

CENTRAL CITY PUBLIC SCHOOLS



Central City Middle School Parent- Student Handbook 2018-19 School Year

Adopted: Summer of 2018
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Intent of Handbook

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

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

Members of the Board of Education

President	Mrs. Lisa Wagner
Vice President	Dr. Brian Buhlke
Secretary	Mr. Tim Williams
Member	Mr. Chuck Homolka
Member	Mr. Brent Kennedy
Member	Mr. Aaron Heins

District Personnel

Superintendent	Mr. Jeff Jensen
Special Education Director	Mrs. Maureen McElhinny
Technology Director	Mr. Brandon Detlefsen
District Bookkeeper	Amy Schrader
Food Service Manager	Lynette Weller
Transportation	Les Jensen
Nurse	Renee Hutsell

Certified Staff

Name	Department	Grades
Mrs. Holee Hanke	Principal	
Ms. Haley Boston	Math	Grades 5, 7-8
Mrs. Whitney Springer	Resource	Grades 7-8
Mr. Dane Christensen	Vocal Music	Grades 5-8
Mr. Tyson Greenwalt	School Counselor	Grades 5-8
Mrs. Gabrielle Saltzgaber	Resource	Grades 5-6
Mrs. Anna Detlefsen	Science	Grades 7-8
Mrs. Amy Foland	Life skills and Careers	Grade 5-7
Mr. Darin Garfield	Physical Education	Grades 5-8
Mrs. Pat Huston	Reading/Math/Social Studies	Grade 6
Mr. Skyler Jenkins	Math/Language Arts	Grade 7-8
Mrs. Kathy Kuck	Reading/Language Arts/Math	Grade 5-6
Mrs. Kendall Shinn	Resource	Grades 6-8
Mr. Scott Mallam	Literature/Language Arts	Grade 7-8
Mr. Gary Maresh	Industrial Tech	Grade 7
Mrs. Kelly McHargue	Art	Grades 5-8
Mr. Anthony McPhillips	Reading/Math/Social Studies	Grade 5
Mrs. Brittany McPhillips	Computers	Grades 7-8
Mrs. Heather Negus	Reading/Math/Science	Grade 5
Mrs. Crystal Kucera	Math/Language Arts/Reading	Grades 5
Mr. Ross Hilkemann	Social Studies	Grades 7-8
Mr. Jamie Rathbone	Reading/Math/Science	Grade 6
Mrs. Joyce Rodriguez	Media Specialist/Keyboarding	Grades 5-8
Mr. Matt Schrader	Industrial Technology	Grade 8
Mr. Alex Steinke	Instrumental Music/Communications	Grades 5-8
Mr. Brandon Wright	Science Technology Engineering Math	Grade 8
Mr. Reuben Burbach	Leadership	Grade 8

Support Staff

Office Staff	
Mrs. Lori Senkbile	Office Secretary
Mrs. Deb Hilder	Office Secretary
Cafeteria	
Mrs. Lynette Weller	Food Service Manager
Mrs. Jewell Kenyon	Cook
Mrs. Linda Leimbach	Cook
Mrs. Zanetta Lewis	Cook
Custodial	
Mr. Mark Schmierer	Custodian
Mr. Rick Paup	Custodian
Paraprofessionals	
Mrs. Laurie Johnson	
Mrs. Sylvia Erickson	
Mrs. Marla Geiger	
Mrs. Jean Munn	
Mrs. Tana Trumblee	
Mrs. Heather Curfman	
Miss Dana Poppe	

Article 1-Mission and Goals

Central City Public Schools Statement

Central City Public Schools will educate, challenge and prepare students with lifelong skills for the world around them.

School Improvement Goal

All students at Central City Public Schools will progress towards meeting College and Career Readiness by developing academic achievements and exploring career pathways.

Mutual Respect

Central City Public Schools expects every staff member and student to be treated with respect and dignity.

Article 2-School Day

Daily Schedules

CCMS office hours are from 7:30-4:00

Regular schedule

<p>5th grade 8:00-9:12 Math P1 9:15-9:28 Recess P2 9:28-10:28 Reading P3 10:31-11:18 PE/Music P4 11:18-11:49 Lunch 11:51-12:39 Core 1 P5 12:42-1:29 Core 2 P6 1:31-2:19 WIN/Explore P7 2:22-3:09 Core 3 P8 3:12-3:38 Study Lab</p>	<p>6th grade 8:00-9:12 Math P1 9:15-10:15 Reading P2 10:15-10:28 Recess P3 10:31-11:18 1st Core P4 11:18-11:49 Lunch 11:51-12:39 WIN/Explore P5 12:42-1:29 PE/Music P6 1:31-2:19 2nd Core P7 2:22-3:09 3rd Core P8 3:12-3:38 Study Lab</p>	<p>7th/8th grade 8:00-8:48 1st Period (8-Quarter) 8:51-9:38 2nd Period 9:41-10:28 3rd Period(7- PE/Music) 10:31-11:18 4th Period (7-A/B classes) 11:21-12:08 5th Period (7-Quarter) 12:08-12:39 Lunch 12:42-1:29 6th Period (8-A/B classes) 1:31-2:19 7th Period (8-PE/Music) 2:22-3:09 8th Period 3:12-3:38 Study Lab</p>
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11:30 Schedule

<p>5th grade 8:00-8:42 Math P1 8:45-9:18 Reading P3 9:21-9:44 4th Period 9:47-10:10 5th Period 10:13-10:36 6th Period 10:39-11:02 7th Period 11:05-11:30 8th Period</p>	<p>6th grade 8:00-8:42 Math P1 8:45-9:18 Reading P2 9:21-9:44 4th Period 9:47-10:10 5th Period 10:13-10:36 6th Period 10:39-11:02 7th Period 11:05-11:30 8th Period</p>	<p>7th/8th grade 8:00-8:26 1st Period 8:29-8:52 2nd Period 8:55-9:18 3rd Period 9:21-9:44 4th Period 9:47-10:10 5th Period 10:13-10:36 6th Period 10:39-11:02 7th Period 11:05-11:30 8th Period</p>
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1:30 Schedule

<p>5th grade 8:00-9:00 Math 9:00-9:10 Recess 9:10-9:51 Reading 9:54-10:29 4th Period 10:32-11:07 6th period 11:10-11:40 5th Period 11:40-12:15 Lunch 12:18-12:53 7th Period 12:56-1:30 8th Period</p>	<p>6th grade 8:00-9:00 Math 9:00-9:41 Reading 9:41-9:51 Recess 9:54-10:29 4th Period 10:32-11:07 6th period 11:10-11:40 5th Period 11:40-12:15 Lunch 12:18-12:53 7th Period 12:56-1:30 8th Period</p>	<p>7th/8th grade 8:00-8:35 1st Period 8:38-9:13 2nd Period 9:16-9:51 3rd Period 9:54-10:29 4th Period 10:32-11:07 6th period 11:10-11:40 5th Period 11:40-12:15 Lunch 12:18-12:53 7th Period 12:56-1:30 8th Period</p>
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10:00 Late Start Schedule

5th grade 10:00-10:57 Math 11:00-11:55 Reading 11:58-12:35 4th Period 12:35-1:05 Lunch 1:05-1:43 5th Period 1:46-2:19 6th Period 2:22-2:57 7th Period 3:00-3:38 8th Period	6th grade 10:00-10:57 Math 11:00-11:55 Reading 11:58-12:35 4th Period 12:35-1:05 Lunch 1:05-1:43 5th Period 1:46-2:19 6th Period 2:22-2:57 7th Period 3:00-3:38 8th Period	7th/8th grade 10:00-10:37 1st Period 10:40-11:17 2nd Period 11:20-11:55 3rd Period 11:58-12:35 4th Period 12:38-1:16 5th Period 1:16-1:43 Lunch 1:46-2:19 6th Period 2:22-2:57 7th Period 3:00-3:38 8th Period
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Severe Weather and School Cancellations

The Superintendent may close public schools in case of severe weather. Representatives of the Superintendent’s staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio and television stations.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service, law enforcement advisories or civil defense officials indicate that it would be unwise to hold school. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, student activities).

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

Parental Decisions. **Parents may decide to keep their children at home in inclement weather because of personal circumstances.** Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather during the school day. Students will not normally be dismissed from school during severe weather on the basis of a telephone request.

What Not To Do. Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

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

Emergency Closing Procedures

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

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

Closed Campus

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

Supervision Responsibility Before/After School

Arrival At School/Dismissal From School

Students are expected to arrive at school no more than 30 minutes prior to the first class or school program in which they are participating. **Prior to that time, the doors will not be open and the school is not responsible for supervision of the students.** Students will be admitted to the school building at 7:30. The doors to the building will not be open before that time. Students should wait in their designated areas for the bell to proceed to their first class. The 5th/6th grade area is the gymnasium and the 7th/8th area is the commons.

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

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

Signing A Child In And Out Of School

Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only

release children to adults designated by the parent on the emergency card.

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

Supervision at Dismissal

Parents or guardians of children attending Central City Middle School where the child does not use district-provided transportation after dismissal, may request the school or program not release the child to walk home after dismissal unless the child is released to the parent or legal guardian or an escort designated by the parent or guardian. Parents or guardians requesting their children only be released to the parent or guardian or a designated escort after dismissal must submit a completed written request with the Principal to this effect. Students are not to loiter in the building after dismissal time. Students who leave before the end of the day are to be signed out in the office.

Article 3-Use of Building and Grounds

Visitors

All visitors must check in at the office, sign in, and wear a visitor's badge while visiting the school.

Parents, guardians, or grandparents visiting a child while in the classroom must get prior approval from the classroom teacher and the principal 24 hrs. in advance.

We want to welcome you to visit our school and we wish to make your visit meaningful. In order to help insure this, we ask that you call ahead and make arrangements to visit because there are times when the class may be on a field trip, involved in a practice for a music program, taking a test, or a substitute may be teaching. We encourage you to visit school anytime after the first week of school and before the last two weeks of school. Students that do not attend Central City Public Schools may not attend school during instructional times but are welcome during lunch with approval from the building principal 24 hours in advance.

We recommend that visitors of middle school children limit their visit to one period, two periods at the most. This is a time when students are beginning to develop independence and often become uncomfortable with parents, guardians, or grandparents visiting.

Smoke-Free Environment

All of our school buildings, grounds, and school vehicles are smoke (vapor) and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by our District's policy.

Care of School Property

1. Chairs, tables, or other equipment or furniture must never be removed from any room without consulting the teacher in charge of the classroom. The teacher's desk and its contents are school property and should not be touched by any student without permission of the teacher or the principal.
2. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
3. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
4. Replacement costs or fines will be determined at the discretion of the building administrator.

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

Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. We recommend that the locker be locked with a combination lock (except at the elementary building). Students are also responsible for the cleanliness inside their locker and the door of their locker. ***No writing*** on the inside or outside of student lockers will be allowed. Students may be fined for damage to lockers. Students will be assigned a locker for P.E. class/materials and are responsible for keeping their items locked at all times. Valuables should not be stored in any school locker.

Searches of Lockers and Other Types of Searches

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

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

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

Video Surveillance

The Board of Education has authorized the use of video cameras on school district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. The Superintendent or his/her designee may use video cameras in locations as deemed appropriate.

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

Use of Telephone

A phone for student use is in the office. Students may use this phone to make local calls during their lunch period, before, and after school with permission from the office staff. Students may not use the office phones to make long distance calls.

Bicycles, Skateboards, Rip Sticks, etc...

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

Student Valuables

Students, not the school, are responsible for their personal property. Students are cautioned not to bring large amounts of money or items of value to school. If it is necessary to bring valuable items or more money than is needed to pay for lunch, leave the money or valuables with a staff member in the school office for temporary and safe keeping. Even then, the school is not in a position to guarantee that the student's property will not be subject to loss, theft, or damage.

Lost and Found

Students who find lost articles are asked to take them to the office, where the articles can be claimed by the owner. If articles are lost at school, report that loss to office personnel. Items unclaimed at the end of the school year will be donated to charitable organizations.

Accidents

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

Laboratory Safety Glasses

As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes when appropriate. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

Insurance

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

Bulletins and Announcements

Daily announcements will be read to students. A copy of the announcements will be posted on the school website. Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal or his/her designee. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 24 hours after the event.

Copyright and Fair Use Policy

It is the school's policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing coursework, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice.

The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright: the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes; the nature of the copyrighted work; the amount and substantiality of the portion used in relation to the copyrighted work as a whole, and the effect of the use upon the potential market for or value of the copyrighted work.

Although all of these factors will be considered, the last factor is the most important in determining whether a particular use is “fair.” Students should seek assistance from a faculty member if there are any questions regarding what may be copied.

Gum/Candy

Students are not allowed to chew gum or eat candy at school without staff approval.

Vending Machines

For your convenience a beverage and snack machine has been placed in the hall. The machine will not be used during the school day. Pop is not allowed in the cafeteria during lunch.

Office Copy Machines

Student copies will cost ten cents for each page.

Backpacks

Backpacks may be used before or after school, but are not allowed in the classroom or hallways during the school day.

Sports Bags

Sports bags may be stored in the student’s locker or in the designated area. Stored bags can only be accessed at the end of the day.

Gifts

The school policy states that pupils and patrons should not in any way be encouraged to give personal gifts to school personnel. But, if such gifts are offered, school personnel should minimize such an act and not give publicity or public recognition to such gifts or praise the donor. Student gift exchange or handing out invitations is to be done after school.

Classroom Parties/Food

Classroom celebrations may be approved periodically during the year. If there are pre-approved celebrations in the classrooms, we ask that the food be pre-packaged, labeled, and follow the guidelines as outline for students with allergy sensitivity. Students are not to bring treats/food for their birthdays without administrative approval.

Article 4-Attendance

Attendance Policy

The administration is responsible for developing further attendance rules and regulations and staff is responsible for assisting in the enforcement of the rules and regulations. Students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

Nebraska's compulsory attendance laws require schools to maintain attendance records and to report when children could be on track to miss 20 days in one school year. It is the practice of CCMS to notify the county attorney that a potential violation of statute 79-201 exists when a student is on track to exceed 20 days. Written notification will be mailed to parents/guardians following the 5th, 8th, 10th absence of their child. Neither CCPS nor the state of Nebraska distinguishes between "excused" and "unexcused" absences. All total absences go into what is reported. We do, however, use our discretion depending on the nature of the absences when reporting attendance concerns to the county attorney.

Our main concern is getting students in school, where they can be successful and not fall behind in their studies. It is the practice of CCPS to utilize the Attendance Matters Services. This service is available as another resource for additional support and act as a liaison for families to access community resources. The purpose of the Attendance Matters program is to create a collaborative effort between the school, family, and county attorney's office to assess the student's attendance issues and to provide guidance and support in improving the student's attendance. If the student and parents refuse to enroll in the program and the student's attendance continues to decline, then the student and parents will be referred to the county attorney's office. The county attorney will be provided documentation about the student's attendance and truancy charges against the student and or the parent(s) in accordance to Nebraska's state statute LB 79-209. Students on probation will not be eligible for this program, however the probation officer and county attorney will be communicated with if there are concerns about the student's attendance.

Attendance and Absences

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

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

- Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).

- Illness which causes a student to be absent from school.
- Doctor or dental appointment which require student to be absent from school.
- Court appearances that are required by a court order and the student is not responsible for needing to be in court.
- School sponsored activities which require students to be absent from school.
- Family trips in which student accompanies parent(s)/legal guardian(s).
- Other absences which have received prior approval from the Principal.

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

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

Tardy to School. Students will be considered tardy to school if they are not in their assigned class when the bell for their first class rings.

Tardy to Class. Students have a sufficient time period between classes to make it to their next assigned class on time. Students will be considered tardy to class if they are not in their assigned classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students will be assigned a detention for every 5th tardy.

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Absence Procedures

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office. A conditional admit slip, good for two days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip.

Make-up Work

Written make-up work may be assigned for each day missed regardless of the type of absence.

Students not completing their make-up work will be assigned homework hour. If a student is ill, they will receive two days for each day missed to make up the work.

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Assignment sheets will be sent only for extended absences. Generally, assignment sheets will not be sent out until after three (3) days of absence. If the parents or students have concerns prior to the three (3) days, they are encouraged to contact the teacher.

For excused absences that are known before the day to be missed, inform the school so that assignments can be given before the scheduled day(s) of absence. Teachers can give the student classwork according, so that upon return the student can continue with the rest of the class and the learning process. If requested, assignment sheets will be prepared for students who are ill. If a student is ill, they receive two days for each day missed to make up the work. If parents or students request assignment sheets, the school should be contacted no later than 10:00 a.m.

For school related activities, students will get their assignments prior to being gone. Their assignment will be due upon return from that activity. Any student who does not hand in the assignment or project by the designated time will receive 10% off.

Attendance is Required to Participate in Activities

Students must attend school at least half the day of any scheduled school activity in order to participate in the activity. This includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

Truancy

A student who engages in unexcused absences may be considered truant as per state law. Truancy is a violation of school rules. The consequence of trancies may include disciplinary action and referral to the county attorney for compulsory attendance violations.

Reporting and Responding to Truant Behavior. Any administrator, teacher, or member of the board of education who knows of any failure on the part of any child age school age to attend school regularly without lawful reason, shall within three days report such violation to the Superintendent. The Superintendent shall immediately cause an investigation into any such report to be made. The Superintendent shall also investigate any case when, based on the Superintendent's personal knowledge or based on a report or complaint from any resident of the district, the Superintendent believes that any child is unlawfully absent from school. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior.

Excessive Absenteeism. Students who accumulate twelve or more absences in a semester, in any given class, will lose credit for that course. Credits will be deducted on an individual class basis. Students who have excessive attendance issues will be referred to the County Attorney (see Reporting Habitual Truancy).

If six or more absences are documented as doctor's visits, or court appearances, the Middle School Principal may reinstate credit without the forming of an Attendance Appeals Committee. If a decision to remove credit is rendered, the student shall have the opportunity to reinstate that credit through a summer credit recovery program/project (see Make-Up of Lost Credit in Article 5) as established by the Middle School Principal. A student that exceeds eighteen (18) absences in a semester will not have the option to reinstate lost credit. A student losing credit because of absences may bring an appeal (Appealing Procedure) to the Middle School Principal.

Appealing Procedure

It is the responsibility of the parents to notify the school within five (5) school days after receiving the credit loss notification for absences to request an appeal. Failure to notify the school within five (5) school days will result in the loss of credits.

Upon receipt of a request to appeal, the school will set up a meeting between the parents and the Attendance Committee to be made up of the Middle School Principal, school counselor, school nurse, attendance officer (if previously involved), and core curriculum teachers. At this meeting, the parents shall have the opportunity to bring all relevant information to the attention of the committee. The Attendance Committee shall render a decision that may be appealed to the Superintendent and the Board of Education in that order.

Reporting Habitual Truancy. Students who accumulate twenty (20) absences (excused or unexcused) shall be deemed to be habitually truant. The Building Principal shall file a report with the County Attorney of the county in which such person resides.

Article 5-Scholastic Achievement

Grading System

Students will receive letter grades on report cards and transcripts. The following scale will be used to assign letter grades and a grade point average from a percent:

A	93-100
B	85-92
C	77-84
D	70-76
F	0-69

Online Student Information System

Parents may have access to their son or daughter's grades, class schedules, attendance records, and daily assignment grades via the Internet through Infinite Campus. Parents must register through the office to get their login and password. Students may also gain access to Infinite Campus to check their own grades by logging into their account and typing in their password.

Promotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level if that student does not make adequate academic progress in their studies.

The Middle School Curriculum is based on the core subjects of English, Math, Science, Social Studies, and Reading with the incorporation of vocal and instrumental music, writing, agriculture, art, keyboarding, family consumer science, health, study skills, careers, and physical education. Successful completion of four core subjects will promote the student to the next grade level.

Students entering the eighth grade who consistently test at the eightieth percentile or above on all district assessments will be considered for algebra as an eighth grader. Administrative discretion will be used for students who are near the requirements.

If a student does not receive a passing grade in four of the five core subjects, that student shall be retained in their current grade. For any failed course(s), the student shall have the opportunity to reinstate that credit through a summer credit recovery program/project (see Make-Up of Lost Credit) as established by the Middle School Principal.

Make-Up of Lost Credit

To make up credit that may have been lost due to attendance issues or from failing a course(s), students will be provided with an opportunity for credit recovery. Credit recovery will be established using direct instruction, online credit recovery programs, an assigned project, or any such combination. The Middle School Principal shall oversee such credit recovery practices and shall make the decision, based on the student's progress and work, to reinstate credit. The decision of the Middle School Principal may be appealed to the Superintendent and the Board of Education in that order.

Schedule Changes

Schedule changes that need to be considered after the first day of school will be made by the principal after consulting with the counselor, teacher, parent, and student. Schedule changes will

be considered when it is determined that the change is in the best interest of the student.

Report Cards

Report cards are issued at the end of each quarter. A grade of “I” (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of “0” and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter or arrangements must be made with the classroom teacher and approved by the principal for an extended completion time.

Parent-Teacher Conferences

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

Honor Roll

The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd, and 4th quarters. Students will be recognized accordingly:

Superior Honors – 94.0% or above

No C’s, D’s, F’s, or U’s allowed

No incomplete grades or I’s allowed

No Withdrawal, Failing or W/F’s allowed

Honors – 90.0% or above

No D’s, F’s or U’s allowed

No incomplete grades or I’s allowed

No Withdrawal Failing or W/F’s allowed

Honorable Mention – 85.0% or above

No D’s, F’s or U’s allowed

No incomplete grades or I’s allowed

No Withdrawal, Failing, or W/F’s allowed

Study Lab

The purpose of study lab is to instill organization, accountability, ownership, a positive building culture, and responsibility while promoting academic success. Students will have a twenty-five minute period at the end of the day dedicated to completing assignments, getting organized, reading, and additional band practice. Students should come prepared to study lab with the goal of studying for upcoming tests and going home with no homework. If students are in good standing academically and behaviorally, they will have the opportunity to earn Friday rewards during study lab.

Academic Integrity

A. Policy Statement

Students are expected to abide by the standards of academic integrity established by their teachers and school administration. Standards of academic integrity are established in order for students to learn as much as possible from instruction, for students to be given grades which

accurately reflect the student's level of learning and progress, to provide a level playing field for all students, and to develop appropriate values.

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

B. Definitions

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

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

Cheating includes, but is not limited to:

- (a) Tests (includes tests, quizzes and other examinations or academic performances):

- (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 formula 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.

"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:

- (1) 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.
- (2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.

3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes, but is not limited to, allowing another student to look at 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 for academic integrity offenses:

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

Grading

All teachers are to provide the opportunity for students to obtain a grade for an assignment each week. Grades shall be updated weekly and opportunities for student improvement should be available on a weekly basis. For all 5-12 teachers, any assignment that is not turned in by the student at the time such assignment is due, the student shall receive 10% off and the student shall be assigned homework hour (attendance policy or administrative discretion may apply in some circumstances).

Homework Hour

The homework recovery program has produced an increase in the number of students on honor roll and has decreased class failure and negative behavior referrals. At the middle school, we believe it provides access to further academic support and help. Last year homework hour was one day a week. This year we are expanding it to two days per week, Monday and Wednesday, and will include all grade levels.

If a student has not completed an assignment, his or her teacher will submit a digital form that will generate an email that will be sent to the parent/guardian on Friday and Tuesday. This email will notify parent/guardian about which assignment is missing, and it will remind the parent/guardian that the child has until 8:15 on Monday and Wednesday morning to hand in the assignment. On Monday and Wednesday morning, if that assignment is still not in, parent/guardian will receive a second email indicating that the child will be required to stay after school for Homework Hour that day to work until the assignment is finished. On most days, that will mean that the student will need to stay after school until around 4:00 or 4:30, depending on

the length of the assignment. The student will call the parent/guardian when their work is done, and he/she will be free to go home. Parents/guardian may pick students up in front of the PAC after they have completed their work.

Copying Fees for School District Records (CCPS B.O.E. Policy #3033)

Requests for copies of school district records shall be subject to applicable copying fees. No fee shall be charged for providing a copy of a student or public record if a specific law or regulation requires the copy to be provided without charge.

Students and their parents or guardians shall not be charged any fee to inspect and review the student's files or records. Students and their parents or guardians who desire a copy of the student's files or records shall pay the reasonable cost of reproduction as follows:

Black and white letter or legal-sized photocopies: No charge for the first 10 copies; .05 cents for each copied page thereafter.

Computer data printouts: No charge for the first 10 pages; .05 cents for each page thereafter.

Other medium: Actual cost of reproduction.

Postage fees: Actual cost

Students and their parents or guardians **shall not be charged any fee:**

To search for or retrieve any student's files or records.

For a copy of a student's Individualized Education Plan (IEP).

For copy of the special education evaluation report and the documentation of determination of eligibility for special education services upon completion of the administration of assessments and other evaluation measures.

If the fee effectively prevents the parents from exercising their right to inspect and review student records.

A copy of the student's files or records, including academic material and any disciplinary material relating to any suspension or expulsion shall be provided at no charge, upon request, to any public or private school to which the student transfers.

Article 6-Support Services

Special Education Services

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

School Counselor

Central City Middle School employs a school counselor for a variety of the purposes not limited to: assisting with the CCPS testing program, to assist with scheduling, to teach career units to each grade level, to plan and manage advisement activities, to proactively facilitate and manage student groups, to manage Peer Helper activities/responsibilities, and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by the counselor's office and make arrangements for an appointment.

Crisis Team 3041

The crisis team is responsible for planning for the safety and security of the school, staff, and students. The teams will respond to and manage any safety or security incident that occurs in the school setting or which has the potential to disrupt the orderly operation of the school system. Crisis team shall be knowledgeable about the Standard Response Protocol promoted by the "I love u guys" Foundation.

Health Services

Health Requirements

The following are required by the State of Nebraska for admission to all schools. Information concerning these requirements can be obtained by contacting the school's front office.

Physical Examinations

A printed or typewritten form signed by a licensed physician indicating that a physical examination was administered on a specific day within the previous six (6) month period on a specifically named individual is required before entrance into kindergarten and seventh (7th) grade. An exam is also required in the case of a student transferring from out of state to any grade of the local school.

Additionally, for those students entering kindergarten documentation of a physical examination must include vision and dental examinations. Although not encouraged, physicals may be waived for any reason. The forms can be obtained from the principal or school nurse.

IMPACT Testing

All students must pass IMPACT testing prior to participating in any extracurricular activity.

Birth Certificates

All students in Central City Public School system must have an official certified birth certificate on file in the school counselor's office.

Immunizations 5010

1. **General Rule**

A. Each student wishing to enroll in the school district must be immunized as required by state law and the rules and regulations promulgated by the Nebraska Department of Health and Human Services in effect at the time of the student's enrollment.

B. The district is not responsible for the cost of such immunizations.

C. Any student who does not comply with this policy shall not be permitted to continue attending school.

D. The building principal shall be responsible for maintaining immunization records for the students enrolled in his/her building and shall share that information with the school's threat assessment and crisis teams as appropriate.

2. **Exceptions**

A. **Provisional Enrollment**

Students who meet the statutory requirements for provisional enrollment may be allowed to attend school for sixty days without the necessary immunizations.

B. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:

I. A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or

II. An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.

C. Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

According to State law effective July 1, 2011, all students enrolled in school are required to have the following immunizations:

- **3 doses of DTaP, DTP, DT, Td vaccine, one given on or after the 4th birthday**
- **3 doses of Polio vaccine**
- **3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age**
- **2 doses MMR or MMRV vaccine given on or after 12 months of age separated by at least one month**
- **2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian or health care provider will be accepted. If the child has had the varicella disease, they do not need any varicella shots.**
- **Additionally, for 7th grade only, 1 dose of Tdap (must contain Pertussis booster)**

New students must present their immunization record prior to enrollment.

School Nurse

The school nurse is present at our building for approximately two (2) hours each day. Her major

responsibilities include health screening and school health coordination. If there is any suspicion of a health concern, the parent/guardian will be notified.

Illness

If your child becomes ill during the school day and cannot continue his/her classes, he/she should ask permission to go to the office. They should not visit the nurse's office during a passing period. In addition, they should NOT leave the building until he/she first checks with the nurse.

Injuries

If students are injured while in school the student must do the following (1) Report all accidents to the teacher on duty when the injured occurred while on school premises and (2) Report all injuries to the nurse's office. If medical attention is needed, the parent/guardian will be immediately notified and the correct procedure for the injury will be followed.

Communicable Diseases

Students showing any signs or symptoms of a contagious, infectious and/or communicable disease are required by law to be sent home immediately or as soon as safe transportation is available (NDE Rule 55). Students excluded for confirmed diseases shall not be allowed to return to school until specific criteria have been met:

- Reportable, preventable communicable diseases require verified diagnosis by a physician and his/her written permission for the student to return to school. These diseases include, but may not be limited to: diphtheria, measles, mumps, pertussis, polio, rubella and tetanus.
- Some contagious infections or infections require treatment. Students may return to school when signs and symptoms have decreased, are absent, and/or return to school is permitted, in writing, by the physician. These diseases include but may not be limited to: chicken pox (varicella), CMV (cytomegalovirus), mononucleosis, influenza (flu), parvovirus B19 (Fifth disease), hepatitis and tuberculosis.
- Other contagious infections or infestations require treatment. Students may return to school 24-48 hours after verified treatment has been started and/or when return is permitted in writing by the physician. These diseases include but may not be limited to: pink eye, head lice, impetigo, intestinal worms, ringworm, scabies, scarlet fever and/or other strep infections.
 - Because head lice are so easily spread from one child to another, children with head lice (or eggs, often referred to as "nits") cannot remain at school. Your child will not be allowed to return to school until proof of treatment is provided and all evidence of infestation is gone.

The superintendent and staff shall insure that there is no release of information regarding students with any contagious infections that violate Nebraska statutes or school district policy concerning confidentiality of student records.

Medication at School

All medication/pills whether they are prescription or over the counter preparations must be held and administered by the school nurse or trained office staff. Students are not to keep medication

in their locker unless permission has been granted by the school nurse or principal (ie: inhaler). The reason for this is the chance of a lost substance resulting in a student finding and taking it and being harmed by doing so. ***Only FDA approved medications will be administered.***

Prescription Medicines

The school nurse is prohibited by law from giving prescription medication unless it is ordered by a licensed physician. For medication prescribed by a physician a required form, which can be obtained from the school nurse, must be signed by the parent as well as the prescribing physician. Any changes in medication type or dosage must be accompanied by a doctor's order. All medication should be checked in **by the parent** with the front office/school nurse first thing in the morning. **Prescribed medications should be in a prescription bottle properly labeled with the students' name, the name and dosage of the medication as well as instructions for administration.** Medication that is not in an appropriate container labeled with the above information will not be given.

*Students in Central City Public Schools with the diagnosis of asthma may be permitted to carry inhalers for self-administration. Authorization to do so is coordinated by the school nurse and requires parent/guardian as well as physician consent.

*Students in Central City Public Schools with the diagnosis of diabetes may carry glucose sources for self-treatment, again with authorization coordinated by the school nurse with parent/guardian and physician consents.

Over the counter Medicines

Prescriptions medicines must be in their labeled container and have the student's name on the container. The school nurse is not allowed to administer any medication in excess of the dosage recommendation listed on the labeled container, but may administer less dosage if requested. Medication that is not in an appropriate container labeled with the above information will not be given.

The school will not dispense non-prescription medicines (Aspirin, Tylenol, Motrin, cough drops). Students can bring their own medicines for this purpose but they must be kept in the nurse's office.

Action Plans

Those students with medical conditions that need to be reported to the school should have an action plan for that condition completed by parent/guardian as well as physician and filed in the nurse's office. Examples of such action plans are listed below:

- Students Requiring Special Meals because of food allergies
- Diabetic Action Plan
- Seizure Action Plan
- Anaphylaxis Action Plan (Severe Allergies)
- Asthma Action Plan

It is very important to have such medical information concerning your child in case of an emergency situation. The forms can be obtained from the principal or school nurse.

Health Screening

Students of the Central City Public Schools will be given a screening exam of their vision, hearing, teeth and back based on the screening guidelines of that professional medical field. The

school nurse may reexamine students with borderline results at a later date. Notes will be sent home with those students who at the time of examination and/or reexamination appear to need further evaluation. It should be understood that these notes are *only a suggestion* to a parent that a problem may exist. What the parent has done about the child's health or what they intend to do about it is of no concern to the school unless the condition affects the student's ability to complete his/her schoolwork.

Medical Emergency Protocol

Attack on Asthma-Asthma & Anaphylaxis-Overview

Rule 59 Protocol: Emergency Response to Life Threatening Asthma or Systemic Allergic Reactions

As required by law (Rule 59), Central City Public Schools has an emergency protocol which includes the administration of medication (epinephrine by injection and albuterol by inhalation) in the event of *life threatening* asthma or allergic reaction. The protocol is administered by trained personnel. In every emergency, efforts are made to contact parents/guardians immediately. So, it is important to make sure contact information is kept up to date in your child's school office. Please contact the school nurse or Central City Public Schools for more information about the emergency protocol.

Asthma/Anaphylaxis Emergency Response Team

Protocol: Emergency response to life-threatening asthma or systemic allergic reactions (anaphylaxis)

Definition: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary.

A systemic allergic reaction (anaphylaxis) is a severe response resulting in cardiovascular collapse (shock) after the injection of an antigen (ie: bee or other insect sting, ingestion of a food or medication, or exposure to other allergens such as animal fur, chemical irritants, pollens or molds, among others. The blood pressure falls, the pulse becomes weak, **AND DEATH CAN OCCUR**. Immediate allergic reactions may require emergency treatment and medications.

Life-Threatening Asthma Symptoms: Any of the symptoms may occur.

- Chest tightness
- Wheezing
- Severe shortness of breath
- Retractions (chest or neck "sucked in")
- Cyanosis (lips and nail beds exhibit a grayish or bluish color)
- Change in mental status, such as agitation, anxiety or lethargy
- A hunched-over position
- Breathlessness causing speech in one to two word phrases or complete inability to speak

Anaphylactic Symptoms of Body System: Any of the symptoms may occur within seconds. The more immediate the reactions, the more severe the reaction may become. Any of the symptoms present requires several hours of monitoring.

- Skin: warmth, itching and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea, vomiting and/or diarrhea
- Oral/Respiratory: sneezing, swelling of the face (lips, mouth, tongue, throat), lump or

tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction

- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, loss of consciousness, rapid heart rate, ventricular fibrillation (no pulse)
- Mental Status: apprehension, anxiety, restlessness, irritability

Emergency Protocol:

1. CALL 911
2. Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
3. Check airway patency, breathing respiratory rate and pulse
4. Administer medication (Epi-pen and albuterol) per standing order
5. Determine cause as quickly as possible
6. Monitor vital signs (pulse, respiration, etc)
7. Contact parents immediately and physician as soon as possible
8. Any individual treated for symptoms with epinephrine (Epi-pen) at school will be transferred to a medical facility

Standing Orders for Response to Life-threatening Asthma or Anaphylaxis:

- Administer and IM EpiPen-Jr. for a child less than 50 pounds or an adult EpiPen for any individual over 50 pounds
- Follow with nebulized albuterol (premixed) while awaiting EMS. If not better, may repeat times two, back to back
- Administer CPR if indicated

Although not encouraged, you may submit a waiver for the protocol for response to life-threatening asthma or systemic allergic reactions (anaphylaxis). The forms are located in principal or nurse's office.

Self Management of Diabetes or Asthma/Anaphylaxis

Upon receiving the written request of a student's parent or guardian and the written authorization by the student's physician, the school district will work with the parent or guardian in consultation with the physician to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis (referred to herein as "medical condition").

A student with diabetes must obtain written authorization to self-manage from the student's physician. The plan for a student with diabetes will (a) identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self-management by an appropriately credentialed health care professional, and (d) be signed by the student's parent or guardian and the physician responsible for the student's medical condition.

A student with asthma or anaphylaxis must obtain written authorization to self-manage from the student's physician or from the health care professional who prescribed the medication for treatment of the student's condition. The plan for a student with asthma or anaphylaxis will (a)

identify the health care services the student may receive at school, (b) evaluate the student's understanding of and ability to self-manage his or her medical condition, (c) permit regular monitoring of the student's self-management by an appropriately credentialed health care professional, (d) include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student, (e) include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication, and (f) be signed by the student's parent or guardian and the physician or other health care professional responsible for the student's medical condition.

The plan will permit the students to self-manage his or her medical condition in any part of the school or on school grounds during any school-related activity, or in a private location. The parent or guardian of a student for whom such a medical management plan has been developed shall sign a statement acknowledging that (a) the school and its employees and agents are not liable for any injury or death arising from a student's self-management of his or her medical condition and (b) the parent or guardian will indemnify and hold harmless the school district and its employees and agents against any claim arising from a student's self management of his or her medical condition. The student's parent or guardian will be personally responsible for any and all costs associated with any injury to school personnel or another student resulting from the a diabetic student's misuse of necessary medical supplies.

The district may prohibit a student from possessing medical supplies for self-management and may establish other necessary and appropriate restrictions or conditions when the district determines that the student has endangered himself, herself, or others through misuse or threatened misuse of such medical supplies. The district will promptly notify the parent or guardian of any such prohibition, restriction, or condition.

The district may impose disciplinary consequences on a student with asthma or anaphylaxis who uses his or her prescription asthma or anaphylaxis medication other than prescribed. These disciplinary consequences shall not include limitations on the student's access to necessary medication. The district will promptly notify the parent or guardian of any disciplinary action imposed.

Transportation Services

Transportation to and from school is provided to students in accordance with law and Board Policy. Students will be provided transported on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses. Students will ride the school provided transportation to and from school activities. If a student will not be utilizing the school provided transportation, arrangements will need to be approved and the Parent Consent and Travel Release Agreement will need to be completed.

Article 7-Drugs, Alcohol and Tobacco

Drug-Free Schools.

The District implements regulations and practices which will ensure compliance with the federal Safe and 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. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

Education and Prevention.

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs. The curriculum includes the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades.

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

Drug and Alcohol Education and Prevention Program of the District Pursuant to the Safe and Drug-Free Schools and Communities Laws and Regulations. Through various classes/courses/programs, students are 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 Reentry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the counselor. In the event of disciplinary proceedings against a student for any district policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

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

Use of Sniffer Dogs (5061)

The board of education finds that the possession of illegal drugs and other contraband on school grounds is unlawful, is disruptive of the educational process, is harmful to students and staff, and is contrary to the interests of the school district. Accordingly, to minimize the presence of these items on school grounds, the administration is authorized to use sniffer dogs according to the

protocol set forth in this policy.

Protocol for Use of Sniffer Dogs

1. The superintendent, or the building principal with the superintendent's permission, may initiate the use of specially trained sniffer dogs to conduct an inspection.
2. The administration will contact the canine provider and/or the appropriate law enforcement agency to schedule the use of a sniffer dog or dogs. The administration shall require an assurance from the provider that any sniffer dogs to be used in the school have been properly trained, and may request evidence of the training and/or certification of the dogs. In no event will the school district authorize a sniffer dog to sniff any person.
3. The superintendent or if designated by the superintendent, the building principal, and law enforcement representatives or canine provider will confer regarding the specific plan of areas to be inspected. The plan may involve any or all school building facilities, vehicles in the school parking lot, or other areas where student and staff vehicles are parked on school property during or after school hours.
4. If the inspection is scheduled for a day when school is in session, students and staff will be informed over the public address system, and will be directed to remain in their rooms until given further directions.
5. During the inspection, administrators may assign personnel to designated areas as deemed appropriate to assist in the smooth handling of the inspection.
6. After the inspection is finished, students and staff will be notified over the public address system, and will be thanked for their cooperation.
7. If the sniffer dog alerts, the alert will constitute reasonable cause for the administration to conduct a search of the property. If the sniffer dog alerts on a vehicle on school grounds, the owner will be required to unlock the vehicle doors and trunk for further inspection of the interior of the vehicle. If the owner refuses to unlock the vehicle, the matter will be turned over to law enforcement authorities. The owner will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law. This may include discipline for the refusal to obey an administrative directive.
8. Any illegal drugs or contraband found on school grounds, whether in a desk, locker, vehicle, or any other place on school grounds, will be confiscated and turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.
9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

NOTICE TO STUDENTS AND STAFF

Students and staff shall be informed of the District's policy regarding the use of sniffer dogs as soon as practicable after the adoption of this policy. Thereafter, students and staff shall be informed of the policy at the beginning of the school year. By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.

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

Standards of Student Conduct Pertaining to Drugs, Alcohol and 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 or alcohol 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 herein above 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 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 unlawful substances will be 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 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 environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Drug and Alcohol Policy (Grades 7-12)

1. In-School Violations

A student who is in the possession of, under the influence of, or who is apprehended due to use of alcohol, anabolic steroids, or any other controlled substance at school or while in attendance at a school-sponsored event shall be subject to consequences as permitted by law and as defined in the Central City High School/Middle School Student Handbooks and district policy.

Said student may be immediately suspended from participation in all school-sponsored extracurricular activities pending the completion of the investigation. The investigating principal or designee shall provide a report of the incident to the Superintendent of Schools within a reasonable time, and appropriate disciplinary consequences will be imposed, including those which may be imposed pursuant to the district's student discipline policies.

Dismissal or suspension of a student from any co-curricular or extracurricular activity must be approved by the principal.

2. Out-of-School Violations

The following practices, and/or conduct, are deemed inappropriate for students involved in extracurricular and co-curricular activities, at any time, in any location:

- The possession, and/or consumption of alcoholic beverages.
- The possession, and/or use, of controlled substances (marijuana, heroin, hallucinogenic drugs, etc.) or "look alikes" of any kind, regardless of the varying effects and types of such "look alikes."
- A student who possesses, dispenses, delivers, or administers anabolic steroids.
- The possession, and/or use, of tobacco in any form.
- Refusal to abide by a coach's or sponsor's activity handbook.

If the investigation by the principal or designee establishes that student conduct is in violation of rules and regulations concerning participation in extra-curricular and co-curricular activities, the following disciplinary action steps will be initiated. If a student is in violation of any of the substance abuse policies (drug and alcohol policy and random drug testing), the steps are cumulative and progressive.

These steps carry over from year to year for the duration of the student's six-year athletic/activity participation period.

For any previous drug, alcohol, or random drug testing incidents prior to 2016-17 school year for which the student received notice from the Activities Director of their wrongdoing, the student will be deemed to have that number of prior offenses in applying the provisions of this section to all future incidents.

Alcohol and Controlled Substances

Step One: Suspension from activities for thirty (30) calendar days during the school year. Suspension begins immediately upon activities director/principal determination. The suspension

will be reduced by ten (10) days if the student "self-reports" his or her involvement within three (3) calendar days of the incident. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days

Student will be required to participate in a drug and alcohol educational class approved by the activities director or principal at the student's expense as soon as possible after the activities director or principal deems the offense to have occurred. Additionally, the student and parent(s)/guardian(s) will be required to meet with the activities director and/or building principal before the student is allowed to resume participation in the activity. This meeting may occur simultaneously with any other such meeting provided pursuant to the district's student discipline policies and protocols.

Step Two: Suspension from all extracurricular activities for sixty (60) calendar days during the school year. Suspension begins immediately upon activities director/principal determination. If the end of the activity precedes the end of the sixty (60) days, the remaining days will carry over to the next activity. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days

Student will be required to participate in a drug and alcohol educational class approved by the activities director or principal at the student's expense as soon as possible after the activities director or principal deems the offense to have occurred. The student and parent(s)/guardian(s) will be required to meet with the activities director and/or building principal before the student is allowed to resume participation in the activity. This meeting may occur simultaneously with any other such meeting provided pursuant to the district's student discipline policies and protocols.

Step Three: Suspension from all extracurricular activities for one-hundred eighty (180) calendar days. Suspension begins immediately upon activities director/principal determination. If the end of the activity precedes the end of the 180 days, the remaining days will carry over to the next activity. If all activities in which the student participates cease before the end of the suspension, the remainder of the suspension will carry over to the following year's activities so the student completes the required number of days.

Student will be required to participate in a drug and alcohol educational class approved by the activities director or principal at the student's expense as soon as possible after the activities director or principal deems the offense to have occurred. The student and parent(s)/guardian(s) will be required to meet with the activities director and/or building principal before the student is allowed to resume participation in the activity. This meeting may occur simultaneously with any other such meeting provided pursuant to the district's student discipline policies and protocols.

Step Four: Suspension of eligibility to participate in activities for the remainder of the student's time as a student at Central City Public Schools.

Tobacco

Step One: If a student is in possession or use of any tobacco, including an electronic cigarette (e-cig or e-cigarette), personal vaporizer (PV), electronic nicotine delivery system (ENDS), or any such device, whether imitation or real, the student will be suspended from activities for seven (7) calendar days during the school year.

Step Two: Fourteen (14) day suspension.

Step Three: Twenty-eight (28) day suspension.

Step Four: The student will be excluded from participation in all activities for the remainder of the student's time as a student at Central City Public Schools.

3. Clarifications/Definitions

Extracurricular and co-curricular activities shall be defined as any activity involving Central City Public Schools, outside the established academic discipline and curriculum; or contests of any kind involving students from other schools. Activities include, but are not limited to, athletics, cheerleading, vocal music, band, school sponsored organizations (i.e. DECA, Musical, FFA, Power Drive) and dramatics. Excluded events include Homecoming, Prom, all high school dances, and Graduation.

While on suspension, a student shall be required to attend practices, meetings, and other routine events of the activity. However, a student prohibited from participating for the remainder of the student's time at Central City Public Schools shall not be permitted to participate in practices, meetings, and other routine events of the activity. Participation in special events or contests is NOT allowed, but attendance may be required by the coach/sponsor. The student will not be allowed to attend in uniform. Students will be allowed to attend school sponsored trips in which students have raised money, but the student will not be allowed to participate in any public performance or competition. Activity clubs may add additional consequences, but these rules and consequences must be a part of the printed guidelines and/or rules of the organization.

The application of these rules and regulations shall be initiated on the first day of school, or the first day in which practice for, or participation in, the activity is held, whichever is earlier.

Self-reporting means the student voluntarily, without being asked questions or being prompted from school officials or staff, reports his/her participation in an activity that violates the extracurricular handbook rules.

4. Investigation

Principal or designee will make an investigation into alleged and/or perceived violations of these rules. This process will include giving the student oral or written notice of charges and an explanation of the evidence against him/her, and an opportunity to present his/her version.

The Principal or designee may remove or suspend from activities after he/she determines that there has been a violation of said rule. The student and parent/guardian shall be notified immediately of the action taken.

Written notice is not required, though if written notice is issued, sending the notice via regular mail, email, or any other communication system regularly used between the district and the parent/guardian is sufficient to constitute delivery of said notice.

5. Interpretation with District Policy and the Student Discipline Act

This policy shall in no way be read to conflict with or provide any additional rights for students or obligations on the district not otherwise required by law or the district's policies, rules, regulations, protocols, and procedures regarding student discipline.

Article 8 -Conduct Rules

Purpose of Student Conduct Rules

These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

CCPS Behavior Expectations

It is the expectation that all Central City Public School (CCPS) students will show respect for self and others by following the Central City Public School Performance Goals:

Be Safe
Be Responsible
Be Respectful

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

Central City Public School's discipline is guided by the following beliefs:

- The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
- Behavior expectations will be communicated to all students and their parents in the student handbook.
- The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
- Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
- Behavior expectations apply to all students; consequences are enforced consistently, depending on the variables involved, without regard to a student's academic record or achievement.

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

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

Central City Public Schools Behavior Management Plan

The Faculty and Administration have incorporated a district-wide behavior plan for all students at Central City Public Schools in an effort to *“educate, challenge and prepare students with*

lifelong skills for the world around them". The purpose of the plan is to lower the level of tolerance for unacceptable behavior at the school in order to provide a positive and safe learning climate for all students and staff.

The behavior management process will acknowledge positive and appropriate behaviors as well as inappropriate behaviors. Responses to inappropriate behavior will consist of: 1) the teacher and/or administrator communicating the inappropriate behavior and discussing changes that need to take place to provide a safe and positive learning climate, 2) the teacher and/or administrator documenting the behavior and consequences, 3) depending on the situation, parents and other expert school staff members may be notified to assist in helping the student change his or her behavior.

The severity of the consequence will be dependent upon the severity of the behavior and the number of incidents that are reoccurring. Positive behavior deserves acknowledgement and may also be communicated to the student and parents by the teacher or administrator through various means of communication. The information reported by the administrator or teacher will be entered in the student's record on the district's student management database system. This plan does not pertain to extra-curricular activities or students who are spectators at school events.

Code of Conduct

The school board policy concerning student behavior is as follows: School students at all levels have a basic responsibility toward school to conduct themselves at all times so as to reflect credit on their school and themselves. This basic responsibility is to apply not only to school hours but also to other times, especially while attending school activities at home and away. This code of conduct governs all students' participation/attendance at all school-sponsored activities.

Student attendance at school is a mandatory charge to parents for those children under eighteen years of age and continues as a privilege beyond that age. However, such attendance at any age level carries with it an obligation for the student to conduct himself/herself within the framework of accepted school behavior. Failure to fulfill the obligation can result in the loss of the right and the privilege of public schooling for those under eighteen as well as those eighteen and over.

In extreme situations a student may be suspended or expelled from school by the superintendent or administrator on the basis of evidence that strongly indicates that the pupil has committed any offense contrary to school policies. The student may receive 0's for all his/her assignments during the suspension period. Examples of offenses that might result in detentions, suspension, or expulsion of a student at Central City Middle School are:

1. Disobedience--A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other school personnel during any period of time when the student is properly under the authority of the school personnel.
2. Unsportsmanlike conduct involving an opposing school's team or delegation or a student's own school team or delegation. Unsportsmanlike conduct directed at representatives of an opposing school or the officials of a school contest.
3. General inappropriate conduct as; spitballs, water-pistols, water balloons, firecrackers, snowballing, eating candy, playing cards or games, etc.
4. Lewdness, use of profanity or obscenity.

5. Gross disrespect for students, teachers, school officials, and other employees.
6. Behavior that seriously interferes with class work or the activities of the school, such as:
 - a. Possession of or use of tobacco on school property or at school sponsored events (cigarettes, cigars, snuff, chewing tobacco, etc.)
 - b. Gambling
 - c. Willful use of violence, force, noise, coercion, threat, intimidation, fear, or similar conduct to any student or school employee in a manner that constitutes an interference with school purposes.
 - d. Willfully causing or attempting to cause damage to private or school property on school grounds or during an educational function or event off school grounds.
 - e. Willfully causing or attempting to cause physical injury to a school employee or to any student.
 1. On the school grounds during and immediately before or immediately after school hours, or at any time when the school is being used by a school group, or
 2. Off the school grounds at an educational function or event.
 - f. Threatening or intimidating any student or school employee for the purpose of, or with the intent of, obtaining money or anything of value from that person.
 - g. Knowing, possessing, handling or transmitting any object that is ordinarily or generally considered a weapon.
 1. On the school grounds during and immediately before or immediately after school hours, or at any time when the school is being used by a school group, or
 2. Off the school grounds at any educational function or event sponsored by the school.
 - h. Engaging in the unlawful selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, anabolic steroids, inhalant or being under the influence of any of the above, or possession of drug paraphernalia on school grounds or during a school sponsored activity.
 - i. Truancy - absence from school without school or parental authority.
 - j. Theft - the taking or possessing of that which belongs to the school or another student without prior consent of the school or individual.
 - k. Displays of Affection - Public demonstrations of kissing, embracing, or other intimate contact will not be allowed.
 - l. Interference with other student's opportunity to learn.
 - m. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purpose.
7. Firearms - Any student knowingly and intentionally possessing, using, or transmitting a firearm as defined by 18 U.S.C. 921, as that statute existed on January 1, 1995, to expel such student for a period of not less than one year if such student conduct occurred on school grounds, in a school owned vehicle being used for school purpose, or at a school sponsored activity or athletic event. The superintendent may modify such one-year expulsion requirement on a case-by-case basis.

NOTE: Students cannot, at any time, bring firearms onto school grounds in a private

owned vehicle even if the firearm is unloaded, encased, or in a locked gun rack. Any student openly displaying firearms or other dangerous weapons in private-owned vehicles will be subject to the above student disciplinary standards listed above.

DEFINITION OF "FIREARMS": Any weapon which is designed to or may readily be converted to expel any projectile by the action of an explosive or frame or receiver of any such weapon.

EXAMPLES - Rifle, shotgun, starter pistol, BB gun, pellet gun, potato gun, any other type of weapon recognized suitable for sporting purposes, etc.

OTHER DANGEROUS WEAPONS MAY BE DEFINED AS "DESTRUCTIVE DEVICES" - such as explosives, knives, any instrument capable of inflicting cutting, stabbing, or tearing wounds, brass or iron knuckles, etc.

GENERAL BEHAVIOR - Any student sent to the office for general misbehavior will have a referral made for the incident. Each student must be responsible for his or her own behavior. If it is felt that the behavior pattern is detrimental to your learning or to your classmates, you may be suspended and a parent conference held. If the pattern of poor behavior continues, you could be referred to the Board of Education with the recommendation of expulsion from the Central City Public School.

Disciplinary Procedures

ADMINISTRATIVE ACTIONS shall mean administrative or teacher actions reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include counseling of student, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours, requirements that a student receive counseling or restriction of co-curricular activity.

To manage student behavior within the classroom, teachers will follow the CCPS Behavior Chart for correcting student misbehavior. When necessary, they will refer a student to the office when the student refuses to redirect their behavior and they become a severe disruption to the learning environment. The following progressive steps may be used for situations when a student continues to struggle with managing their behavior. The circumstances/variables of the situation will be considered and modifications may be made to the following procedures:

First office referral:

Counsel with administrator and/or teacher

Parents notified

Detention/In-School-Suspension/Out of School Suspension-depending on the offense

Second office referral:

Parents notified

Detention/In-School-Suspension/Out of School Suspension-depending on the offense

Third office referral:

A meeting will be requested with student, teachers, parent/guardian

Student will serve In-School-Suspension/Out of School Suspension

Fourth office referral:

Student may be suspended out of school until a meeting takes place between teachers,

principal, and parent/guardian depending on circumstances and nature of the referral(s)

Statement of Individual Respect and Policy against Bullying and Harassment

Students are prohibited from engaging in any form of bullying behavior. Without limiting any definition of bullying under any state or federal law or regulation, bullying behavior, as used herein, refers to the use of physical force or verbal, nonverbal, written, and electronic communication (including but not limited to instant messaging, text messaging, e-mailing, and using websites) to threaten, intimidate, ridicule, humiliate, or harass any person. The behavior is repeated and habitual to gain power over another individual.

Disciplinary Consequences. The disciplinary consequences for bullying behavior will depend on the frequency, duration, severity and effect of the behavior.

A student who engages in bullying behavior on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or his or her designee, or at school-sponsored activities or school-sponsored athletic events may be subject to disciplinary consequences including but not limited to long-term suspension, expulsion, or mandatory reassignment.

Without limiting the foregoing, a student who engages in bullying behavior that materially and substantially interferes with or disrupts the educational environment, the district's day-to-day operations, or the education process, regardless of where the student is at the time of engaging in the bullying behavior, may be subject to discipline to the extent permitted by law.

Bullying Prevention and Education. Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administrator shall promptly investigate all such reports. Each building shall engage in activities which educate students about bullying and bullying prevention.

Forms of School Discipline

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

After School Sessions and Detentions

Teachers and administrators may require students to stay after school or to serve a detention

when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers. When students are required to stay after school, they will be allowed to telephone parents and advise them of the situation.

Detentions will be served in the detention room designated by the building principal.

In-School Suspension will be served in the designated room from 7:45-4:00. The student will work on school work and read during their time in ISS.

Short-Term Suspension

The administrator may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

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

The following process applies to short-term suspension:

1. The administrator shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the administrator ordering the short-term suspension before or at the time the student returns to school. The administrator shall determine who, in addition to the parent or guardian, is to attend the conference.

Long-Term Suspension

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

Expulsion

1. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools,

grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or the board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Administrator.
4. **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 guideline, 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.

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 need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions during the day. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action

- undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
 5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
 6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
 7. Public indecency;
 8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
 9. Truancy or failure to attend assigned classes or assigned activities;
 10. Tardiness to school, assigned classes or assigned activities;
 11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion
 12. Dressing in a manner which is dangerous to the student’s health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process.
 13. Willfully violating the behavioral expectations for those students riding school district buses.
 14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
 15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.
 16. In addition, a student who engages in the following 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 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 or 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.

17. Firearms

- a. A student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one calendar year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term “to school” or “at school” means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.
- b. 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:
 - i. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student’s teacher, building administrator and parent.
 - ii. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
 - iii. 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.
 - iv. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

Additional Student Conduct Rules:

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

1. Students must comply with the dress code set forth in the student handbook. 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. The final decision regarding attire and grooming will be made by the Principal or designee. 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.

Violations of the dress code will result in disciplinary action. If a dress code violation is also determined to violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity), a first offense of the dress code may result in discipline, up to expulsion.

2. "Bullying" and harassment are prohibited. Students who engage in bullying or harassing behavior are subject to discipline up to and including expulsion.
3. Students who violate the district's computer acceptable computer use policy are subject to discipline, up to and including expulsion.

Due Process Procedure

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

1. The Administrator shall file a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his designee.
2. If the Administrator 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, and a notice of intent to discipline the student by long-term suspension, or expulsion, or mandatory reassignment is filed with Superintendent or his designee, the Administrator may suspend the student 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.
3. The Administrator shall serve the student and the student's parents or guardian with a written notice by registered or certified mail or personal service within two school days of the date of the decision to recommend long-term suspension or expulsion. The notice shall include the following:
 - a. The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence.
 - b. The penalties to which the student may be subjected and the penalty that the Administrator has recommended in the charge.
 - c. A statement explaining the student's right to a hearing upon request on the specified charges.

- d. A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - e. A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - f. A form or a request for hearing to be signed by such parties and delivered to the Superintendent, or the Administrator in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
 5. If the Superintendent or Administrator has not received a request for hearing within five school days following receipt of the written notice, the Administrator's recommended consequence shall automatically go into effect.
 6. If a hearing is requested, more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the consequence imposed may continue in effect pending final determination.
 7. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
 8. If a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

1. **Hearing Officer.** The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
2. **Administrative Representative.** The Administrator may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
3. **Notice of Hearing.** If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than

two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.

4. Continuanace. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
5. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the school district at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.
7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer

shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.

10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the Superintendent's determination shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the Superintendent's determination shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the Superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posing on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

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

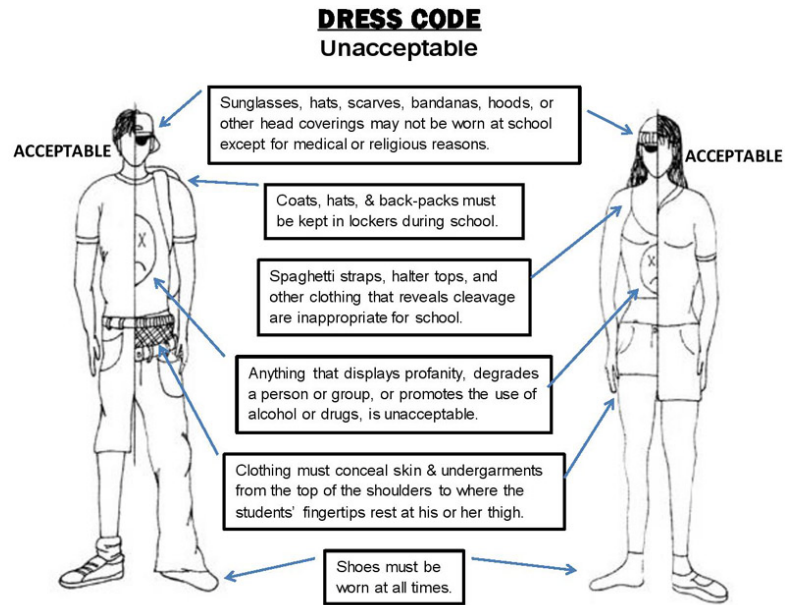
being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

Student Appearance: (CCPS B.O.E. Policy #5031)

The Central City Public Schools endorses the concept that the learning environment needs to be free of distractions and disruptions. Any manner of dress, hair style, make up, or personal cleanliness, that constitutes a threat to the safety, health, welfare, or morals of the student or others; that violates any statute; that interferes with the education process, or that school officials can reasonably predict will interfere with the education process; or that causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action.

Following is a list of examples of attire that will not be considered appropriate. This list is not exclusive and other forms of attire deemed inappropriate by the administration may be considered inappropriate for the school setting:

- a. Clothing that shows an inappropriate amount of bare skin or undergarment (midriffs, spaghetti straps, sagging pants, tank tops, clothing that exposes the bra strap) 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 beyond the extended fingertips
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs
- d. Clothing or jewelry (including wallet chains) 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, bandanas, and scarves
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double
- g. Clothing or jewelry that is gang related
- h. Book bags are not allowed in the classroom unless special arrangements are made through the office
- i. Pajama pants or other common sleep attire including slippers
- j. Jeans with holes above the knee exposing the skin
- k. “Tank-top” style t-shirts that are designed to be worn as undershirts may not be worn by either males or females as a primary shirt
- l. Coats are not to be worn in the classroom and hoods are not to be pulled over head



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 Administrator 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 Administrator for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal's office.

If the presence of body piercings creates a distraction to the educational process, the student will be required to remove the piercings while at school. Any tattoo, or other body markings, or adornments that have the effect of causing a material and substantial interference with school operations or an infringement of the rights of others, or is vulgar, lewd, obscene or plainly offensive, or which promotes or condones illegal drug use or other illegal activity, will be covered at all times at school or at school sponsored events.

If a student violates the policy on a repeated basis, he or she shall be subject to such consequences as are determined to be appropriate by the school administrator(s) in light of the particular situation. Consequences may include, but are not limited to, detention, in-school suspension, out-of-school suspension, and expulsion.

Student Cell Phone and Other Electronic Devices

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy. "Electronic device" includes beepers, pagers, ipods, mp3 players, ipads and any other device that stores and communicates data by electronic means.

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms or restrooms. However, students may use electronic devices in classrooms with permission/approval by the teacher for educational purposes.

By bringing their cell phones and other electronic communication devices to school, students

consent to the search of said devices by school administration when the administration determines that such a search is reasonable or necessary.

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

Students shall be personally and solely responsible for the security of their electronic devices. The district is not responsible for theft, loss or damage of any electronic device, including or any calls or downloads.

Students who violate this policy will have their cell phones or electronic devices confiscated immediately. Students who violate this policy may be subject to discipline up to and including expulsion.

Audio and Video Recording (5063)

Students and their parents or guardians should assume that any class in which students are enrolled may be recorded by the school district or other students for legitimate educational purposes. Recordings permitted pursuant to this policy may only be used by students for personal academic purposes and may not be republished without additional, written consent from a school administrator. For purposes of this policy “recording” includes still photographs, video, audio, and other similar data captured in any medium.

Recordings Made by The District. The district may use cameras or other devices for purposes of making security, safety, or other recordings without a specific purpose or for a specific purpose when such recordings are deemed necessary or appropriate by the administration. The district will not maintain the recordings unless the recording is purposefully copied and saved, and the recordings will only be available for review for a limited time based on the district’s then-current recording capacity.

Prohibited Recordings by Students. Unless otherwise authorized by this policy or law, students are prohibited from making audio or video recordings during the school day on school grounds; when being transported to and from school activities or programs in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or by his or her designee; or at a school-sponsored activity or athletic event, unless the recording is made in a manner permitted by the school for members of the public. For example, students making recordings of an athletic event for their personal use similar to a parent or other patron are permitted, but students are still subject to the district’s appropriate use and student discipline policies.

Permitted Classroom Recordings by Students. Students may make audio or video recordings

of classroom lectures or discussions:

- (1) For their convenience after providing notice to the classroom teacher and receiving the teacher's permission;
- (2) For the benefit of another student who is absent after providing notice to the classroom teacher and receiving the teacher's permission;
- (3) If recording is necessary to accommodate the student's disability and is required by the student's Individualized Education Plan (IEP) or Section 504 Plan.

Staff may revoke permission to record if the recording distracts from or disrupts the classroom environment, unless the recording is necessary to accommodate a student's disability.

Permitted Non-classroom Recordings. Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Initiations and Hazing 5028

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

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

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

Central City Public Schools Computer Usage Policy

- A computer user should never give another person his/her password or access to his/her file. If a student needs access to a computer, he/she should contact the appropriate teacher.

- A computer user should never attempt to get into another person's folder or files by entering the name and guessing at the password. The network administrator will receive a record of unsuccessful login attempts and can or will limit or remove violator's rights as determined following investigation.
- An individual should never tamper with another person's files; he/she may access his/her files only. If someone else's work is on a computer, a student should immediately log-off or ask a teacher for assistance.
- Printing internet information should be approved and used for educational purposes.
- Downloading software from the internet is forbidden. Disks with computer files and software cannot be loaded onto school computers unless permitted by a technology administrator.
- Settings on computers should not be changed by any user without approval from the technology administrator(s).
- Students should not vandalize computers, computer equipment, or tables. This includes the mouse, CD's, and floppy disks. Writing on tables, computers, or equipment is also forbidden. If there is something wrong with a workstation, students should notify teachers immediately.
- Plagiarism is never acceptable. Material copied from the internet or other electronic sources should be used as a reference and appropriately cited in a student's work.

A written parental permission and agreement form will be required prior to the student being granted access to electronic media involving District technological resources. The form will specify acceptable uses, rules of online behavior, access privileges and penalties for procedural violations. It must be signed by the parent or legal guardian of minor students (under age 18) and by the student. This document will be kept on file as a legal, binding document. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the Superintendent with a written request.

Application and Intent

This policy shall apply to all users of the Central City School District's computer system. It is intended to provide minimum standards for acceptable use, including clarification of uses that are consistent or inconsistent with this policy.

All users must act honestly and responsibly. Users are responsible for the integrity of these information resources. Users must respect the rights of other computer users, respect the integrity of the physical facilities and controls, and respect all pertinent licenses and contractual agreements related to Central City Public School's computer system. Users shall act in accordance with these rules and regulations and the relevant local, state and federal laws and regulations.

Central City Public Schools may restrict or prohibit the use of its computer system in the response to any violation of district policies or state or federal laws. Failure to conduct oneself in compliance with these rules and regulations may result in denial of access to Central City Public School's computer system or other disciplinary action.

Inappropriate Use:

Inappropriate use of Central City Public School's computer system is prohibited. Inappropriate

use includes, but is not limited to, the following:

Violating local, state or federal regulations
Accessing or using pornographic or sexually explicit materials
Using sexual overtones or sexually harassing content
Promoting or opposing any political candidate or issue
Using for personal/business financial gain
Advertising or soliciting for personal/business financial gain
Violating or infringing upon the rights of others
Submitting, publishing, or displaying any defamatory, inaccurate, abusive or illegal material
Using any fraudulent electronic communication
Violating any license or copyright
Using for any unauthorized purpose
Committing any academic dishonesty
Accessing unauthorized files or systems
Accessing another user's files or ID and password without permission
Providing an ID or password to another
Modifying or removing computer equipment, software, or peripherals without proper authorization
Damaging or destroying intentionally

Course of Action:

Violations of district policy and guidelines may result in any or a combination of the following consequences as determined by the administration:

- Temporary loss of network privileges (Minimum two weeks). This loss may result in the inability of the student to complete course requirements and/or fail class work.
- Permanent loss of network privileges. This loss may result in the inability of the student to complete course requirements and/or fail class work.
- Compensation for the misuse of equipment and/or expenses related to repair, correction, or investigation.
- Involvement of law enforcement agencies if determined to be necessary.
- Loss of data, financial and legal commitments, and illegal activities will not be the responsibility of the school district.

Student Photographs and Work

Placing student photographs, artwork, writing, or other projects on the school website is allowed unless the parent has letter stating otherwise. No personal contact information about the student, such as home address, phone number, or e-mail address will be given. Only the first names of students will be used. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event that anyone requests such permission, those requests will be forwarded to the parent or guardian. All such work may be removed from the website at the end of the current school year.

Privacy:

The computer system is the property of Central City Public Schools and may be subject to being retrieved and viewed by authorized personnel at any time for any reason connected with official school district business.

Central City Public Schools cannot guarantee user privacy; therefore, users should be continuously aware of this fact.

Materials stored on the district computer system may be subpoenaed if it is deemed relevant to any school related legal action or hearing.

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) 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 Central City 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) 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.

Investigations and Arrests by Police or Other Law Enforcement Officers 5022

Police or other law enforcement officers may be called to the school at the request of school administration, or law enforcement may initiate contact with the school in connection with a criminal investigation that may have occurred outside of school or off school grounds. For criminal investigations that occurred off of school grounds, the school district will encourage law enforcement to conduct investigations separate from school and outside of school hours. Contact between the school and law enforcement authorities on matters involving students shall be made through the office of the superintendent or principal and the law enforcement officer.

Law enforcement officers shall be allowed to conduct an interview at the school only when the interview is conducted at the request of the school or when law enforcement can show that special circumstances exist. This determination should be made by the appropriate building principal or superintendent. Law enforcement officers will be permitted to interview students on school grounds only after providing the superintendent or appropriate building principal with a statement in writing of the special circumstances that exist to interview the student on school grounds.

Throughout this process, all attempts should be made to avoid embarrassing the student before his or her teachers and peers, and to avoid disrupting the student's and school's education program.

The Following guidelines shall be used when law enforcement and administration deems it necessary for an investigation or questioning by law enforcement to take place on or off school grounds:

1. Law enforcement personnel shall not be allowed to roam about the school until the student is found, and shall remain in the administration office while school personnel seek the student.
2. If possible, the education program of the student should not be disrupted to allow for police questioning of the student during class time.
3. Any questioning by law enforcement officers that is permitted on campus should be conducted in a private room or area where confidentiality can be maintained. This should be an area removed from observation by or contact with other pupils and school personnel.
4. If law enforcement officers are to be allowed to question a student under the age of 18, the principal or school official shall make a reasonable attempt to notify the child's parents before questioning begins, **except in cases of suspected child abuse or child neglect involving the parent or other family member**. The parents should be given the opportunity to come to the school prior to the questioning.
5. If the parents are notified and are able to attend, they should be allowed to be present at the interview.
6. The building principal or designee shall be present during any interview conducted by law enforcement, when held on school grounds, but should not take part in any questioning. The principal or designee should remain a neutral observer at all times.
7. Law enforcement officers will be permitted to take custody of a student if they possess an arrest warrant or if they otherwise assert a lawful basis for doing so. Whenever possible, the arrest or release of the student should be conducted in the building principal's office and out of the view of other students. When a principal or other school official releases a minor student to a law enforcement officer for the purpose of removing the minor from the school premises, he or she shall take immediate steps to notify the parent, guardian, or other responsible adult regarding the release of the minor to the officer and 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**. If the law enforcement officer indicates that the child is being taken into custody because the child is the victim of suspected child abuse, the principal or other school official shall, as a condition of releasing the student to the law enforcement officer, require the officer to sign the statement appended hereto certifying that the child is being removed from school premises because he or she is believed to be the victim of child abuse and that the officer understands and will comply with the legal requirements of NEB. REV. STAT. § 79-294.

Behavior on School Buses

General Conduct Rules Apply: While riding school buses you are expected to follow the same student conduct rules which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

Expectations for Riding School Buses.

A. Procedures for Getting On and Off the Bus

1. Be on time to be picked up. As a general rule, get to your bus stop five minutes before your scheduled pickup time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

B. Expectations on the Bus

1. Be respectful of the bus driver. Immediately follow all directions of the driver and any paraeducator or adult on the bus.
2. Sit in your seat facing forward. Use seat belts in vehicles in which they are available.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, bullying, intimidation or horseplay.
7. Do not throw any object.
8. No eating, drinking, use of tobacco, alcohol, drugs or flammables.
9. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
10. Do not damage the school bus.

Getting the Driver's Assistance: If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

Consequences for Rule Violations: Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

Video Surveillance Cameras

RIDING A SCHOOL BUS IS A PRIVILEGE. SERIOUS OR REPEATED MISCONDUCT WILL RESULT IN SUSPENSION FROM THE BUS AND PUNISHMENT FOR THE MISCONDUCT USING THIS CODE OF STUDENT CONDUCT.

Bus operators report rule violations to the Transportation Director and he/she reports the incident to the school administrators. School administrators review such reports and determine appropriate action based upon this Code of Student Conduct.

Misconduct on the bus will be considered the same as misconduct at school or on the school premises and will be handled by the school administrator in the same manner as on campus. No

firearms, knives, or weapons of any kind may be brought to school or on board the school bus. Students or parents will pay for any damages/vandalism deliberately inflicted to the bus by students. Although all school rules apply on the bus, there are additional special rules due to the nature of bus transportation.

The school bus operator has no authority to control students while they are waiting at the bus stop or when they are on their way to or from the bus stop, except when the bus is present at the bus stop.

Student/Parent Complaint Procedures

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, including matters involving discrimination or harassment on the basis of race, color, national origin, gender, marital status, disability, or age, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building Principal, or Superintendent of schools, as set forth below.
 - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
 - b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
 - c) Complaints about the superintendent of schools should be submitted to the president of the board of education.
 - d) Complaints involving discrimination or harassment may also be submitted, at any time during the complaint procedure, to the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550.
3. When a complainant submits a complaint to an administrator, the administrator shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the staff member involved.
 - 1) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Interview the complainant to determine:

- 1) All relevant details of the complaint;
- 2) All witnesses and documents, which the complainant believes, support the complaint;
- 3) The action or solution, which the complainant seeks.
- d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator received the complaint.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
 - a) This appeal must be in writing.
 - b) The superintendent will investigate, as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
 - a) This appeal must be in writing.
 - b) This policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
 - c) The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 12 months after it received complainant's written appeal.
 - d) There is no appeal from a decision of the board
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
 - a) Determine whether the complainant has discussed the matter with the superintendent.
 - 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
 - 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
 - b) Strongly encourage the complainant to reduce his or her concerns to writing.
 - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
 - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

The school district prohibits retaliation against any person for filing a complaint or for participating in the complaint procedure in good faith.

Denying Access to School Premises or Activities 3018

The school district shall provide access to the district's buildings, grounds and activities to students, parents or guardians of students, and other persons who have legitimate reasons for being on school grounds. The superintendent of schools or his or her designee (referred to herein as the "administrator") may limit or deny access to school buildings, grounds, and activities to any person who:

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

Upon determining that a person has engaged in, or is engaging in conduct that constitutes grounds for exclusion under this policy, the administrator shall take such action as he or she determines appropriate, including directing the person to cease engaging in the conduct or to leave the school premises or activity immediately. The administrator may request assistance from law enforcement authorities to remove an offending person from the school grounds.

The administrator shall have the authority to fix the time when, and the conditions under which, the offending person may return to school premises. A person who enters school premises in violation of these conditions shall be deemed to be trespassing. The administrator may summon law enforcement authorities to remove the person and request that criminal proceedings be initiated.

Any person who feels aggrieved by an action of the administrator under this policy may appeal the administrator's action to the board of education. The board shall consider the matter at its next regular or special meeting, provided that the person filed the appeal sufficiently in advance of the meeting to enable the board to comply with the Open Meetings Act and any other applicable provisions of board policy. The person shall file the appeal in writing in the office of the superintendent setting forth the alleged facts, listing all witnesses who have information bearing on the matter, identifying the information that the witnesses have, and setting forth the result that the person is requesting.

Article 9-Extra Curricular Activities

Student Fees

The Central City Public Schools Board of Education realizes that some activities may require additional expenditures that are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. In other special cases where the parent\guardian requests that the student be exempt from charges, the superintendent shall determine granting of waivers. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy is subject to further interpretation or guidance by administrative or board regulations. Students are encouraged to contact their building administration, their teachers or their coaches, and sponsors for further specifics.

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

1. "Extracurricular activities" means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. "Postsecondary education costs" means tuition and other fees associated with obtaining credit from a postsecondary educational institution.
3. "Students" means students, their parents, guardians or other legal representatives.

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

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

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches that have completed the student fee waiver application shall be provided with a musical instrument of the school's choice.

Waivers for any of the following shall be provided for students who qualify for free or reduced-price lunches and have completed the student fee waiver application:

- o Fees and specialized equipment and specialized attire required for participation in

extracurricular activities;

- Materials required for course projects where the project becomes the property of the school district upon completion.

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

- Participation in extracurricular activities;
- Postsecondary education costs; and
- Summer school or night school.

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

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

1. Any non- specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified courses and activities;
3. Any materials required for course projects if the project becomes the property of the student upon completion when the project has more than minimal value; and
4. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses,

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. Any other types of specialized equipment or attire to be provided by **all** students.
2. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
3. Deadlines for waivers for all types of fees;
4. Procedures for allowing facilities use for NSAA District events to avoid conflict with this policy;
5. Procedures *[to avoid the direct handling of fees; for the handling of fees]* for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school;
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy;

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

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under School Board Policy 2006.

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

The school district will treat the application and waiver process as any other student record and student confidentiality and access provisions will be followed.

The school district will annually notify parents and students of the waiver. The student fee policy and guidelines will be published annually in the Student Handbook.

Regulations for Providing Required Specialized Equipment or Attire in Extra-Curricular Activities:

Student Fees Waiver Procedures

The board recognizes that while certain fees, specialized equipment, specialized attire, or project materials are appropriate and authorized, some students and their families are not financially able to afford them. The school district will grant waivers upon request to the students of families eligible for free or reduced priced meals under the federal Child Nutrition program.

Waivers must be requested prior to the September 1 of the current academic school year. Waivers will not be approved retroactively for fees previously paid or specialized items, attire or project materials purchased by students. Only those fees and items eligible for waivers as required by state statute shall be waived.

Parents or students eligible for waivers shall make an application on the form provided by the school district. Applications may be made at any time but must be renewed annually. Denial of a waiver may be appealed to the superintendent, but eligibility is strictly dependent upon meeting financial guidelines established by the Child Nutrition program.

Student Fee Assessment – Middle School

The following fees, charges or fines will be assessed during the school year for students involved in the activities described.

Students may apply for waivers of some fees under district waiver guidelines. The student fee policy and guidelines will be published annually in the Student Handbook.

<u>ACTIVITY</u>	<u>FEE</u>
Activity Pass	\$40
Lunch	Annually evaluated for pricing

<u>Activity</u>	<u>Description</u>
Track/Football/Wrestling/Basketball	Shoes

Activity Passes/Student Fees/Specialized Equipment

The board realizes some activities may require additional expenses which are properly to be borne by students as a separate charge. Such charges may be waived as specified depending upon the student's eligibility for the free or reduced-price lunch program.

Activity passes are required for any student that participates in 7-12 activities. A listing of all other student fees will be given to each student on the first day of school. Fee Waiver information and forms will also be given to all students.

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 (ex. show choir outfits, cheerleading items, dance uniforms, t-shirts, FFA jacket, etc.) will be required to be provided by the participating student, as these items become property of the student. The cost of any equipment or attire, which the student purchases or uses exclusively, shall be the responsibility of the student. Programs will establish opportunities to defray the cost of such items through fundraising and donation opportunities. Items for personal medical use or the enhancement of the student are the responsibility of the student participant.

Article 10 - State and Federal Programs

Section 1 Notice of Nondiscrimination

The school district shall not discriminate on the basis of race, national origin, creed, age, marital status, sex, disability, religion, veteran status, pregnancy, childbirth or related medical condition, or other protected status in its educational programs, activities or employment policies in compliance with Title VI and VIII of the Civil Rights Act, Title IX, the Rehabilitation Act, the Nebraska Equal Educational Opportunity Act, the Americans with Disabilities Act, and all other relevant civil rights statutes and regulations.

Any person who believes she or he has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a grievance using the district's grievance procedures.

Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity in Education Act, Section 504, or Title VII may be directed to the superintendent.

Section 2 Designation of Coordinators

Any person having concerns or needing information about the District's compliance with anti-discrimination laws or policies should contact the District's designated Coordinator for the applicable anti-discrimination law.

Law, Policy or Program	Issue or Concern	Superintendent
Title VI	Discrimination or harassment based on race, color, or national origin; harassment	Superintendent
Title IX	Discrimination or harassment based on sex; gender equity	Superintendent
Section 504 of the Rehabilitation Act and the Americans with Disability Act (ADA)	Discrimination, harassment or reasonable accommodations of persons with disabilities	Superintendent
Homeless student laws	Children who are homeless	Superintendent
Safe and Drug Free	Safe and drug free schools	Superintendent

Schools and Communities		
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The Coordinator may be contacted at: (308-946-3055) 1711 15th Ave, Central City, NE 68826

Section 3 Anti-discrimination & Harassment Policy

Elimination of Discrimination. The Central City Public Schools hereby gives this statement of compliance and intent to comply with all state and federal laws prohibiting discrimination or harassment and requiring accommodations. This school district intends to take necessary measures to assure compliance with such laws against any prohibited form of discrimination or harassment or which require accommodations.

Preventing Harassment and Discrimination of Students.

Purpose: Central City Public Schools is committed to offering employment and educational opportunities to its employees and students in a climate free of discrimination. Accordingly, unlawful discrimination or harassment of any kind by administrators, teachers, co-workers, students or other persons is prohibited. In addition, the Central City Public Schools will try to protect employees and students from reported discrimination or harassment by non-employees or others in the workplace 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.

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.

Age harassment (40 years of age and higher) 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.

Sexual harassment is 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 workplace, classroom or educational environment.

Sexual harassment may exist when:

Submission to such conduct is either an explicit or implicit term and condition of employment or of participation and enjoyment of the school's programs and activities;

Submission to or rejection of such conduct is used or threatened as a basis for employment related decisions, such as promotion, performance, evaluation, pay adjustment, discipline, work assignment, etc., or school program or activity decisions, such as admission, credits, grades, school assignments or playing time.

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, classroom or educational environment.

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.

Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom 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. In the case of a student, the Principal would be the next or alternative person to contact.

If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) calendar days, or if the discrimination or harassment continues, or if as a student you feel you need immediate help for any reason, please report your complaint to the Superintendent of Central City Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent, the complaint may be processed to the Board of Education.

The supervisor, teacher or 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, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

Section 4 Multicultural Policy

The school district will provide programs, which foster and develop an appreciation and understanding of the racial, ethnic, and cultural heritage of all students. These programs will allow students to explore the history and contributions made by various ethnic groups and will emphasize the rich diversity of the population of the United States. The programs shall be implemented within the guidelines of the State Department of Education and in accordance with any other applicable laws and/or regulations.

Section 5 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

The following is a description of the rights granted to qualifying students with disabilities under Section 504 of the Rehabilitation Act. The intent of the law is to keep you fully informed concerning the decisions about your child and to inform you of your rights if you disagree with any of these decisions. You have the right to:

1. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation or placement of your child.
4. Have your child receive a free appropriate public education.
5. Have your child receive services and be educated in facilities, which are comparable to those provided to every student.
6. Have evaluation, educational and placement decisions made based on a variety of information sources and by persons who know the student and who are knowledgeable about the evaluation data and placement options.
7. Have transportation provided to and from an alternative placement setting (if the setting is a program not operated by the district) at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
8. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
9. Examine all relevant records relating to decisions regarding your child's identification, evaluation and placement.
10. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. (You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).
11. File a local grievance (Board Policy 6022).

Section 6 Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) that have requested the records and in which the student seeks or intends to enroll, or where the

student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer. .

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Section 7 Routine Directory Information

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

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

Directory information does not include a student's social security number. Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent.

The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given to opportunity to prevent the release of this directory information by filing a written objection with the district.

Notice Concerning Designation of Law Enforcement Unit:

The District designates the Central City Police Department, Merrick County Sheriff, and Nebraska State Patrol as the District's "law enforcement units" for purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

Section 8 Notice Concerning Disclosure of Student Recruiting Information

The No Child Left Behind Act requires that the District provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that the District not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. The District will comply with any such request.

Section 9 Notice Concerning Staff Qualifications

The No Child Left Behind Act gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, the District will give parents/guardians the following information about their child's classroom teacher:

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

Section 10 Student Privacy Protection Policy

It is the policy of Central City Public Schools to develop and implement policies which protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following:

Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties: Parents shall have the right to inspect, upon the parent's request, a survey created by and administered by either the United States Department of Education or a third party (a group or person other than the District) before the survey is administered or distributed by the school to the parent's child.

Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive: The District will require, for any survey of students which contain one or more matters deemed to be sensitive (see section headed "Definition of Surveys of Matters Deemed to be Sensitive"), that suitable arrangements be made to protect student privacy (that is, the name or other identifying information about a particular student). For such surveys, the District will also follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings. The general policy and practice of the District is to not administer physical examinations or screenings of students which require advance notice or parental opt-out rights under the applicable federal laws, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law; and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act. For physical examinations or screenings which do not fit into the applicable exceptions, the District will follow the procedures set forth in the section entitled: "Notification of and Right to Opt-Out of Specific Events."

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. "Personal information" for purposes of this policy means individually identifiable information about a student including: a student or parent's first and last name, home address, telephone number, and social security number. The term "personal information," for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or

postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal, within five (5) school days, shall consult with the school staff member or person responsible for the program, which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

Annual Parental Notification of Student Privacy Protection Policy: The District provides parents with reasonable notice of the adoption or continued use of this policy and other policies related to student privacy. Such notice shall be given to parents of students enrolled in the District at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies.

Notification to Parents of Dates of and Right to Opt-Out of Specific Events: The District will directly notify the parents of the affected children, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when any of the following activities are scheduled, or are expected to be scheduled:

The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. (Note: the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information).

Surveys of students involving one or more matters deemed to be sensitive in accordance with the law and this policy; and,

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act).

Parents shall be offered an opportunity in advance to opt their child out of participation in any of the above listed activities.

In the case of a student of an appropriate age (that is, a student who has reached the age of 18, or a legally emancipated student), the notice and opt-out right shall belong to the student.

Definition of Surveys of Matters Deemed to be Sensitive: Any survey containing one or more of the following matters shall be deemed to be “sensitive” for purposes of this policy:

1. Political affiliations or beliefs of the student or the student’s parent;
2. Mental or psychological problems of the student or the student’s parent;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating or demeaning behavior;
5. Critical appraisals of other individuals with whom the student has close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the students or the student’s parent;
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Section 11 Parental Involvement Policies

The school district recognizes the importance of parental involvement in the education of their children. To ensure such rights, parents will be:

1. Provided accesses, as described in district procedures, to district approved textbooks and other curricular materials and tests used in the district.

a. A parental request to review specific approved textbooks and other district- or building-approved curricular materials (written, visual, and audio) should be made to the principal of the building where the textbooks and curriculum materials are used. Parents may check out textbooks and may review curricular materials such as video and audio recordings within a time frame determined by the building principal to prevent disruption of the instructional process. A parental request to review specific standardized and criterion- referenced tests used in the district should be made in writing to the building principal. Copies of the most recent tests used in the district will be available for parent review. In the case of secure tests such as the ACT, parents must contact the publisher to obtain copies of the test.

2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.

a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.

b. Parents may request permission to attend counseling sessions in which their child is involved.

3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable. Page 2 of 2

a. Building principals will excuse a student from any single school experience at the parent's written request.

b. When appropriate, alternative experiences will be provided for the student by the school.

4. Informed through the student handbook of the manner that the district will provide access to records of students.

5. Informed of the standardized and criterion-referenced district-testing program. Parents may request additional information from the building principal.

6. Notified of their right to remove their children from surveys prior to district participation in surveys.

a. The principal must approve all surveys intended to gather information from students before they are administered to students.

b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.

B. Parental Involvement in the Title I Program (Board Policy 5057)

The school district recognizes the unique needs of students who are being served in its Title I program, and the importance of parental involvement in the Title I program. Parental Involvement in the Title I Program shall include:

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.

2. Notification to the parent(s) or guardian of a student's eligibility to participate in the Title I program and assessment information under which the student has qualified.

3. An explanation of the details for the child's participation: curriculum objectives, type and extent of participation, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.

4. Opportunities for parent training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference.

5. Communication to parents about student progress to be provided in the language used in the home. Responses to parent concerns will be provided in a timely manner.

6. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff. This policy shall be reviewed annually and either altered and adopted as altered or reaffirmed by the board following a public hearing.

Section 12 Homeless Students Policy (Board Policy 5014)

The Central City Public Schools will provide tuition free education for homeless children and youth who are in the district and accord them the educational rights and legal protections provided by state and federal law. Homeless children and youth shall not be discriminated against on the basis of their status as homeless and shall have access to the same services offered to other students. It is the intent of this policy to remove barriers to the enrollment and retention of homeless children and youth in the school district.

The Superintendent of Schools will serve as the district's homeless liaison. Students in homeless situations who require assistance should contact the liaison at the district office.

Definitions

1. "Homeless children and youth" means individuals who lack a fixed, regular, and adequate evening residence and include:
 - a. Children and youths who are sharing the housing of the other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations; are living in emergency or transitional shelters; are abandoned in hospitals or are awaiting foster care placement;
 - b. Children and youths who have a primary evening residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - d. Migratory children who qualify as homeless for the purpose of this subtitle because the children are living in circumstances described in clauses (a) through (b).
2. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or by State Law.
3. "Child" and "youth" refers to persons who, if they were children of residents of the District, would be entitled to a free education.
4. The term "unaccompanied youth" includes a youth not in the physical custody of a parent or guardian.
5. School of origin means the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled.

Strategies to Address Enrollment Delays. In order to address enrollment delays resulting from homelessness, the school district shall immediately enroll homeless students even if they are unable to produce records normally required for enrollment such as immunization and medical records, residency documents, birth certificates, school records, or other documentation, or guardianship documents. The school district shall immediately contact the school last attended by the student to obtain academic and other records. The school district's homeless liaison shall assist in obtaining necessary immunizations, or immunization or medical records.

Transportation. Transportation shall be provided to homeless students to the extent required by law and comparable to that provided to students who are not homeless. At the request of the parent or guardian (or in the case of an unaccompanied youth, the liaison), transportation shall be provided to and from the school of origin as follows:

1. If the homeless child or youth continues to live in the area served by the school district, the child's or youth's transportation to and from the school or origin shall be provided or arranged by the school district.

2. If the homeless child's or youth's living arrangements in the area served by the school district terminate and the child or youth though continuing his or her education in the school district, begins living in an area served by another school district, the school district and the new school district in which the homeless child or youth is living shall negotiate to agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school or origin. If the districts are unable to agree, the responsibility and cost for transportation shall be shared equally.

Enrollment Dispute Resolution If a dispute arises over school selection or enrollment in a school:

1. The child or youth shall be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute;

2. The child, youth, parent, or guardian shall be referred to the district's homeless liaison who shall carry out the dispute resolution process within thirty (30) calendar days after receiving notice of the dispute.

3. The parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision within thirty (30) calendar days of the time such complaint or dispute is brought.

4. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought pending resolution of the dispute.

Appeal Process

1. **Nebraska Commissioner of Education.** If the Complainant is not satisfied with the written decision of the District after the dispute resolution process, the Complainant may appeal the decision of the District to the Commissioner of the Nebraska Department of Education within thirty (30) calendar days of receipt of the decision from the District, pursuant to Nebraska Department of Education Rule 19.

2. **State Board of Education.** If the Complainant is not satisfied with the decision of the Commissioner, the Complainant may file a Petition with the State Board of Education within (30) thirty calendar days of the receipt of the decision of the Commissioner pursuant to Nebraska Department of Education Rule 19.

Section 13 Breakfast and Lunch Programs

The District has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The District provides the United States Department of Agriculture's required nondiscrimination statement:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complain_filing_cust.html, or at any USDA office, or call (866) 632 9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W. Washington D.C. 20250-9410, by fax (202) 690 7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service (800) 877 8339; or (800) 845 6136 (Spanish). USDA is an equal opportunity provider and employer.

PLEASE NOTE: As stated above, all protected bases do not apply to all programs. *The first six protected bases of race, color, national origin, age disability and sex are the six protected bases for all applicants and recipients of the Child Nutrition Programs.*

The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

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

decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

- A publicly announced, simple method for making an oral or written request for a hearing.
- An opportunity to be assisted or represented by an attorney or other person.
- An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
- Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
- An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
- An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
- The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
- The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

10. The district's policy on charged meals is that if a student has no funds available to pay for a meal, the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

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

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

Section 14 Dating Violence

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a

school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

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