

Miscellaneous
(policies still in effect from old policy manual)

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EMPLOYEE BACKGROUND CHECK

Central City Public Schools reserves the right to conduct background checks on applicants for employment at Central City Public Schools. This is done to ensure that individuals who join Central City Public Schools workforce are well qualified, have a strong potential to be productive and successful, comply with their positions of trust, and have honestly presented their background and qualifications as outlined in the application materials.

Central City Public Schools Standard Background Check

The superintendent's office will initiate the Central City Public Schools standard background check for all faculty and staff (including temporary staff and volunteers) and serve as the primary liaison to the investigating agency. The Central City Public Schools standard background check will consist of the following:

1. County Criminal History Check for all Counties of Residence of the Previous Seven Years: A criminal record search by name in all 93 counties in the State of Nebraska.
2. Social Security Number Verification and Trace: Verifies whether a social security number has been issued and compiles information on previous residence addresses and alias names associated to a social security number.
3. Address Verification
4. Sex Offender Registry Check: A search of the sex offender databases for all 50 states and the District of Columbia based on current legal name.
5. State Child Abuse Registry Check for Nebraska: A name-based search lists individuals whose names appear on the Health and Human Services Child Abuse Registry for the State of Nebraska.
6. National Criminal Search: A current legal name-based search, supported by social security number, of more than 300 municipalities, counties and state facilities for criminal conviction records dating back as far as 1950.

County Criminal History Check

Criminal history research can help protect Central City Public Schools against claims of negligence and reduces the potential of internal theft and fraud. Previous criminal history is the greatest indicator of whether an individual has a propensity for violence, theft and drug or alcohol abuse.

Claims of negligent hiring have been most successful in courts when the employee had a prior history of criminal behavior. Statistics show that 8 out of 10 individuals who commit crimes are repeat offenders. This search will return criminal offenses occurring in the counties of residence and, in many cases, neighboring counties to those of residence. This information shall be retrieved directly from the county court or courts of record. This search will also include a county search of all 93 counties in Nebraska. Individuals with negative state or county criminal record results may be ineligible for employment at Central City Public Schools.

Social Security Number Verification and Trace

Central City Public Schools will verify all social security numbers through a designated vendor. In order to prevent hiring employees under fraudulent circumstances, this procedure will be conducted on all volunteer, temporary and regular employees.

Address Verification

As a validity check against identity theft, home addresses and previous addresses of residence will be verified for finalist candidates.

Sex Offender Registry Check

Applicants for employment and volunteers will be checked for history of sexual offenses in each of the 50 states (plus Washington DC's) sex offender databases. Individuals who have been convicted of a sexual offense are not eligible for employment or volunteer positions at Central City Public Schools.

State Child Abuse Registry Check for Nebraska

All applicants and volunteers will be checked against the Nebraska Health and Human Services Child Abuse Registry to discover if said applicant or volunteer is listed as someone who has abused a child. Individuals who have been listed as someone who has abused a child are not eligible for employment or volunteer positions at Central City Public Schools.

National Criminal Search

As an added precaution, all persons will be searched against a National Criminal Database containing information from more than 300 jurisdictions around the country. Individuals with negative state or county criminal record results may be ineligible for employment at Central City Public Schools.

Central City Public Schools Comprehensive Background Investigation

This is an enhanced level of investigation that is applicable to certain positions at Central City Public Schools. All positions classified at the management level and above will undergo the comprehensive background check. Employees with significant fiscal responsibility (disbursing checks, accounting functions, banking rights, etc...) are subject to this level of investigation as well. Employees working with sensitive information such as Human Resources, Financials, etc. are subject to a comprehensive investigation at the time of hire and on an ongoing basis. Due to the level of responsibility and accountability, the additional investigations will be conducted:

1. Federal Criminal History
2. Global Report
 - a. Terrorist Watch List
 - b. Presidential Order 13220
 - c. National Wants and Warrants
 - d. OFAC
 - e. Government Sanctions
 - f. Foreign Diplomats
 - g. Foreign Dignitaries
 - h. Interpol most wanted
 - i. FBI most wanted
3. Credit History

Federal Criminal History

Central City Public Schools will conduct federal criminal history checks on employees and volunteers subject to this level of investigation (as outlined above).

Individuals with a negative criminal background under this category will not be eligible for volunteering or employment at Central City Public Schools.

Global Report

This is a search of designated sanctions that the government has put in place to stop terrorists, terrorist supporters, persons who have committed crimes against government programs (i.e. Medicare and Medicaid), and many more. It also includes most wanted lists from the FBI and Interpol. Individuals with a negative background under this category will not be eligible for volunteering or employment at Central City Public Schools.

Credit History

This search will reveal an applicant's debt load, payment history and any public record information (liens, judgments, bankruptcies) - this information will be assessed to determine an individual's level of responsibility and potential motivations for misuse of funds. Furthermore, this report can confirm a subject's social security number, date of birth, residential addresses and former employers. As a result, the application data can be confirmed through another medium.

Criminal Records Verification

The superintendent's office verifies the criminal record information provided on the Application for Employment for all finalist candidates. Building principals should contact the superintendent's office after the employment decision has been made, but before extending an offer so that the applicant's or volunteer's verification can be performed.

Release to Check Background

All applicants for employment or volunteer positions must complete a standard release to check their background. In addition to the first release, all applicants for employment or volunteer position must complete a Nebraska Health and Human Services Child Abuse release form. If the applicant does not complete the form, or if the form is filled out unsatisfactorily, an official offer should not be extended. Refusal to fill out or sign either form shall be considered a refusal to submit to the Criminal Background Check Policy. Individuals who refuse to submit to this policy will not be eligible for volunteering or employment at Central City Public Schools.

Disqualification of Employment

A volunteer or candidate for employment may be disqualified for any of the following reasons:

1. Conviction of a criminal drug or alcohol offense. Such conviction shall disqualify a person for not less than 5 years from the final date of disposition of the most recent conviction (i.e. the day released from prison or probation would be the final date of disposition). Any person convicted of a subsequent criminal drug or alcohol offense shall be ineligible for employment or re-employment for a period of 7 years from the final date of disposition of the most recent conviction.
2. Conviction of a criminal theft or deception offense. Such conviction shall disqualify a person for not less than 7 years from the final date of disposition of the most recent conviction (i.e. the day released from prison or probation would be the final date of disposition). Any person convicted of a subsequent theft or deception offense shall be ineligible for employment or re-employment for a period of 10 years from the final date of disposition of the most recent conviction.
3. Any false statement of material fact in the application materials.
4. Membership, past or present, in an organization advocating the violent overthrow of the government of the United States.
5. Conviction of any felony or crime involving moral turpitude.
6. Refusal to submit to a criminal record background check as required by the position.
7. Conviction of an act of violence.
8. Conviction of a misdemeanor domestic violence offense.
9. Any record found as "someone who has abused a child" with the State Health and Human Services Office.
10. Inability to verify an individual as who they represent themselves as (during the SSN verification identity theft and fraud often turn up).
11. Registration as a sexual offender.

Action upon Notification of Adverse Background Investigation

Applicants

The superintendent's office will contact the building principal and inform him/her of candidate eligibility. Due to privacy concerns, the superintendent's office will not disclose specific reasons for ineligibility or disqualification.

Employee Rights

If the background investigation was used as a basis for an adverse employment decision (selection, disqualification, etc...), the applicant or employee must be notified in writing and be allowed to view the investigation report. The superintendent's office shall mail via the US Postal Service First Class Mail an adverse action letter including the report furnished by the third party provider containing that third party's name and contact information for the purpose of dispute.

Conditional Offers of Employment

In certain critical or hard-to-fill positions, offers may be extended to applicants on a conditional basis before the investigations process is finished. Applicants with an adverse background or criminal records check will be terminated immediately upon receipt of the official results.

Investigative Agencies - Approved Listing

Employees - The designated 3rd party vendor for Central City Public Schools (One Source)

Volunteers - The designated 3rd party vendor for Central City Public Schools (One Source)

DEFINITIONS

Criminal Record

1. Conviction of a crime (any felony; such as aggravated assault; aggravated battery; rape; theft by taking; theft by deception; forgery in the first or second degree; murder and felony murder; criminal attempt that concerns attempted murder; robbery; armed robbery; or any offense committed in another jurisdiction which, if committed in – for example - Georgia, would be deemed to be such a crime without regard to its designation elsewhere);
2. Arrest, charge, and sentencing for a crime where: (a) a plea of nolo contendere was entered to the charge; (b) first offender treatment without adjudication of guilt pursuant to the charge was granted; or (c) adjudication or sentence was otherwise withheld or not entered on the charge; or
3. Arrest and being charged for a crime if the charge is pending, unless the time for prosecuting such crime has expired (statute of limitations)

EMPLOYEE TRAVEL COMPENSATION

Employees other than administrators traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs.

Travel Outside the School District

Travel outside of the school district must be pre-approved. Pre-approval shall include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the superintendent, shall be approved by the superintendent or his/her designee.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, other than a credit card receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim.

Failure to have a detailed receipt shall make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip shall be reimbursed by the employee to the school district no later than 10 working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration shall be limited to the actual cost of the registration.

Pre-approved expenses for transportation unless specifically stated otherwise shall be by automobile. If a school district vehicle is not available, the employee will be reimbursed at a rate approved by the board.

Travel Within the School District

Employees other than administrators required to travel in their personal vehicle between school district buildings to carry out the duties of their position will be reimbursed at a rate approved by the board. It shall be the responsibility of the superintendent to approve travel

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within the school district by employees. Employees shall submit a detailed mileage log to the superintendent by the first Friday of each month for the previous month's travel activity. It shall be the responsibility of the board to review the travel within the school district by the superintendent through the board's audit and approval process.

Employees who are allowed an in-school district travel allowance shall have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

The superintendent shall be responsible for developing administrative regulations regarding actual and necessary expenses, in-school district travel allowances and assignment of school district vehicles. The administrative regulations shall include the appropriate forms to be filed for reimbursement to the employee from the school district and the procedures for obtaining approval for travel outside of and within the school district.

Legal Reference: Neb. Statute 13-2201 et seq.

Cross Reference: 206.04 Board Member Compensation and Expenses
402.07 Transporting of Students by Employees
402.11 Credit Cards
801.13 Use of Private Vehicles on School Business

CREDIT CARDS

Employees may use school district credit cards for the actual and necessary expenses incurred in the performance of work-related duties. Actual and necessary expenses incurred in the performance of work-related duties include, but are not limited to, fuel for school district transportation vehicles used for transporting students to and from school and for school-sponsored events, payment of claims related to professional development of the board and employees, and other expenses required by employees and the board in the performance of their duties.

Employees and officers using a school district credit card must submit a detailed receipt in addition to a credit card receipt indicating the date, purpose and nature of the expense for each claim item. Failure to provide a proper receipt shall make the employee responsible for expenses incurred. Those expenses shall be reimbursed to the school district no later than ten working days following use of the school district's credit card. In exceptional circumstances, the superintendent or board may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim.

The school district may maintain a school district credit card for actual and necessary expenses incurred by employees and officers in the performance of their duties. The superintendent, building principals, activities director, and technology coordinator may maintain a school district credit card for actual and necessary expenses incurred in the performance of their duties. The transportation director may maintain a school district credit card for fueling school district transportation vehicles in accordance with board policy. An administrative card is available to be checked out by employees at the central office.

It shall be the responsibility of the superintendent to determine whether the school district credit card use is for appropriate school business. It shall be the responsibility of the board to determine through the audit and approval process of the board whether the school district credit card use by the superintendent and the board is for appropriate school business.

The superintendent shall be responsible for developing administrative regulations regarding actual and necessary expenses and use of a school district credit card. The administrative regulations shall include the appropriate forms to be filed for obtaining a credit card.

Cross Reference: 206.04 Board Member Compensation and Expenses
402.08 Employee Travel Compensation

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EMPLOYEE INVOLVEMENT IN DECISION MAKING

In keeping with the philosophy of the Central City Public Schools, it is the belief of the Board of Education:

That providing a high quality education for the children attending the Central City Public Schools is the paramount aim of this school district and that fostering a good morale in the teaching staff is necessary for the best education of all children.

That there is an intrinsic value in soliciting local viewpoints and in local decision making which is worth preserving to the maximum extent consistent with the obligations of citizenship in the state and nation.

That the right to participate in policy development does not imply the right to make decisions. Although consensus should always be patiently sought and will often prevail between staff personnel, administrative officers, and the Board of Education, the Board must retain its final responsibility and legal obligation to make decisions that establish policies for the school district. As an integral part of this belief, the Superintendent and his staff have the responsibility to aid the implementation by providing the best possible education in the classroom. With respect to policy implementation, a prime responsibility of the Board of Education is to evaluate the effectiveness and efficiency with which the administration and teaching staff implement the Board policies.

That the best interests of public education will be served by establishing procedures to provide an orderly method for the Board of Education, the administrative staff, and representatives of teachers groups and/or organizations to discuss matters of mutual concern, and to reach an agreement on these matters that is mutually satisfactory.

That there is no one best procedure for sharing responsibility for policy development. School board members, administrators, classroom teachers, and other personnel must develop a number of practices that are appropriate to local conditions. Each procedure that is developed must encourage a full and open exchange of views from all parties participating in deliberation leading to the determination of matters of mutual concern.

Cross Reference: 402.13 Communications with Employees

Approved _____ Reviewed _____ Revised _____

RELEASE OF CREDIT INFORMATION

The following information will be released to an entity with whom an employee has applied for credit or has obtained credit: title of position, income, and number of years employed. This information will be released without prior written notice to the employee. Confidential information about the employee will be released to an inquiring creditor with a written authorization from the employee.

It shall be the responsibility of the superintendent to respond to inquiries from creditors.

Cross Reference: 402.06 Employee Records

Approved _____ Reviewed _____ Revised _____

PUBLIC COMPLAINTS ABOUT EMPLOYEES

Constructive criticism of the school or its employees is welcome when it is motivated by a sincere desire to improve the quality of the educational program and to equip the schools more effectively for the tasks they are designed to perform.

Owing to the public nature of the teaching profession, school personnel are not exempt from criticism. The Board of Education places trust in its employees and desires to support their actions as far as it is possible so that they are free from unnecessary or negative criticisms and complaints.

Grievances, complaints and communications about employees shall be initiated in the following manner.

1. If a parent has a grievance, the parent should first discuss the matter with the teacher, trying to eliminate the dissatisfaction at the first level, in an effort to solve the problem informally.
2. If the problem is not resolved at this level, an appeal may be extended to the Principal. This should be a discussion of the dissatisfaction, and might well include the teacher in a three-way conference.
3. If the initiating party is not satisfied with the response of the conference at the Principal level, it can be carried on to the Superintendent. The Superintendent may require that the problem be detailed in a written statement.
4. The next level is appeal to the Board of Education. The appeal must be in writing and should be submitted to the President of the Board. No anonymous correspondence may be considered officially by the Board of Education.
5. It shall be understood by all parties involved in the grievance procedure that no reprisals of any kind, implied or intended, shall be brought against the person or persons involved in the resolving of the grievance.

The Board recognizes that opinions differ concerning appropriateness of instructional materials and activities. Occasionally an individual or group may find instructional materials or activities used in the school in conflict with their views.

All complaints must be presented in writing. The administration then will follow established procedures for reviewing the complaint.

Board negotiations with the Central City Education Association have developed a grievance procedure which is to be followed in all grievance cases by certificated staff members who have a complaint regarding school matters.

Cross Reference: 204.10 Agenda
204.12 Public Participation at Board Meetings

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CERTIFICATED EMPLOYEE TAX RETIREMENT OPTION

TAX SHELTERED RETIREMENT OPTION

Each employee of Central City Public Schools is given the option of participating in a 403(b) platform managed by 403b Consultants, LLC. Such request is to be supplemented By a contractual authorization to the Board of Education to reduce the salary of the Employee by the amount required to pay the premiums. The Board of Education assumes no responsibility or legal effect of any staff member's participation in this plan.

Cross Reference: 707 Payroll Procedures

Approved _____ Reviewed _____ Revised _____

**SEPARATION INCENTIVE PROGRAM
CENTRAL CITY PUBLIC SCHOOLS**

PURPOSE

The Separation Incentive Program ("Program") is a policy of the Central City Board of Education ("Board") that is intended to benefit certificated employees, as defined in the Personnel Handbook, who are considering terminating their employment with the District. The Program's objectives include, but are not limited to, offering financial incentives to assist long-term employees who are considering separation from employment and to purchasing the tenure rights (i.e., continuing contract rights), to making payments to secure the release of unexpired contracts of employment, and to paying an amount of money in exchange for permanent certificated employees' giving up their statutory rights to tenure and for relinquishing such rights. The Board may fund, choose not to fund, modify, or abolish this policy as it deems appropriate.

QUALIFICATIONS

To qualify to participate in the Program, an applicant (1) must be 55 years of age, (2) must have completed ten (10) years of continuous credited service in the employment of the School District as of the date of separation, and (3) must apply for participation in the Program within three years of becoming eligible.

APPLICATION

An applicant must submit a signed Application and Agreement form to the Board on or before March 1st of the applicant's last intended school year of employment. The superintendent shall review the applicant's record to determine whether he or she is eligible for the Program. The Board reserves the right to waive the application date, but is under no obligation to do so, and Board action to waive the application date in one instance will not bind the Board in any way regarding other applications.

CREDITED SERVICE

Credited service means years of continuous employment by the District, except that authorized leaves of absence without compensation shall be excluded and not disrupt continuous employment. Credit for years of service shall be given on a full-time equivalent basis in proportion to the time worked (e.g. a half-time employee would need 20 years of continuous employment in the District to acquire ten years of credited service). An applicant on Sabbatical leave shall be eligible to participate in the Program unless he or she has been on authorized leave(s) of absence of more than one (1) year within the five (5) years preceding the application. An applicant who is on leave for health reasons at the time of application shall not be excluded from eligibility.

DATE OF SEPARATION

The date of separation shall be the applicant's last contractual day of employment.

ADMINISTRATION OF THE PROGRAM

The Board shall administer the Program through the administrative personnel of the District.

SCHEDULE OF BENEFITS

An approved applicant shall receive two percent (2%) of his or her current salary for each year of credited service. The school nurse's benefit shall be seventy-five percent (.75) of the benefit described above.

BENEFIT PAYMENTS

The benefit amount will be paid in two (2) payments. The first payment shall be made on either September 20 or January 20 following the date of separation. The second payment shall be made on the same September 20 or January 20 of the subsequent year(s). Due to processing time, payment may be made up to 15 business days from the payment date(s) set out above.

The district has implemented a 403 (b)-based Special Pay Deferral Plan through National Insurance Services, administered by Mid America Administrative and Retirement Solutions, Inc., that utilizes Code Section 403(b).

HEALTH INSURANCE

The District will pay the following benefit for an approved applicant: the monthly single health insurance coverage premiums under the Nebraska Educators Health Alliance (EHA) Blue Preferred \$550 Deductible retiree plan for the applicant until the earlier of (1) the date when the applicant first becomes eligible for Medicare benefits or, (2) 60 months. The District will pay all premiums for this benefit directly to the insurance provider on behalf of the applicant. The applicant and his or her heirs shall not, in any event, be entitled to any cash payment. The applicant hereby accepts the selected benefit as consideration for this Resignation and Release. THIS BENEFIT WILL BE AVAILABLE TO THOSE WHO PARTICIPATE IN THE PROGRAM AND SEPARATE FROM EMPLOYMENT AT THE CONCLUSION OF THE 2009-10 AND 2010-11 CONTRACT YEARS. IT WILL BE DISCONTINUED AFTER THE 2010-11 CONTRACT YEAR AND WILL NOT BE AVAILABLE TO PARTICIPANTS IN THE PROGRAM.

WAIVER OF FUTURE EMPLOYMENT

The applicant shall sign an agreement not to seek employment as a certificated employee of the District after separation except in the capacity of a substitute teacher.

SOURCE OF FUNDS FOR PAYMENT OF BENEFITS

The District shall pay the entire cost of the Program. All payments will be made directly to National Insurance Services for distribution by them as per the participants' instructions.

LIMITATION ON PAYMENT

In its sole and unfettered discretion, the Board shall determine whether to budget and fund any Program payments in a particular year and shall determine the total amount, if any, that will be made available for such payments.

BENEFICIARY DESIGNATION

The applicant must designate a beneficiary for the application to be considered complete.

TAX CONSEQUENCES

The District will withhold such sums from Program payments as are required by law.

COBRA RIGHTS

A separating employee will have the opportunity to continue health insurance benefits as may be permitted by the provisions of the Comprehensive Omnibus Budget Reconciliation Act or other applicable law.

APPLICATION AND WAIVER

An employee who applies to participate in the Program and the District (through its Board) shall execute the Application and Agreement, Exhibit "A" attached hereto. That Application and Agreement shall inform the employee that the Program is totally voluntary in nature and provides each employee at least 45 days to consider the ramifications of participation in the Program before making a decision. The Application and Agreement shall also include a specific Waiver and Release of Claims of the participant's rights under the Age Discrimination in Employment Act (ADEA), 29 USC § 621-63 and the Act Prohibiting Unjust Discrimination in Employment Because of Age, NEB. REV. STAT. § 48-1001 *et seq.*, and all other state and federal constitutions, statutes and regulations that relate to the validity of the Program, allows the employee to revoke the Release or Waiver at any time within seven days after signing it, and advises the employee to consult with an attorney before signing the Application and Agreement.

An applicant who submits an application to participate in the Program may withdraw the application within seven days after submitting it, but not afterward without the written consent of the Board. Each application will be reviewed on an individual basis. The Board shall, in its sole discretion, determine the number of applications to be approved in any given year. If the Board receives more applications for voluntary separation than it approves, the Board shall approve the applications on the basis of the highest salary schedule placement. If two or more applicants have the same salary schedule placement, the determination shall be based on the seniority of the applicants with the most senior applicant(s) receiving approval in preference to less senior applicants. Seniority shall be defined as the number of full-time years of employment in the district as an employee. A break in service will not terminate an employee's seniority and length of service under this provision; however, in determining an employee's full-time equivalent employment, the employee shall not be credited with the period of time of any leave approved by the Board except sick leave and paid leave. If a tie results because two or more employees have equal seniority, the tie shall be broken in the manner described below.

- (a) The Board will approve the application of the employee whose salary is higher, as determined by the employee's placement on the salary schedule index (excluding all unit pay).
- (b) If the salaries of those involved are exactly the same, the Board will approve the application of the employee who signed his or her initial contract earlier.
- (c) If the salaries and signing dates of those involved are exactly the same, the Board will approve the application of the employee which was submitted earlier.

An applicant's application to participate in the Program is not, in and of itself, a resignation of a contract with the School District. However, the Board's approval of an application will be considered the approval of the applicant's voluntary resignation and termination of the employee's continuing contract. If the Board does not approve an application, the employee's contract will continue in effect, and the employee will remain employed by the School District unless he or she otherwise resigns or the employee's contract is terminated or cancelled for cause.

HOLD HARMLESS

As this policy was revised in February 2009, each employee who is 55 years of age or older will be given three years to apply for the Program beginning with the 2008-09 school year. This hold harmless provision is intended to insure that persons currently 55 or older will not be disadvantaged by the change in the terms of the policy.

Approved 2/08/2006

Revised 3/16/2009

TUITION REIMBURSEMENT FOR COLLEGE CREDIT HOURS

The school district may request a teacher to earn a master's degree in a subject content area that would qualify the teacher to teach college credit classes in the district. When a teacher agrees to earn a master's degree for that purpose at the request of the administration or board of education, the school district shall reimburse the teacher for the cost of tuition pursuant to a written agreement setting forth the program of studies, education institution(s), time lines and other relevant information. A teacher shall not be required to repay the cost of the tuition if he or she remains in the employment of the school district for five years after earning the master's degree. A teacher who leaves the employment of the school district in fewer than five years after earning such a master's degree shall be responsible for repaying the school district for one-fifth of the tuition for each year less than five that he or she remains.

CLASSIFIED EMPLOYEE TAX RETIREMENT OPTION

TAX SHELTERED RETIREMENT OPTION

Each employee of Central City Public Schools is given the option of participating in a 403(b) platform managed by 403b Consultants, LLC. Such request is to be supplemented By a contractual authorization to the Board of Education to reduce the salary of the Employee by the amount required to pay the premiums. The Board of Education assumes no responsibility or legal effect of any staff member's participation in this plan.

Cross Reference: 707 Payroll Procedures

Approved _____ Reviewed _____ Revised _____

STUDENT FIELD TRIPS AND EXCURSIONS

The Board of Education recognizes that educational experiences provided through the public school cannot and should not be limited to the classroom. For this reason, field trips, extracurricular activities and contests will be provided in the school program.

To the extent possible, such activities shall be planned for in the school curriculum and budgeted for annually. When included in the planned curriculum and in the budget document, the expenses for such programs, including necessary travel expense, shall be borne by the district.

Extra-curricular trips extending over state lines for more than one day must be requested well in advance and approved by the Board of Education.

Cross Reference: 504.03 Student Conduct
 506.01 Student Activity Eligibility
 604 Instructional Curriculum
 801 Transportation

Approved _____ Reviewed _____ Revised _____

STUDENT HONORS AND AWARDS

Honors for exceptional achievement scholastically or in various activities are presented at a special High School or at the Middle School Honors Program near the end of the school year. Scholarships awarded through the Central City Public Schools will be awarded according to the rules that have been mutually approved by the donor and the administration of the Central City Public Schools.

Cross Reference: 506 Student Activities
 611 Academic Achievement

Approved _____ Reviewed _____ Revised _____

FREE APPROPRIATE PUBLIC EDUCATION

The district ensures that a free appropriate public education is available to all children with disabilities from birth through the school year in which the student reaches 21 years of age, including children who have been suspended or expelled from school.

Approved 7-17-06 Reviewed _____ Revised _____

FULL EDUCATIONAL OPPORTUNITY GOAL

The district has a goal of providing full educational opportunity for all children with disabilities birth through the school year when the student reaches age 21 consistent with the state's full educational opportunity goal.

Approved 7-17-06 Reviewed _____ Revised _____

CHILDFIND

All children with disabilities residing in the district, including children with disabilities who are homeless children or wards of the state and children with disabilities attending non-public schools, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located, and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services.

Approved 7-17-06 Reviewed _____ Revised _____

IDENTIFICATION, EVALUATION AND VERIFICATION

The district ensures that children with disabilities are evaluated in accordance with 92 NAC 51-006.

Procedures to ensure that testing and evaluation materials and procedures utilized for the purposes of evaluation and placement of children with disabilities will be selected and administered so as not to be racially or culturally discriminatory. Such materials or procedures shall be provided and administered in the child's native language or mode of communication, unless it is clearly not feasible to do so, and no single procedure shall be the sole criterion for determining an appropriate educational program for a child.

Approved 7-17-06 Reviewed _____ Revised _____

INDIVIDUALIZED EDUCATION PROGRAM

The district ensures that an Individualized Education Program (IEP), or an Individualized Family Service Plan (IFSP) is developed, reviewed, and revised for each child with a disability in accordance with 92 NAC 51-007.

Approved 7-17-06 Reviewed _____ Revised _____

SMOOTH AND EFFECTIVE TRANSITION TO SERVICES

The district ensures that children participating in early intervention services experience a smooth and effective transition to services provided under Part B of the IDEA.

Approved 7-17-06 Reviewed _____ Revised _____

PARTICIPATION IN ASSESSMENTS

The district ensures that children with disabilities are included in district-wide assessment programs, with appropriate accommodations, where necessary. As appropriate, the school district develops guidelines for the participation of children with disabilities in alternate assessments for those children who cannot participate in district-wide assessments and develops and conducts those alternate assessments. The district will make available to the Nebraska Department of Education the information necessary to carry out its duties relating to the reporting of participation in assessments by children with disabilities.

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LEAST RESTRICTIVE ENVIRONMENT

To the maximum extent appropriate, children with disabilities, including children in public and nonpublic institutions or other care facilities, are educated with children who are not disabled, and special classes, separate schooling, or other removal of children with disabilities from the regular education environment occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily.

If placement in a public or non-public residential program is necessary to provide special education and related services to a child with a disability, the program including non-medical care and room and board, must be at no cost to the parents of the child.

The district ensures that children with disabilities have available to them the variety of educational programs and services available to non-disabled children, including art, music, industrial arts, consumer and homemaking education and vocational education.

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CHILDREN IN NONPUBLIC SCHOOLS

To the extent consistent with the number and location of children with disabilities who are enrolled by their parents in nonpublic elementary and secondary schools, provision is made for the participation of those children in special education and related services in accordance with the requirements contained in 92 NAC 51.

The district's policy relating to childfind activities applies with respect to children with disabilities who are enrolled in nonpublic, including parochial, elementary and secondary schools.

Children with disabilities in nonpublic schools and facilities are provided special education and related services in accordance with an individualized education program, at no cost to their parents, if the child is placed in, or referred to nonpublic schools or facilities by the district as a means of carrying out the requirements of IDEA or any other applicable law requiring the provision of special education and related services to all children with disabilities. Children served by nonpublic schools or facilities as a result of a referral by the district will have all the rights they would have if served by the district.

The district is not required to pay for the cost of education, including special education and related services, of a child with a disability at a nonpublic school or facility if the district made a free appropriate public education available to the child and the parents elected to place the child in such nonpublic school or facility.

If the parents of a child with a disability, who previously received special education and related services under the authority of the district, enroll the child in a nonpublic elementary or secondary school without the consent of or referral by the district, a court or a hearing officer may require the district to reimburse the parents for the cost of the enrollment if the court or hearing officer finds that the district had not made available a free appropriate public education to the child in a timely manner prior to that enrollment.

The cost of the reimbursement may be reduced or denied if at the most recent IEP meeting that the parents attended prior to the removal of the child from the district, the parents did not inform the IEP team that they were rejecting the placement proposed by the district to provide a free appropriate public education to their child, including stating their concerns and their intent to enroll their child in a nonpublic school at public expense; or 10 business days (including any holidays that occur on a business day), prior to the removal of the child from the school district, the parents did not give written notice to the district of the information required above. The cost of reimbursement will not be reduced or denied for failure to provide the information required above. The cost of reimbursement will not be reduced or denied for failure to provide the information required if the parent is illiterate and cannot write in English, if compliance with the

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requirement would likely result in physical or serious emotional harm to the child, if the school prevented the parent from providing the information or if the parents had not received notice required by 92 NAC 51-009 of the parents' responsibility to provide notice to the district.

The reimbursement may also be reduced or denied if prior to the parents' removal of the child from the district, the school district informed the parents, through the notice requirements described in 92 NAC 51-009, of its intent to evaluate the child (including a statement of the purpose of the evaluation was that appropriate and reasonable), but the parents did not make the child available for the evaluation.

The reimbursement may also be reduced or denied upon a judicial finding of unreasonableness with respect to actions taken by the parents.

PROCEDURAL SAFEGUARDS AND CONFIDENTIALITY

The district ensures that children with disabilities and their parents are afforded the procedural safeguards required in 92 NAC 51-009.

The district complies with the requirements contained in 92 NAC 51-009 relating to the confidentiality of records and information.

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TRANSPORTATION

The district ensures that transportation will be provided to any special education student who qualifies for special education transportation under Neb. Rev. Stat. 79-1129.

Approved 7-17-06 Reviewed _____ Revised _____

PERSONNEL STANDARDS

The district ensures that all personnel are appropriately and adequately prepared subject to IDEA requirements and the district will take measurable steps to recruit, hire, train and retain personnel meeting the requirements of IDEA to provide special education and related services to children with disabilities.

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PERFORMANCE GOALS AND INDICATORS

The district will use performance goals and indicators established by the state to assess progress toward achieving those goals that are consistent to the extent appropriate with any other goals and academic standards for children.

The district will provide the Nebraska Department of Education with information necessary to enable the state to assess progress toward achieving the goals established by the state.

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SUSPENSION AND EXPULSION REPORTING

The district will report data to the Nebraska Department of Education to determine if significant discrepancies are occurring in the rate of long-term suspension and expulsions of children with disabilities.

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STUDENT TRANSPORTATION IN PRIVATE VEHICLES

Standing authorization shall be granted by the board to school administrators, school nurses and other student services personnel designated by the superintendent.

No employee shall transport students in private vehicles without insurance coverage in compliance with state law.

Special permission for providing student transportation may be granted in exceptional cases by the principal to other professional staff members such as coaches, music teachers and activity sponsors. Exceptional cases shall be determined by review of the number of students traveling, relative costs, safety factors and distance.

Pupils driving or riding vehicles to school shall comply with school regulations for the operation of vehicles and the parking of such vehicles on school property. Pupils shall not operate vehicles on, or in the vicinity of, school property so as to cause disruptions, or damage to, or constitute a threat to the safety of persons or property.

Students driving to school will not be allowed to drive cars during the school day unless permission is granted by the Principal.

The district will develop procedures to implement this policy.

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DATA OR RECORDS RETENTION

School district records shall be housed in the central administration office of the school district. It shall be the responsibility of the superintendent to oversee the maintenance and accuracy of the records. The following records shall be kept and preserved according to the schedule below:

• Secretary's financial records	Permanently
• Treasurer's financial records	Permanently
• Minutes of the Board of Education	Permanently
• Annual audit reports	Permanently
• Annual budget	Permanently
• Permanent record of individual pupil	Permanently
• Records of payment of judgments against the school district	20 years
• Bonds and bond coupons	10 years
• Written contracts	10 years
• Cancelled warrants, check stubs, bank statements, bills, invoices, inventories and related records	5 years
• Program grants	As determined by the grant
• Nonpayroll personnel records	7 years
• Payroll records	3 years

Employees' records shall be housed in the central administration office of the school district. The employees' records shall be maintained by the superintendent, the building administrator and the employee's immediate supervisor.

The permanent and cumulative records of students currently enrolled in the school district shall be housed in the central administration office of the attendance center where the student attends.

The superintendent may microfilm or microfiche school district records and may destroy paper copies of the records if they are more than three years old. A properly authenticated electronic reproduction of a record meets the same legal requirements as the original record.

Cross Reference: 203.04 Secretary
 204.11 Meeting Minutes
 402.06 Employee Records
 507 Student Records
 1003 Public Examination of District Records

Approved _____ Reviewed _____ Revised _____

DISTRICT ANNUAL REPORT

The superintendent or designee shall annually prepare a written report informing the public of the following areas of district characteristics and student achievement results:

- Student demographics, including enrollment by grade and site, number of students receiving free or reduced meals and number of special education students.
- District financial information including levy, total budget, valuation per pupil, per pupil costs and local, state and federal revenue.
- Student academic performance including results of standardized tests, average g.p.a. for elementary and secondary students, graduation rates and dropout rates.

The annual report shall be communicated to the public by mailing to all district residents.

Legal Reference: NDE Rule 10.005.02
 NDE Rule 10.010.01

Cross Reference: 1001 Principles and Objectives for Community Relations
 1004 Press, Radio and Television News Media
 1005 Public Participation in the School District

Approved _____ Reviewed _____ Revised _____

PUBLIC EXAMINATION OF SCHOOL DISTRICT RECORDS

Public records of the school district may be viewed by the public during the regular business hours of the administration offices of the school district. These hours are 7:30 a.m. to 4:00 p.m. Monday through Friday, except for holidays and recesses.

Records defined by law as confidential records shall be viewed or copied upon receipt of written permission by the administration office from the person or entity whose confidential records are being requested. Lacking such permission, the superintendent will issue a written denial of the request.

Persons wishing to view the school district's public records shall contact the central administration office and make arrangements for the viewing. The office personnel will make arrangements for viewing the records as soon as practicable, and within 4 business days if possible.

Persons wanting copies may be assessed a fee for the copies not to exceed the actual costs. If the estimated cost of the records exceeds \$50.00, the office will obtain an advance deposit equal to the estimated cost. Records will not be made available in any form in which that record is not already maintained or produced. Persons making requests to use their own copying equipment must make arrangements satisfactory to the administration office.

It shall be the responsibility of the administration office to maintain accurate and current records of the school district. It shall be the responsibility of the office to respond in a timely manner to requests for viewing and receiving public information of the school district. If the office is unable to provide the requested records within 4 business days, the secretary will issue a written explanation with a revised date for completion, an estimate of cost, and allow the requester to modify or prioritize the information request.

Legal Reference: Nebraska Statutes 84-712.0 et seq.

Cross Reference: 507.01 Student Records Access

Approved _____ Reviewed _____ Revised _____

NEWS CONFERENCES AND INTERVIEWS

The public should be fully and promptly informed concerning plans, activities and needs of the school system. Information is available for the press and public at all times. To prevent duplication of reports it is the practice to require that all news items be released through the office of the Superintendent or his designee. Exceptions shall be write-ups of athletic events and Booster Club events of social and special programs and the Band Parents activities that relate to school only.

Information of strictly a personal nature shall not be released without the consent of the individual.

In case of any school emergency or disaster, the area news media, to include radio and television, shall be informed as soon as possible.

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PUBLIC COMPLAINTS

The board recognizes that concerns regarding the operation of the school district will arise. The board further believes that constructive criticism can assist in improving the quality of the education program and in meeting individual student needs more effectively. The board also places trust in its employees and desires to support their actions in a manner which frees them from unnecessary or unwarranted criticism and complaints.

Procedures for dealing with complaints concerning programs or practices should be governed by the following principles:

- where action/investigation is desired by the complainant, or where it seems appropriate, the matter should be handled as near the source as possible;
- complaints should both be investigated and, if possible, resolved expeditiously;
- complaints should be dealt with courteously and in a constructive manner; and,
- individuals directly affected by the complaint should have an opportunity to respond.

Specific procedures for handling complaints may be established in policies. The board, consistent with its board policy-making role, will deal with complaints concerning specific schools, programs or procedures only after the usual channels have been exhausted. Complaints regarding employees or complaints by students will follow the more specific policies on those issues.

When a complaint requiring attention is received by the board or a board member it will be referred to the superintendent. After all of the channels have been exhausted, the complainant may appeal to the board by requesting a place on the board agenda or during the public audience portion of the board meeting. If the complainant appeals to the board, the appeal shall be in writing, signed and explain the process followed by the complainant prior to the appeal to the board.

Cross Reference: 204.12 Public Participation at Board Meetings
 403.05 Public Complaints about Employees
 606.03 Objection to Instructional Materials

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VISITORS TO SCHOOL

Patrons are urged to visit classrooms and familiarize themselves with the programs of their children. All visitors are to report first to the school office or the head teacher before visiting in the building.

All children who are visiting in the school building shall be accompanied by a parent, guardian, or have permission to visit the school from the building principal.

Any person not a member of the school staff or student body may be asked to leave the district facilities or grounds for the following reasons:

1. Loitering on or about any school building or grounds without written permission;
2. Having no reason or relationship involving custody of or responsibility for a pupil or student; nor
3. Having no other specific, legitimate reason for being there; or
4. Causing disturbances.

Failure to leave following the request of administrators or staff may be reason for prosecution by local law enforcement officials.

Legal Reference: Neb. Statute 79-8,100

Cross Reference: 1004 Press, Radio and Television News Media

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COMMUNITY USE OF SCHOOL DISTRICT BUILDINGS, SITES AND EQUIPMENT

The buildings and properties of the school district shall be available for community use under conditions prescribed and in accordance with the adopted policies of the Board of Education.

It is the desire of the Board that maximum use be made of the facilities under its jurisdiction for educational activities.

To extend the privilege of using these facilities, the Board will require compliance to regulations governing the use of school buildings and facilities. A fee for the use of school buildings and facilities by organizations not directly associated with the schools will be charged.

Organizations and individuals wishing to schedule use of school facilities will make application to the Activities Director.

Additional rules and regulations are to be developed by the Superintendent and/or his delegate, and duplicated in such manner that a copy is delivered to the lessee at the same time a contract is requested.

Legal Reference: Good News Club v. Milford

Cross Reference: 705.02 Usage Fees, Admissions and Royalties
904.02 Lease, Sale or Disposal of School District Buildings
and Sites
1001 Principles and Objectives for Community Relations

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