must ask permission from the teacher who must request permission from the building administration prior to bringing animals to school. The teacher and parent can arrange a time for a short (10-15 minute) visitation. The parent or guardian must accompany pets and remain while the pet is on school grounds. All pets must be current on shots and vaccinations.

## DRESS AND PERSONAL APPEARANCE

Proper dress is basically a concern of the student and his/her parents, however, within a school setting certain guidelines must be established to insure a proper learning environment. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Toward this goal, the following dress guidelines have been established. (Policy #5101)

1. The health and safety of the individual will not be jeopardized in favor of personal preferences as to appearance and attire.
2. Shoes and shirts are essential items of appropriate school dress.
3. Heelys are not permitted at school.
4. Hats are not to be worn in the school.
5. Hair color is restricted to natural colors.
6. Pictures and/or printed words on clothing that in the view of the administration violate Raymond Central's standards of acceptability will not be permitted.
7. School dress should reflect an attitude of respect and courtesy towards others.
8. Clothing that shows an inappropriate amount of bare skin or underwear i.e. halter tops, midriffs, oversize tank tops with large arm holes, tank tops with straps less than 2 inch width, fishnet clothing, sagging pants, cut-off shirts and blouses, purchased jeans with intentional holes and fraying are not acceptable. Shorts/skirts of reasonable length may be worn. Generally shorts/skirts should be as long as the reach of the wearer's fingertips. Biker shorts may be worn if another pair of shorts is worn over them. Chains or gang attire is unacceptable.
9. Personal grooming and appearance that may not be conducive to the educational process of Raymond Central schools will not be allowed. Final decisions on appearance matters will be determined by the building administration.

## BODY PIERCING

The Administration and Faculty at Raymond Central have determined that it is inappropriate for students to wear tongue adornment or facial body piercing jewelry (excluding ears) during the school

day or when students are participating in a school sponsored activity. If a student attends school or a school activity with a tongue or facial piercing, the student will be asked to remove this adornment.

### **ELECTRONIC DEVICES**

“Electronic devices” include, but are not limited to, cell phones, iPods, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another. Such devices are not to be used at school during school hours without permission by school staff. Cell phones and other electronics may be stored in a student’s locker during the school day. They cannot be used or turned-on from the time the student arrives at school until the end of the day. Cell phone use includes voice usage, digital imaging, or text messaging. Social networking is prohibited during the school day unless authorized by the teacher. Violators will be sent to the office and dealt with accordingly. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices. A confiscated electronic device may be susceptible to a search. Electronic device use on the bus will be at the discretion of the bus driver. School policy will continued to be followed for appropriate use on the bus.

### **RECESS**

Children will be expected to go outdoors for recess periods. Parents’ cooperation in seeing that children dress according to the weather is requested. In most cases if children are not well enough to play outside, they are not well enough to be in school. A child who must remain indoors due to a cold or other illness should bring a note daily to that effect.

During winter months, either temperatures and/or ground conditions will dictate in or out play. Playground supervisors will use their judgment in deciding upon ground cover, wind-chill, and temperature.

### **COLD WEATHER**

All students will be required to button, zip, or snap coats and tie hoods. Wearing hats and gloves are important when cold temperatures are here. The same rules apply for recesses. For playing outdoors in wet and snowy weather, children need to be equipped with boots and snow pants. Be sure both boots are marked as well as gloves, caps, coats, scarves, etc.

## **CORRELATED SCHOOL ACTIVITIES**

### **Field Trips**

Educational field trips within and outside of the community may be taken by various classes during the school year. A permission slip signed by the parents or guardian is required before a child may go on an excursion. Parents are often asked to accompany classes on trips. It should be noted that preschool children may not attend class field trips. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.\*\*\***SEE student fee POLICY ATTACHMENT K-12** (Policy #5416)

### **Community Resources**

If you have a talent in a special area, a collection, films, filmstrips, videos, or slides of visits to foreign countries or historical areas of the world that might be of interest to class study, the school would appreciate hearing from you.

## **CELEBRATIONS/PARTIES**

Celebrations and/or parties may be held during the year. The times and dates will be arranged before each event. Room parents may be asked to assist with these celebrations. Classroom Party Guidelines will be provided to room parents. All foods offered during the school day must be "Smart Snack" compliant in accordance with the District Wellness policy (#5417). Please refer to <https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks> for more information. In addition, some classrooms may have students with food allergies. Please check with your student's teacher and/or the school office prior to bringing any food for classroom celebrations/parties including birthday treats. Small non-food items such as pencils, erasers, and stickers are encouraged.

### **Out-of-School Parties**

Party invitations should not be distributed in the classroom or on school property unless the party includes all children in that room. Gifts should not be sent to school unless the above conditions are met.

## **PERSONAL PROPERTY**

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school. Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession. (Policy #5406)

## **LOST AND FOUND**

Each student should check at the office to recover lost articles or to turn in articles that are found. It is stressed:

1. That you encourage your child to be responsible for personal property.
2. That all articles are labeled.
3. That valuables and money are left at home.

The students are encouraged to take home all personal articles each evening. The school will not be responsible for items left in the building overnight.

## **FUND RAISING**

According to Board Policy (5303), solicitation of funds from or by students will be restricted at the Raymond Central Public Schools. **Students should not approach staff members or other students during school regarding the purchase of any items.**

## **STUDENT FEES**

The Board of Education of Raymond Central Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act. (Policy #5416)

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "I," which provides further specifics of student fees and materials required of students for the current school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules.

(3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the current school year are further specified in Appendix "1." Admission fees are charged for extracurricular activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

(7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

## **HEALTH**

### **Immunizations**

In 2011, state officials instituted new immunization requirements for Nebraska schools, this amended past school and immunization requirements. The law now states:

1. All students, kindergarten through grade 12, must now furnish proof of adequate immunization to the school prior to enrollment. This includes transfer students from outside the state, regardless of grade (includes foreign students).

2. Mumps immunization is now required.

3. Other requirements include:

A) 3 or more doses of DTap,DTP, DT or Td vaccine, one given on or after the fourth birthday

B) 3 or more doses of polio vaccine

C) 2 doses of MMR, given on or after 12 months and separated by at least one month

D) 3 doses of hepatitis B vaccine

E) 2 doses of varicella or written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.

4. All records must contain the month and year of immunization.

Official immunization cards are available in the office.

5. If for some reason parents are unable to or do not want to supply the immunization information to the school, a waiver must be signed by the parents. Waivers are available in the building office.

In 1994 the legislature passed a new law requiring updated immunization cards to be submitted to the school prior to enrollment. **Any student who does not comply with the law will not be permitted to attend school until he/she complies, or the parent signs the waiver.**

### **Physical & Vision Examinations**

According to Nebraska law prior to the entrance of a child in kindergarten, evidence of a physical and vision examination by a qualified physician must be submitted to the school. This physical and vision exam must have been given within six months prior to the enrollment date.

Students who transfer from out-of-state to any grade in the school district must also comply with the physical and vision examination requirements.

A physical and vision examination will not be required of any child whose parent or guardian objects in writing on the grounds that such immunization is contrary to religious tenets of an established church of which he is a member or adherent.

The cost of the physical and vision examination is the responsibility of the parent or guardian of each child who is examined.

Both waiver and physical and vision examination forms are available in the office.

### **Medical and Dental Screenings**

The Nebraska legislature has enacted laws requiring screenings to be provided to K-4 students.

Height, weight, vision, and hearing screening are done at our school in the fall. Dental screenings are also required for K-4 students, we ask that you use the summer months to schedule a dental exam.

Following the exam, the dentist is to complete a dental form, and parents are to return the form to the school. Vision screenings must be completed by K-4 students. After the vision exam, the optometrist will complete a vision form. Forms for dental and vision screenings are available in the office.

### **Asthma, Diabetes or Systemic Allergic Reaction Plan including Food Allergies**

An Emergency Care Plan, Asthma Action Plan, Allergy Action Plan or Diabetes Medical Management Plan must be completed and on file for students known to have one of the previously stated conditions. It is required that parents submit a medical statement each year. Parent's notes or telephone calls are

not adequate documentation. Only licensed health care providers may sign the medical statement forms (in most cases, a short note from a physician on a prescription pad does not contain the required information), and these must be kept on file for all students who require individualized medical treatment(s) or diet modifications. Please see your medical provider for the forms or have him/her complete the form provided by the school.

### **(Communicable Diseases Policy #5409)**

Raymond Central Public Schools shall cooperate with county and state health department officials in developing procedures for the control of communicable diseases in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department. In general, a student with a communicable condition will only be allowed to attend school in the student's usual class setting **after** written approval has been secured from the student's physician stating that the disease is not in a communicable stage. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion. The school reserves the right to consult with a second physician to secure another opinion if a second opinion is deemed necessary by school personnel.

Fevers, sore throats, coughs, vomiting, diarrhea, and skin rashes are signals for parents to consider keeping their children home.

**After a fever and/or vomiting, we encourage parents to keep children home for 24 hours with the absence of a fever and/or vomiting or without treatment of fever-reducing medication.**

### **Lice**

Students will be screened for lice as needed. A no live lice policy has been adopted. If lice are found the parents will be notified to pick students up from school. Students may reenter school after treatment. A child who is sent home from school for head lice must come to the office for inspection before returning to class. All students who have been sent home with head lice and have returned to school will have follow-up checks as needed by designated staff 7-10 days after they return. Recurring cases of live lice will be required to provide evidence of treatment (empty container, box, etc.).

### **Illness at School**

Should your child become ill or injured at school, the school will contact the parents. If the parents cannot be reached, the adult listed on the enrollment card will be contacted. Please let your child know where you can be reached if you will not be at home during the day. In the event that arrangements cannot be made for your child to go home, the child will be isolated from the other students.

The school will not send a student home unaccompanied unless specific instructions are given to the principal by the parent at the time the illness is reported.

### **Emergency Numbers**

Parents are required to provide the school with the name and telephone number of a responsible adult who can be contacted in the event that the parents cannot be reached should their child become ill or injured at school. This individual must reside in the community or be able to reach the school within a reasonable amount of time. It is the responsibility of the parent/guardian to keep notification information up to date.

### **Medicines**

Medicines, including aspirin, will not be provided by school staff. Prescription or over-the-counter drugs are not permitted in school unless parents contact the principal's office. If medication is required to be dispensed during the school day, a signed permission form must be on file with the district. Prescription medication should be kept in original containers.

## **SAFETY**

### **Transportation**

All students are subject to the following rules when riding on a Raymond Central School's bus:

1. When leaving the bus, students should cross the street from in front of the bus after carefully checking traffic.
2. The bus driver is responsible for controlling the behavior on the bus; students must obey the drivers as they would a teacher or administrator.
3. Students must always be seated and facing forward when the bus is moving. The driver is authorized to assign seats.
4. Students should not put arms, hands, etc. outside of windows. The aisle must be kept clear at all times.
5. Students should assist in keeping the bus clean by using the trash receptacles available in each of the buses.
6. Students should be courteous and use no profane language.
7. Electronic device use on the bus will be at the discretion of the bus driver. School policy will continued to be followed for appropriate use on the bus.
8. While waiting for the bus at a designated bus stop, all school rules and regulations will apply and appropriate behavior is expected.
  9. If your child is not riding the bus home as usual, written notes **MUST** be sent to the school regarding the change. Parents/guardians are asked to inform your bus driver(s) also. Riding a different bus is **NOT** an option. Also, students who are having one guest coming to their house or going to another student's house, must have two (2) notes, one from their parents and one from their guest's parents. If more than one guest is coming to their house, parents need to provide transportation. They will not be allowed to ride without the notes. Last minute phone calls are also discouraged.
10. Riding the bus is a **privilege**. The bus is an extension of the school day. All rules and regulations will apply. If students choose not to follow the rules, appropriate discipline will be administered. If a student violates a rule, the bus driver will file a Discipline Report. The first offense will be a warning. The second offense will be a 2-day bus suspension. The third offense will be a 5-day bus suspension. The fourth offense will be a 20-day bus suspension. The fifth offense will result in bus suspension for the remainder of the school year. If the offense is of a severe nature, bus privileges may be suspended immediately. If this occurs, parents will be contacted to arrange alternate transportation prior to the initiation of the suspension.

### **Going To and From School**

Pupil conduct and safety on the way to and from school should be a matter of concern to parents. The school will cooperate with parents on these matters. Parents should discuss the safest route to school emphasizing the use of sidewalks, crossing at corners, and not trespassing on private property. Bike

Safety: Students should walk bikes on school grounds at all times and park bikes in appropriate places. As a safety precaution, bike riders are encouraged to wait to depart until busses and congestion around the school diminishes.

### **Fire, Tornado and Safety Drills**

Students are trained in proper evacuation procedures through monthly fire drills as required by State Law. Tornado drills are also conducted during the year. All students must closely follow all directions given by the school staff to assure safe and orderly evacuation procedures. Raymond Central Elementary also practices school safety drills for a variety of safety issues-intruder, bomb threat, violence, etc.

### **Inclement Weather**

During the winter, weather conditions may necessitate a change in normal hours that school is in session. The decision to close schools, delay starting times, or dismiss early is made by the Superintendent. The final decision on whether or not a child should attend or stay at home is the responsibility of the parent.

1. School Closing and Delayed Starting Time -- If a decision is made to close school or delay the starting time, the decision will be broadcast on local radio and television stations as soon as reasonably possible. The school website ([www.rcentral.org](http://www.rcentral.org)) will be updated. Text messaging service is available for those who choose to register.
2. Early Dismissal -- Weather conditions may force the closing of school before regular dismissal time. In the event of an early dismissal, the information will be announced on the school website ([www.rcentral.org](http://www.rcentral.org)) and through text messaging service for those who choose to register, local radio and television stations. Buses will run accordingly. At the beginning of each school year or upon enrollment of new students, parents/guardians are requested to outline instructions for their children to follow in the event of an emergency school closing. The school will instruct the students to follow the directions outlined by parents/guardians unless the school is contacted with revisions or changes.

### **STUDENT RESPONSIBILITIES AND RIGHTS**

Each student as a citizen of the United States has those rights guaranteed to all citizens by the Constitution and the Bill of Rights. With those rights, however, each student also has certain responsibilities not to interfere with other students' constitutional rights. A student's basic responsibility in school is to act in a manner that enhances rather than hinders the total learning environment. (Policy #5415 Anti-Bullying Policy)

#### **Affirmative Action**

##### **A. Elimination of Discrimination.**

This school district hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. The Superintendent shall be the ADA, 505, Title II, VI, and IX Coordinator, and Coordinator for any other anti-discrimination laws. Complaints or concerns involving discrimination or needs for accommodation should be addressed to said Coordinator.

##### **B. Preventing Harassment and Discrimination of Employees and/or Students.**

1. **Purpose:** Raymond Central Public Schools is committed to offering employment and educational opportunity to its employees and any student based on ability and performance, in a climate free of

discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers or other persons is prohibited. In addition, Raymond Central Public Schools will try to protect employees or students from reported discrimination or harassment by non-employees or others in the work place and educational environment.

For purposes of this policy, discrimination or harassment based on a person's race, color, religion, national origin, sex, disability or age is prohibited. The following are general definitions of what might constitute prohibited harassment.

a. In general, ethnic or racial slurs or other verbal or physical conduct relating to a person's race, color, religion, disability or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work, instructional or educational environment.

b. Age harassment has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

c. Sexual harassment has been defined by federal and state regulations as a form of sex discrimination. It can consist of unwelcome sexual advances, requests for sexual favors, or physical or verbal conduct of a sexual nature by supervisors or others in the work place, classroom or educational environment.

(i) Sexual harassment may exist when:

(a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

(b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

(c) The conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working, class room or educational environment.

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

## 2. **Procedures:**

a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.

b. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Raymond Central Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Raymond Central Public Schools, the complaint may be processed to the Board of Education.

c. The supervisor, teacher or the Superintendent of Raymond Central Public Schools for complaints which are brought to and reach the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student for alleging a violation of this policy.

## **Discipline**

It is the mission of Raymond Central Public Schools to provide a safe, secure, drug-free and welcoming environment for all students, staff and community members. The administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the board of education to advance the mission of providing safe schools. The essence of "good discipline" in a school or classroom is the establishment of an appropriate atmosphere, which is interesting, yet controlled. The two main components of the development of a good working atmosphere are the teacher and the students. While the teacher has an obligation of promoting, establishing, and directing learning through a well-managed environment, each student also has responsibilities to others and themselves. Students must follow established guidelines of classroom and school behavioral standards as well as outlined procedures. Any student not doing so is infringing on the rights of fellow classmates.

If consequences are necessary, they will be related, respectful, and reasonable. Consequences will be used as a corrective measure to modify or change an inappropriate behavior, impressing upon the student the necessity of working within the framework of the school.

Communication between the home and school becomes vital when attempting to correct a discipline problem. The teaching staff will keep parents informed if problems do occur and will work with them in order to solve any problem as quickly and effectively as possible.

## **Discipline Philosophy**

### **Safe Schools Policy (Policy #6120)**

It is the mission of Raymond Central Public Schools to provide a safe, secure, drug-free and welcoming environment for all students, staff and community members. The administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the board of education to advance the mission of providing safe schools. Such regulations and actions may include, but not be limited to, school security measures, such as the use of metal detectors, surveillance, searches and seizures, and security officers, as well as staff training and student educational programs. Raymond Central Elementary follows the "Respect Shines Through!" lifelong guidelines:

1. Be Trustworthy
2. Be an Active Listener
3. Do Your Personal Best
4. Be Truthful
5. Be Encouraging (no put downs)

Raymond Central Schools believe that all people make choices in regard to their behavior and are responsible for those choices. Students are expected to use appropriate behaviors at all times. When a student chooses to use an inappropriate behavior, he/she is encouraged to identify the reason for his/her actions and begin to focus on alternative, appropriate behaviors.

Teachers may assist by helping a student construct a plan to modify his/her behavior. Contingency plans must be constructive and positive. Logical consequences should be related to the behavior, respectful, and reasonable to both the child and adult. A child's self worth must remain intact throughout the process. Our overall goal is to develop age appropriate self-discipline in all our students and work together to provide a safe and positive learning environment.

## **Discipline Plans**

At the beginning of each school year, teachers and students will develop classroom discipline plans or codes. All students will understand these plans/codes and a copy will be sent home to parents. If plans or codes are broken, teachers and students will dialogue about the problem and determine appropriate consequences that are related, respectful, and reasonable. Parents will be informed as needed. Alterations to classroom plans/codes may occur on an individual basis. If a modified plan is developed, teachers and/or the principal will inform parents. If a modified plan is developed, privileges maybe taken away (field trips/parties). If a student is sent to the office for disciplinary reasons, school personnel document behavior on an office discipline referral form (green sheet).

If a student is sent to the office for aggressive or non-compliant behavior, the following procedures will most likely be put into place:

**First Offense:** Verbal warning, recorded in discipline log, future consequences explained, loss of one/two recesses (spend in time out room), other consequences as deemed necessary. Parent contact possible.

**Second Offense:** Parents notified, counseling to determine the cause of the problem, up to one week suspension from recess (spend in time out room), other consequences as deemed necessary. Detention possible.

**Third Offense:** Parents notified and brought in for a conference, counseling as necessary, up to a 2 week suspension from recess (spend in time out room), and other consequences as deemed necessary.

**Severe Offense:** Immediate parent/guardian phone call and appropriate consequences.

These procedures will be followed and additional student discipline policies will be implemented as required by Raymond Central Public Schools policy and the Nebraska State Law. Administrative and teaching personnel may take actions regarding student behavior short of suspension which are reasonably necessary to aid the student, further school purposes, or prevent interference with educational processes. Such actions may include counseling of students, parent conferences, rearrangement of schedules, requirements that a student receive counseling or restricting participation in other activities.

## **Student Discipline: Suspension and Expulsion**

### **Student Discipline**

A. **Discipline System.** The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

### **Suspension**

1. **Short-Term Suspension:** Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
- b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
- c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
- d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
- e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.

2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

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

c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.

d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.

e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.

f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for

complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant. E-cigarettes will apply to this rule.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose

by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.

11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.

12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.

13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.

14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.

15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.

16. Willfully violating the behavioral expectations for riding school buses or vehicles.

17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.

18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Use of Restraint and Seclusion. This policy sets forth the requirements, restrictions, and procedures related to the use of physical restraints and seclusions at Raymond Central Public Schools. Article 5, Policy No. 5419 may be found at: <http://www.rcentral.org/schoolboard/other-policies/>

E. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

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

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves.
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double meaning.
- g. Clothing or jewelry that is gang related.
- h. Visible body piercing (other than ears).

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

## 2. Academic Integrity.

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

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

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:
    - (a) Tests (includes tests, quizzes and other examinations or academic performances):
      - (1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.
      - (2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.
      - (3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.
    - (4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.
    - (5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

(a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

(3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

### 3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions. "Electronic devices," include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

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

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

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

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

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

F. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.

3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor. If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

G. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

H. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent,

guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- (a) Knowingly possessing illegal drugs or alcohol.
- (b) Aggravated or felonious assault.
- (c) Vandalism resulting in significant property damage.
- (d) Theft of school or personal property of a significant nature.
- (e) Automobile accident.

(f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law. When appropriate it shall be the responsibility of the referring administrator to contact the student's parent of the fact that authority have been or will be made.

### **Child Abuse/Neglect**

Nebraska State Law (Neb. Rev. Stat. 28-711) mandates school personnel to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. Our first obligation is to the safety and well being of our students.

### **Police Interview**

Students may be subject to an interview and/or arrest at school by a police officer. Parent(s) will be notified by the principal or the designee of an interview and/or arrest as soon as reasonably possible, excluding child neglect/ abuse cases. School officials do not have the authority to refuse police officers access to students. School personnel will be present during interviews.

### **Anti-Bullying Policy**

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually. (Policy #5415)

### **DRUG-FREE SCHOOLS** (Policy #5104)

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

### **Education and Prevention**

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

### **Standards of Conduct; Notice to Students and Parents**

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as

a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING RAYMOND CENTRAL PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

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

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

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

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

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

**SCIP**

SCIP stands for **S**chool **C**ommunity **I**ntervention **P**rogram. A SCIP team has been trained. The purpose of SCIP is threefold:

1. To identify students exhibiting high-risk behaviors which interfere with their ability to learn.
2. To provide alternative approaches to helping students deal with these problems.
3. To provide a support system for students and parent to address problem areas both within and outside the school setting. A referral process is in place for students in need.

Raymond Central Schools also believe that a successful preventive alcohol and drug program must involve a partnership with the community and parents. To support this concept, a Toward A Drug-Free Nebraska Team and a School/Community Drug Advisory Committee have been established for several years. These teams are comprised of parents, community members, school staff and administrators. The goal of these committees is to provide input and set goals for the establishment of successful alcohol and drug programs in the schools.

### **Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw**

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

### **Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.**

These standards are in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation. The District's standards prohibit the possession, use, or distribution of illicit drugs, alcohol or tobacco on school premises, in school vehicles, or as a part of any of the school's activities on or off school premises. Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession, use distribution or being under the influence of any controlled substance, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession, use, distribution or being under the influence of alcohol.
4. Possession, use, distribution, or being under the influence of any abusable glue or aerosol paint or any other chemical substance for inhalation, including but not limited to lighter fluid, whiteout, and reproduction fluid, when such activity constitutes a substantial interference with school purposes.
5. Possession, use, or distribution of any look-alike drug or look-alike controlled substance when such activity constitutes a substantial interference with school purposes.
6. Possession, use or distribution of any tobacco product.

### **Disciplinary Sanctions**

Violation of any of the above prohibited acts will result in disciplinary sanction being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to appropriate authorities for criminal prosecution. In particular, students should be aware that:

1. Violation of these standards may result in suspension or expulsion.
2. Prohibited substances will be confiscated and turned over to law enforcement authorities.
3. The student may be referred for counseling or treatment.
4. Parents or legal guardian will be notified.
5. Law enforcement will be notified.
6. If it appears there is imminent danger to the student, other students, school personnel, or students involved, emergency medical services will be contacted.

### **Intervention**

The Raymond Central School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

### **Administration**

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action. (Policy #5406)

### **Locker, Property, and Desk Searches**

School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration. (Policy #5406)

### **Parental/Community Involvement in Schools** (Policy #6400)

Lancaster County School District No. 55-0161 a/k/a Raymond Central Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test. When reasonable to do so or required by law the parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.

7. As a general matter substantive decision-making processes will be left to the judgment to the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

### **1 to 1 Chromebook Initiative Policies and Procedures**

Raymond Central Public Schools is proud to offer our students Chromebook devices for use at school. The 1 to 1 Chromebook program, which provides mobile computing and wireless technology to all grades 3-12 students, has been designed to enhance delivery and assist with individualized instruction.

**For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.**

- Students will receive instruction on the proper use and care of a Chromebook.
- Students will be able to access the Chromebook during the school year once the student and parent have signed the Chromebook Loan Agreement Form, The Student Handbook Receipt, and paid the required technology fee.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in an unsafe place.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- Students are to use the Chromebook to access only educational and socially appropriate materials and websites.
- Students are to use the Chromebook in accordance with all Raymond Central Public Schools technology policies including all stipulations found on the Chromebook Loan Agreement Form.
- Chromebooks are property of Raymond Central Public Schools and must be returned at the end of the school year, upon withdrawal from Raymond Central Public Schools, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with

the stated conditions will result in criminal prosecution.

- Since the Chromebooks are property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

### ***Receiving Your Chromebook***

Chromebooks will be assigned during our "Chromebook Orientation." At least one parent and student must attend an annual session for Chromebook orientation and information. Before being assigned a Chromebook, students and parents must sign and return the following items:

1. Chromebook Loan Agreement/Acceptable Use Form
2. Signed receipt of the Student/Parent Handbook
3. Pay technology fee

This equipment is, and at all times, remains the property of Raymond Central Public Schools of Raymond, Nebraska, and is here with lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the Chromebook may result in the Student/Borrower losing his/her right to use this Chromebook. The equipment will be returned to the school when requested by Raymond Central Public Schools, or sooner, if the Student/Borrower withdraws from Raymond Central Public Schools prior to the end of the school year.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property. Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrowers agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Raymond Central Public Schools. The Chromebook must be returned in good working order with all original parts.

*\*Any student and parent who may need assistance in paying the Chromebook technology fee should contact your building principal.*

### ***Using Your Chromebook At School***

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to all classes each day, unless specifically told not to do so by a teacher or administrator. Repeat violations will result in disciplinary action.

Chromebooks must be brought to class each day fully charged. Chromebooks have battery life of up to 10 hours, so charging should not be needed throughout the school day. Charge stations will be available in a central location in the mornings and during lunch for those who need to charge. Only charge your Chromebook with the charger you are given at checkout or a school provided charger.

### ***Chromebook Repairs***

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the Technology team, if available.
- Students will be expected to return the loaner Chromebook by the end of the school day until their issued Chromebook returns from repair. The student is financially responsible for all

damages and repairs to the Chromebook.

|                              |                |
|------------------------------|----------------|
| <b>Lost/Stolen/Destroyed</b> | <b>\$225</b>   |
| <b>Screen Repair</b>         | <b>\$100</b>   |
| <b>AC Adapter</b>            | <b>\$25</b>    |
| <b>Cosmetic Damage</b>       | <b>\$25</b>    |
| <b>Upper / Lower Case</b>    | <b>\$40/60</b> |
| <b>Keyboard</b>              | <b>\$75</b>    |

### ***Screensavers and Background***

- Only appropriate backgrounds and screensavers may be used on the Chromebook.
- Presence of any weapons-related, pornographic, inappropriate language, alcohol or drug-related, gang-related, or inappropriate pictures or words on the Chromebook or within its files, as determined by the administration, will result in disciplinary action and where appropriate, law enforcement officials.
- The Chromebook is the property of Raymond Central Public Schools. Therefore, staff, teachers, and administration have the right to check any material being used or stored on the Chromebook at any time.
- Violations of this policy can result in disciplinary action.

### ***Sound***

Sound should always be muted unless permission is obtained from a teacher or administrator for educational purposes or earbuds are in use.

### ***Managing Your Files and Saving Your Work***

Students should save all of their work to their Google Drive. It is the student's responsibility to ensure work is not lost due to technical mistakes and accidental deletions.

### ***Security***

Chromebooks will be filtered by software for appropriate use at school and off campus. Parents/guardians are responsible for monitoring appropriate use while off school grounds. The District is not responsible for any viruses that may be transferred to or from Student/Borrowers other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrowers possession.

### ***Inspection***

Students may be selected at random to provide their school-issued Chromebook for inspection without notice by administrators and/or the technology department.

### ***Chromebook Identification and Protection***

- Student Chromebooks will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.
- Tampering with the Chromebook security measures is forbidden. Violations of this policy will result in disciplinary action and possible loss of technology use privileges.

### ***Acceptable Use Guidelines***

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of Raymond Central Public Schools.
- Access to Raymond Central Public Schools technology resources is a privilege, not a right. Each employee, student, and/or parent will be required to follow all applicable technology, including stipulations in the Chromebook Loan Agreement and the Student/Parent Handbook.
- Transmission of any materials that is in violation of the law is prohibited and law enforcement will be contacted. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of the Chromebook, or the files of another user, without the consent of the administration and/or technology department, is against our Acceptable Use policy and will result in disciplinary action, including the loss of privileges to check out Chromebook for home use.
- The Student/Borrower agrees to not use the Chromebook for commercial use or political advocacy.

### ***Integrity and Civility***

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility associated with our school district:

- Cheating
- Plagiarizing
- Falsifying information
- Violating copyright laws
- Hacking into others' systems, including the school and/or district
- Gaining unauthorized access to any network or other Chromebook or computer

### ***Email***

Student/Borrower are assigned a school email account to use for appropriate academic communication with other students and staff members. Outside email accounts should not be used on this school device at any time.

### ***Technology Left in Unlocked Areas***

- Under no circumstances should Chromebooks or other technology equipment be left in unlocked areas. Do not leave unattended in locker areas, PE or athletic locker rooms, classrooms, commons areas, cafeteria, bathrooms, busses, or hallways. Any Chromebook left in these areas is in danger of being stolen.
- Lockers are always to be locked . Do not share your locker combination with anyone, including "best friends."
- Unsupervised Chromebook will be confiscated by staff and taken to the administrative office. Disciplinary action may result from Chromebooks being left without supervision. Each student is responsible for his or her Chromebook once it has been issued to the student.

### ***Chromebooks in the Classroom***

All students will have the opportunity to utilize their Chromebook in their daily learning. Students are reminded that the machines are school property and should be treated accordingly. Students using the Chromebook for inappropriate uses at home or school will conference with an administrator to determine an appropriate consequence. Students who violate the educational intent of the Chromebook will be subject to the disciplinary procedures found in the Raymond Central High School

Student/Parent Handbook related to the use of school technology, internet or general behavior.

- Teachers will notify students when the Chromebooks are appropriate for use in the classroom.
- Students may not use any gaming or social media applications during a scheduled class time.
- Students must keep volume on mute or will use earbuds.

**Please see the Chromebook Parent/Student Agreement in the Appendix. A signed copy must be on file in the School Office to check out and use a school issued Chromebook.**

## Chromebook Parent / Student Loan Agreement/Acceptable Use Form

### **Parent Responsibilities**

Your son/daughter has been issued a Chromebook to improve and personalize his/her education while at school this year. It is essential the following guidelines be followed to ensure the safe, efficient, and ethical operation of this Chromebook.

- I will supervise my student's use of the Chromebook in the event there is a need to use it at home.
- I will discuss our family values and expectations regarding the use of the internet and email at home and will supervise my student's use of the internet and email.
- I will not attempt to repair or alter the Chromebook.
- I will report to the school any problems with the Chromebook.
- I understand if my student comes to school without his/her Chromebook, they will be held accountable according to the student handbook.
- I agree to make sure the Chromebook is kept at school and returned upon my student's withdrawal from Raymond Central Public Schools.
- I have read and understand the expectations related to the Chromebook 1-to-1 learning initiative in the Raymond Central Public School Student/Parent Handbook.

### **Student Responsibilities**

Your Chromebook is an important learning tool and is for educational purposes only. In order to access your Chromebook each day, you must be willing to accept the following responsibilities:

- When using the Chromebook, I will follow the policies and student handbook of the Raymond Central Public Schools and abide by all local, state, and federal laws.
- I will treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- My Chromebook is my responsibility and I will properly care for it at all times.
- I will not load inappropriate material on the Chromebook.
- I will honor my family values when using the Chromebook.
- I will not give personal information when using the Chromebook.
- I will bring the Chromebook to class every day with the battery fully charged.
- I agree email (school), or any other Chromebook communication should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
- I will clean my Chromebook using only appropriate cleaning solution suggested by the school tech department.
- I will return the Chromebook when requested and upon my withdrawal from Raymond Central Public Schools.
- I have read and understand the expectations related to the Chromebook 1-to-1 learning initiative in the Raymond Central Public School Student/Parent Handbook.

Raymond Central Public Schools is NOT RESPONSIBLE, NOR LIABLE for and disclaims any liability arising from any injury or damage caused by or stemming from unauthorized access to the network, inappropriate use of unauthorized or authorized use of the network. The student and the student's parents/guardians, by submitting to the Acceptable Use Policy through your signature, agree to waive Raymond Central Public Schools from any liability for physical or emotional harm or damage to a student that is caused by or related to the inappropriate use of technology.

By signing this form, you are agreeing to this Chromebook Loan Agreement and Acceptable Use Form.

Parent Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

### **PARENT TEACHER ORGANIZATION (PTO)**

Raymond Central Elementary has established a Parent Teacher Organization (PTO). The purpose of this organization is to provide support for the elementary schools. ALL parents are members in the organization. All parents are welcome to participate in the PTO. The leadership team plans yearly activities for the PTO. PTO Meetings are held at 7 PM on the first Tuesday of each month. Please watch the FYI for details.

### **COMPUTER/TECHNOLOGY/MEDIA RELEASE FORMS**

Parents will be given an opportunity to sign a release regarding student technology use and media communications.

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

**Raymond Central Values....**

We will promote a quality education as the cooperative responsibility of its students, staff, parents, and community.  
We will provide a safe learning environment where all individuals are treated with dignity and respect.  
We will encourage parents to reinforce skill building at home.  
We will promote life-long learning and responsible citizenship.  
We will empower students to be problem solvers and independent learners.  
We will provide each student with the opportunity to learn and achieve success.  
We will meet the needs of individual students through a variety of approaches to learning.  
We will use available time and resources to stay on top of current educational practices.  
We will continuously evaluate, update and assess our district's goals.

Fall 2019

Dear Parents and Guardians:

Welcome to Raymond Central Public Schools! We are proud to be a nationally accredited AdvancED district. We strive to meet each student's learning potential. The learning climate established in our classrooms provides your children with the opportunities to be challenged academically while preparing them to be responsible citizens. We are very proud of our accomplishments and look to the future with anticipation.

This handbook provides you with a guide for the procedures and programs for the Raymond Central Elementary Schools located in Ceresco and Valparaiso. In order to facilitate excellent educational opportunities for students within our district, it is important that open lines of communication exist between the home and school. It is our hope that this handbook will assist you in understanding our expectations, rules, and procedures. If revisions occur in current policy or procedures, parents will be notified through school communications. We encourage your attention to the FYI, which is emailed usually on Friday, and to The MUSTANG, the district's monthly newsletter also sent electronically. In addition, check the Raymond Central website for information. Go to: [www.rccentral.org](http://www.rccentral.org). On the elementary web pages, you will find important information relevant to our schools. The weekly FYI may also be accessed on the website.

Please take the time to carefully review this handbook. It is your guide to information and procedures about Raymond Central Elementary School. If you have any questions about the information contained on the following pages, please feel free to contact us.

It is our goal to provide a quality education for each child. Multiple types of assessments are used to assist in the evaluation of educational goals. All students in grades 3-8 will be assessed using the Nebraska Statewide Assessment for English Language Arts (NSCAS - ELA) and the Nebraska Statewide Assessment for Math (NSCAS – Math). Students in grade 5 will be assessed with the Nebraska Statewide Assessment for Science (NSCAS - Science). Students complete a district writing assessment in multiple grades. Other universal screeners for reading, math, and social emotional learning for grades K-5 are given to monitor student progress. By using multiple assessments, teachers understand student strengths and areas needing improvement. In addition, the district will continue using NWEA MAP (Northwest Evaluation Association Measures of Academic Progress) as a norm referenced assessment for grades 3-5. Raymond Central uses *Wonders* for our district wide reading program. The math program is called *EnVision*. Science is taught with hands on experiments developed for the Nebraska Standards and Raymond Central learning objectives. Curriculum objectives for Social Studies are also aligned with Nebraska Standards.

Raymond Central's Mission and Values support our educational philosophy. We believe that all students can learn and achieve success. Parents and community are integral members of this team. We invite you to join with us in providing the BEST opportunities for your child/children. Together we can make a difference.

Sincerely,

***Mrs. Shelly Dostal and Mrs. Ann Egr  
Elementary Principals***

To: Dr. Derrick Joel, Superintendent and RC Board of Education  
From: Mrs. Shelly Dostal and Mrs. Ann Egr, Elementary Principals  
Re: Elementary Handbook Proposed Changes  
Date: 6/27/19

**Proposed Changes to Elementary Handbook for 2019-20**

Letter - Update

Personnel - Update

Table of Contents - Update with correct page numbers

Pg. 7 Update Dismissal Time to 3:15 pm

Pg. 8-9 Testing Procedures

Revise from: g. DIBELS - Grades K-5

To: g. Universal Screeners and Progress Monitoring - Grades K-5

Pg. 21-22 **Communicable Diseases**

Revise from: **After a fever, we encourage parents to keep children home for 24 hours with the absence of a fever or without treatment of fever-reducing medication.**

To: **After a fever and/or vomiting, we encourage parents to keep children home for 24 hours with the absence of a fever and/or vomiting or without treatment of fever-reducing medication.**

ADD

1 to 1 Chromebook Initiative Policies and Procedures

# 1 to 1 Chromebook Initiative Policies and Procedures

Raymond Central Public Schools is proud to offer our students Chromebook devices for use at school. The 1 to 1 Chromebook program, which provides mobile computing and wireless technology to all grades 3-12 students, has been designed to enhance delivery and assist with individualized instruction.

**For parents and students, the following information is provided to help everyone understand the expectations and the responsibility of care and use related to receiving a Chromebook.**

- Students will receive instruction on the proper use and care of a Chromebook.
- Students will be able to access the Chromebook during the school year once the student and parent have signed the Chromebook Loan Agreement Form, The Student Handbook Receipt, and paid the required technology fee.
- Students are expected to treat the Chromebook as a valuable piece of equipment.
- Students must take all precautions to prevent theft; for example, do not leave the Chromebook unattended or in an unsafe place.
- Students must take precautions to prevent damage to the Chromebook; for example, do not leave the Chromebook where there is danger of coming into contact with moisture or excessive heat/cold temperatures.
- Students are to use the Chromebook to access only educationally and socially appropriate materials and websites.
- Students are to use the Chromebook in accordance with all Raymond Central Public Schools technology policies including all stipulations found on the Chromebook Loan Agreement Form.
- Chromebooks are property of Raymond Central Public Schools and must be returned at the end of the school year, upon withdrawal from Raymond Central Public Schools, and/or at the request of the administration. Willful failure to return the Chromebook in accordance with the stated conditions will result in criminal prosecution.
- Since the Chromebooks are property of the school district, officials of the school have the right to review all material stored on or accessed by any Chromebook and/or student. School officials may revoke a student's Chromebook privileges for any misuse or violation of policies.

## ***Receiving Your Chromebook***

Chromebooks will be assigned during our "Chromebook Orientation." At least one parent and student must attend an annual session for Chromebook orientation and information. Before being assigned a Chromebook, students and parents must sign and return the following items:

1. Chromebook Loan Agreement/Acceptable Use Form
2. Signed receipt of the Student/Parent Handbook
3. Pay technology fee

This equipment is, and at all times, remains the property of Raymond Central Public Schools of Raymond, Nebraska, and is here with lent to the Student/Borrower for educational purposes only for the academic school year. Student/Borrower may not deface or destroy this property in any way. Inappropriate use of the Chromebook may result in the Student/Borrower losing his/her right to use this Chromebook. The equipment will be returned to the school when requested by Raymond Central Public Schools, or sooner, if the Student/Borrower withdraws from Raymond Central Public Schools prior to the end of the school year.

Nebraska statutes 79-737 and 79-2,127 allow the District to obtain reimbursement from, or on behalf of, students for any damage to, loss of, or failure to return school property.

Student/Borrower acknowledges and agrees that his/her use of the District Property is a privilege and that by Student/Borrowers agreement to the terms hereof, Student/Borrower acknowledges his/her responsibility to protect and safeguard the District Property and to return the same in good condition and repair upon request by Raymond Central Public Schools. The Chromebook must be returned in good working order with all original parts.

*\*Any student and parent who may need assistance in paying the Chromebook technology fee should contact your building principal.*

### **Using Your Chromebook At School**

Chromebooks are intended for use at school each day. Students are responsible for bringing their Chromebooks to all classes each day, unless specifically told not to do so by a teacher or administrator. Repeat violations will result in disciplinary action.

Chromebooks must be brought to class each day fully charged. Chromebooks have battery life of up to 10 hours, so charging should not be needed throughout the school day. Charge stations will be available in a central location in the mornings and during lunch for those who need to charge. Only charge your Chromebook with the charger you are given at checkout or a school provided charger.

### **Chromebook Repairs**

- Loaner Chromebooks may be issued to students when they leave their Chromebooks for repair with the Technology team, if available.
- Students will be expected to return the loaner Chromebook by the end of the school day until their issued Chromebook returns from repair. The student is financially responsible for all damages and repairs to the Chromebook.

|                              |                |
|------------------------------|----------------|
| <b>Lost/Stolen/Destroyed</b> | <b>\$225</b>   |
| <b>Screen Repair</b>         | <b>\$100</b>   |
| <b>AC Adapter</b>            | <b>\$25</b>    |
| <b>Cosmetic Damage</b>       | <b>\$25</b>    |
| <b>Upper / Lower Case</b>    | <b>\$40/60</b> |
| <b>Keyboard</b>              | <b>\$75</b>    |

### **Screensavers and Background**

- Only appropriate backgrounds and screensavers may be used on the Chromebook.
- Presence of any weapons-related, pornographic, inappropriate language, alcohol or drug-related, gang-related, or inappropriate pictures or words on the Chromebook or within its files, as determined by the administration, will result in disciplinary action and where appropriate, law enforcement officials.
- The Chromebook is the property of Raymond Central Public Schools. Therefore, staff, teachers, and administration have the right to check any material being used or stored on the Chromebook at any time.
- Violations of this policy can result in disciplinary action.

### **Sound**

Sound should always be muted unless permission is obtained from a teacher or administrator for educational purposes or earbuds are in use.

### ***Managing Your Files and Saving Your Work***

Students should save all of their work to their Google Drive. It is the student's responsibility to ensure work is not lost due to technical mistakes and accidental deletions.

### ***Security***

Chromebooks will be filtered by software for appropriate use at school and off campus. Parents/guardians are responsible for monitoring appropriate use while off school grounds.

The District is not responsible for any viruses that may be transferred to or from Student/Borrowers other data storage medium and Student/Borrower agrees to use his/her best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Student/Borrowers possession.

### ***Inspection***

Students may be selected at random to provide their school-issued Chromebook for inspection without notice by administrators and/or the technology department.

### ***Chromebook Identification and Protection***

- Student Chromebooks will be labeled in the manner specified by the school. Under no circumstances are students to modify, remove, or destroy these labels.
- Tampering with the Chromebook security measures is forbidden. Violations of this policy will result in disciplinary action and possible loss of technology use privileges.

### ***Acceptable Use Guidelines***

- Students are responsible for their ethical, socially appropriate and educational use of the technology resources of Raymond Central Public Schools.
- Access to Raymond Central Public Schools technology resources is a privilege, not a right. Each employee, student, and/or parent will be required to follow all applicable technology, including stipulations in the Chromebook Loan Agreement and the Student/Parent Handbook.
- Transmission of any materials that is in violation of the law is prohibited and law enforcement will be contacted. This includes but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and Chromebook viruses.
- Any attempt to alter data, the configuration of the Chromebook, or the files of another user, without the consent of the administration and/or technology department, is against our Acceptable Use policy and will result in disciplinary action, including the loss of privileges to check out Chromebook for home use.
- The Student/Borrower agrees to not use the Chromebook for commercial use or political advocacy.

### ***Integrity and Civility***

In addition to any standard or rules established by the schools, the following behaviors are specifically prohibited as they violate the standard of integrity and civility associated with our school district:

- Cheating
- Plagiarizing
- Falsifying information
- Violating copyright laws
- Hacking into others' systems, including the school and/or district
- Gaining unauthorized access to any network or other Chromebook or computer

### ***Email***

Student/Borrower are assigned a school email account to use for appropriate academic communication with other students and staff members. Outside email accounts should not be used on this school device at any time.

### ***Technology Left in Unlocked Areas***

- Under no circumstances should Chromebooks or other technology equipment be left in unlocked areas. Do not leave unattended in locker areas, PE or athletic locker rooms, classrooms, commons areas, cafeteria, bathrooms, busses, or hallways. Any Chromebook left in these areas is in danger of being stolen.
- Lockers are always to be locked . Do not share your locker combination with anyone, including “best friends.”
- Unsupervised Chromebook will be confiscated by staff and taken to the administrative office. Disciplinary action may result from Chromebooks being left without supervision. Each student is responsible for his or her Chromebook once it has been issued to the student.

### ***Chromebooks in the Classroom***

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- Teachers will notify students when the Chromebooks are appropriate for use in the classroom.
- Students may not use any gaming or social media applications during a scheduled class time.
- Students must keep volume on mute or will use earbuds.

**Please see the Chromebook Parent/Student Agreement in the Appendix. A signed copy must be on file in the High School Office to check out and use a school issued Chromebook.**

# Chromebook Parent / Student Loan Agreement/Acceptable Use Form

## Parent Responsibilities

Your son/daughter has been issued a Chromebook to improve and personalize his/her education while at school this year. It is essential the following guidelines be followed to ensure the safe, efficient, and ethical operation of this Chromebook.

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- I agree to make sure the Chromebook is kept at school and returned upon my student's withdrawal from Raymond Central Public Schools.
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- I will not load inappropriate material on the Chromebook.
- I will honor my family values when using the Chromebook.
- I will not give personal information when using the Chromebook.
- I will bring the Chromebook to class every day with the battery fully charged.
- I agree email (school), or any other Chromebook communication should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure and will not share these with any other students.
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By signing this form, you are agreeing to this Chromebook Loan Agreement and Acceptable Use Form.

Parent Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_