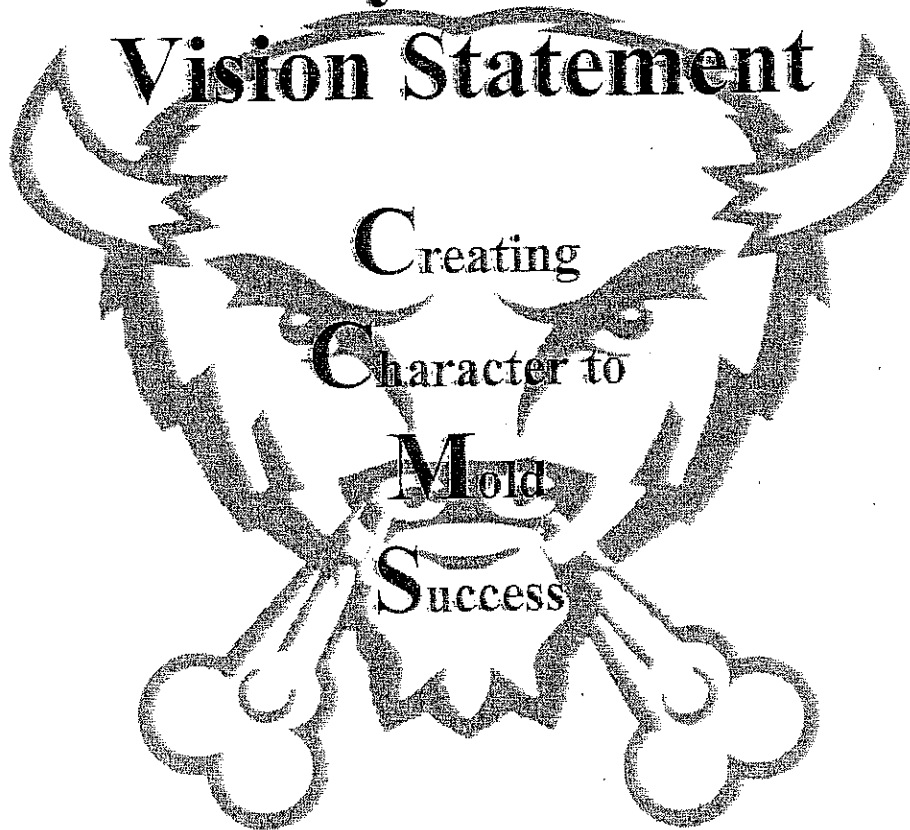


CCMS
Student Handbook
2011-12

Central City Middle School
Vision Statement



After reading the handbook, please sign this form and return it to the Middle School Principal's office by August 25, 2011.

PARENT/GUARDIAN & STUDENT REVIEW OF STUDENT HANDBOOK

In accordance with Nebraska State Law, Section 79-4, 176 para (3) which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..." Parents or guardians and students are requested to sign and return the receipt from below.

This is to verify that we, parent/guardian & students, received and read the Central City Middle School Student Handbook, which includes rules and policies of the Central City Middle School.

Parent or Guardian's Signature

Student's Signature

Date

Car Registration

Middle School students who park in the school's parking lots are expected to register their vehicle(s) through the middle school office.

Please print the below information.

Student's Name _____ License plate number(s) _____

Vehicle color(s) _____ Make/Model _____



CENTRAL CITY PUBLIC SCHOOLS
1711 15TH AVENUE
P O BOX 57
CENTRAL CITY, NEBRASKA 68826-0057
308-946-3055
CANDACE CONRADT, SUPERINTENDENT

Home of the Bison

ANNUAL STUDENT UPDATE REQUEST

(THIS FORM IS REQUIRED FOR ALL STUDENTS IN THE DISTRICT)

SCHOOL YEAR _____ FULL NAME OF STUDENT _____ GRADE _____

PRIMARY HOUSEHOLD INFORMATION: Name(s) of person(s) WITH WHOM STUDENT IS LIVING. (Check one)

Use BACK OF PAGE to supply information concerning other parent(s) and/or guardian(s) _____ Both Parents _____ Mother Only _____ Father Only			
_____ Self _____ Agency(Foster) _____ Guardian Mother/Stepfather _____ Father/Stepmother _____ Stepfather/Stepmother _____ Other			
Title (circle): Mr. Mrs. Miss Ms. Last Name	First Name	Work Place & City	Ext. Business Phone
			Home &/or Cell# email address
Title (circle): Mr. Mrs. Miss Ms. Last Name	First Name	Work Place & City	Business Phone Ext.
			Home &/or Cell# email address
Parent/Guardian Street Address		City	Zip County
Parent/Guardian Mailing Address (if different than above)		City	Zip County

Ethnic Category (Check One)

Asian Black or African American American Indian or Alaska Native Native Hawaiian or Other Pacific Islander
 White Hispanic or Latino Two or More Races Other

EMERGENCY INFORMATION: List two local persons (other than yourself) usually available during the school day who have agreed to care for and provide transportation for your student if he/she becomes ill or injured and you cannot be reached. We attempt to contact parents first.

Last Name	First Name	Relationship to Student	Daytime Phone <input type="checkbox"/> H <input type="checkbox"/> C <input type="checkbox"/> W Ext.
			()
Last Name	First Name	Relationship to Student	Daytime Phone <input type="checkbox"/> H <input type="checkbox"/> C <input type="checkbox"/> W Ext.
			()

Enter the name of your family physician who may be contacted by school staff when parent cannot be reached and medical assistance is indicated. If you have no family doctor, you can state any local physician.

Family Doctor	Phone Number	Ext.
Family Dentist	Phone Number	Ext.

2ND MAILING INFORMATION, if any: Name of Parent(s) and/or Guardian(s) OTHER than those listed under Primary Household Information.

Title (circle): Mr. Mrs. Miss Ms. Last Name	First Name	Work Place & City	Ext. Business Phone
			Home &/or Cell#
			email address

PARENT NOTIFICATION: According to the Family Educational Rights & Privacy Act (FERPA), both custodial and non-custodial parents have the same access to the child and to educational records concerning their child, UNLESS the school has been provided with a court order or other legally binding document relating to such matters as divorce, separation, or custody that specifically revokes those rights. (34 CFR99.4) The school MUST have a copy of the most recent court order on file; otherwise either parent has access to school records and may also check the child out of school (with proper identification). Your signature and date on this application acknowledges only that you have read this notification.

HEALTH INFORMATION UPDATE

Last Physical Exam Date: _____ Last Dental Exam Date: _____ Vision Specialist: _____ Last Vision Exam Date: _____

Does your student have any hearing concerns: _____ No _____ Yes, please explain: _____

Has your student ever had ear tubes? _____ No _____ Yes (List year of Insertion) _____

Does your student have any vision concerns? _____ No _____ Yes, please explain: _____

Has your student ever worn contacts or glasses? _____ No _____ Yes, please explain: _____

Allergies: _____ No _____ Yes (Please list) _____

NOTE: ANY life threatening bee sting allergies or food allergies require a written note, from your student's physician, with specific instructions for school personnel.

Does your student have any of the following: (Circle Y for Yes and N for No)

Asthma	Yes	No	Emotional Concerns	Yes	No	Hepatitis	Yes	No
ADHD/ADD	Yes	No	Epilepsy/Seizure	Yes	No	Orthopedic Concerns	Yes	No
Cerebral Palsy	Yes	No	Heart Condition	Yes	No	Other	Yes	No
Diabetes	Yes	No						

If yes, please provide additional information about the current condition and management below.)

Has your student had a recent injury or illness that might limit them in school? _____ No _____ Yes, please explain: _____

Recent immunizations? _____ No _____ Yes, please list: _____

PLEASE LIST ANY MEDICATION YOUR STUDENT WILL BE TAKING:

AT SCHOOL: _____

AT HOME: _____

NOTE: YOU ARE REQUIRED TO COMPLETE A MEDICATION PERMISSION FORM FOR YOUR STUDENT TO TAKE ANY MEDICATION AT SCHOOL. THIS WILL BE COMPLETED FOR ALL NEW MEDICATIONS AND EACH TIME THERE IS A CHANGE IN DOSAGE, TIME, OR ADMINISTRATION. MEDICATION MUST BE BROUGHT IN THE ORIGINAL LABELED CONTAINER.

May the School Nurse or Her Designee Provide Acetaminophen to your Student?	_____ NO _____ YES
May the School Nurse or Her Designee Provide Ibuprofen to your Student?	_____ NO _____ YES

NOTE: Your signature below does the following:

- Gives the School Nurse or her designee permission to release health information to school personnel if needed for education and/or safety reasons.
- Gives School Personnel permission to follow the attack on Asthma Protocol in the Central City Public Schools Student Handbook.

SIGNATURE OF PARENT OR GUARDIAN: _____ **DATE:** _____

CENTRAL CITY PUBLIC SCHOOLS

COMPUTER USAGE AGREEMENT

STUDENT ACCESS/USE AGREEMENT

I have read, understand and will abide by the Rules and Regulations for the *CCPS Student Internet and Computer Access*. I further understand that any violation may result in access privilege revocation, school disciplinary action as deemed necessary and appropriate by the building principal, civil action and/or criminal prosecution. In consideration for the privilege of using the Central City Public School's computer system and in consideration for having access to the information contained on it, I hereby release the Central City Public Schools from any and all claims of any nature arising from my use of the network system.

STUDENT NAME (please print) _____

STUDENT SIGNATURE _____

DATE ___/___/___

PARENT OR GUARDIAN CONSENT

As the parent or guardian of this student, I have read the Rules and Regulation for the Policy #5037 *Student Internet and Computer Access*. I understand that Central City Public Schools Computer System is designed for educational purposes. I also recognize it is impossible for the Central City Public Schools to restrict access to all controversial materials and I will not hold them responsible for the materials acquired on the system.

PARENT/GUARDIAN NAME (please print) _____

PARENT/GUARDIAN SIGNATURE _____

DATE ___/___/___

COMPUTER USAGE RULES AND REGULATIONS

- 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 (Computer Usage 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 on-line 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 in-fringing 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.

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.

This handbook has been prepared so that it will be a useful guide for all Central City Middle School students. Each year a great deal of valuable time is lost when students attempt to adjust themselves to new surroundings and privileges. A large part of this wasted time may be eliminated through the use of school policy, activities and calendar dates.

Students will find this book a useful reference throughout the coming school year. Everyone must understand our school policy if our school is to function smoothly and efficiently. Updates made throughout the school year will be made available.

All students are expected to know the provisions of this handbook. Please take the time to read it as soon as you can.

**Central City Middle School
2011-12**

Administration

Candace Conrad	Superintendent
Darron Arlt	Principal
Justin Anderson	Activities Director

Faculty

Christensen, Dane	6 th -8 th Vocal Music
Clarke, Kristy	Counselor
Davidson, Brittany	7 th and 8 th Computers
Detlefsen, Anna	7 th and 8 th Science
Dinwiddie, Ross	8 th Science
Ellefson, John	7 th and 8 th Math
Foland, Amy	5 th and 6 th Language Arts
Fernau, Shane	Alternative Education
Garfield, Darin	5 th -8 th Physical Education
Hesterman, Micah	5 th Grade Music
Huston, Pat	5 th and 6 th Social Studies
Hutsell, Renee	Nurse
Kuck, Kathy	5 th and 6 th Reading
Mallam, Scott	7 th English/Literature
Maresh, Gary	7 th and 8 th Industrial Tech
McHargue, Kelly	5 th -8 th Art
Meyer, Marci	5 th and 6 th Math
Monk, Jackie	7 th and 8 th FCS
Newman, Jason	7 th and 8 th Social Studies
Rathbone, Jamie	5 th and 6 th Science
Rodriguez, Joyce	Media Specialist
Smith, Christopher	Resource Instructor
Williams, Shawna	Resource Instructor
Zeller, Kathryn	8 th English/Literature
Zeller, Quentin	5 th -8 th Band

Support Staff

Malm, Minette	Administrative Assistant	Jewel Marco	Food Service Manager
Hilder, Deb	Administrative Assistant/Para	Tammy Butcher	Cook
Ambrose, Rebecca	Paraprofessional	Becky DeBoer	Cook
Erickson, Sylvia	Paraprofessional	Renee' Erickson	Cook
Geiger, Marla	Paraprofessional	Lisa Maresh	Cook
Gulbranson, Chasity	Paraprofessional		
Paup, Richard	Custodian		
Schmeirer, Mark	Custodian		

MISSION AND GOALS

Mission Statement

The mission of the Central City Public Schools is to educate, challenge, and prepare students with life-long skills for the world around them.

Central City Middle School Vision Statement

C - Creating
C - Character to
M - Mold
S - Success

Parental Concern Procedure

Parents are encouraged to contact the school when concerns or problems arise. By calling the principal's office arrangements can be made for parents to meet with staff members or to make use of any of the services the school provides. Resolution of problems will come about more quickly when the home and school work together.

Student Complaints and Grievances

It is the policy of the Central City Public School not to discriminate on the basis of sex, race, color, national origin, or disability, in its educational programs, activities, or employment as required by Title VI, Title IX and Section 504 of Federal Law. Any student who believes that he/she has been discriminated against on the basis of sex, race, or disability shall use this procedure for prompt resolution.

In the event a student or group of students wish to appeal a decision made by a teacher or the administration, written notice of the appeal shall be given to the Principal identifying the decision in question and including a general statement of the reasons for the appeal.

- Within five days after the Principal receives notice a preliminary hearing will be held before the Principal. In the event the Principal was the source of the decision being appealed, the hearing may be held before the Superintendent.
- The decision rendered in the preliminary hearing may be immediately appealed to the Superintendent of Schools. The hearing shall be held within 5 days of notice of appeal.
- The decision of the Superintendent of Schools may be appealed to the School Board by written notice made within three days after the Superintendent of Schools has rendered the decision. In such case the Board shall place this appeal on the agenda of the next regular Board of Education meeting. A special meeting may also be called in the event an emergency exists. The decision of the Board shall be final.

Reference - Board of Education Policy Code 511A.1

SCHOOL DAY

NORMAL BELL SCHEDULE:

1 st	8:00 – 8:47	5 th	11:40 – 1:00
HR	8:50 – 9:07	6 th	1:03 -1:50
2 nd	9:10 – 9:57	7 th	1:53 – 2:40
3 rd	10:00 – 10:47	8 th	2:43 – 3:30
4 th	10:50 – 11:37		

11:30 SHORTENED DAY SCHEDULE (WITHOUT LUNCH)

1	8:00-8:26	5	9:47-10:10
2	8:29-8:52	6	10:13-10:36
3	8:55-9:18	7	10:39-11:02
4	9:21-9:44	8	11:05-11:30

1:00 IN-SERVICE SCHEDULE (WITH LUNCH)

1	8:00 - 8:31	6	10:16 - 10:47
2	8:34 - 9:05	5	10:50 - 11:52 (Lunch)
3	9:08 - 9:39	7	11:55 - 12:26
4	9:42 - 10:13	8	12:29 - 1:00

2:00 IN-SERVICE SCHEDULE (WITH LUNCH)

1	8:00-8:38	5	10:44-11:57 (Lunch)
2	8:41-9:19	6	12:00-12:38
3	9:22-10:00	7	12:41-1:19
4	10:03-10:41	8	1:22 - 2:00

10:00 LATE START SCHEDULE (WITH LUNCH)

1	10:00-10:36	5	12:33-1:37
2	10:39-11:15	6	1:40-2:13
3	11:18-11:52	7	2:16-2:50
4	11:55-12:31	8	2:53-3:30

School Closing Information School closing information will be announced on TV Channels 10-11 (KOLN-KGIN), Cable TV Channel 8, and KHAS TV 5 in Hastings. Parents will also receive alerts via phone or e-mail.

National Emergency

In the event of a national emergency in which the local area receives a warning, all children will be dismissed from school immediately with the instructions to go directly home or to a place agreed upon by the parents and child.

Tornado Warning

When Central City is warned of an approaching tornado, the children will be situated in safe places within the building. No child will be permitted to leave the school building until the danger is passed or unless the child's parents come to get him or her.

Blizzards

It is the policy of the Central City Public Schools to recognize the right and responsibility of parents in the matter of school attendance.

Sometimes it becomes advisable for schools to end morning or afternoon sessions earlier than usual because of building conditions or weather. Parents should plan for this possibility.

In case of inclement weather, any parents who so desire may pick up his or her child from school at any time during the day.

Fire Drills and Tornado Alerts

Fire drills and tornado alerts are held at regular intervals throughout the year, and are an important safety precaution. It is essential when these drills are held that everyone obey orders promptly. The staff in each classroom will give the students instructions.

USE OF BUILDING AND GROUNDS

Entering and Leaving the Building

No student will be allowed in areas other than the commons or gym before 7:56 a.m. without prior permission of a staff member. Once students arrive on school property they must stay at the middle school.

Students who drive to school must register their vehicle in the office and park in the designated area.

Students will go to their 1st period class when the bell rings at 7:56.

Students should leave the building by 3:45 p.m. unless they are under the supervision of a staff member. If you do not have a purpose for being in the building, you must leave.

Students waiting for rides must stay on the sidewalk or in the front entryway.

Visitors

All visitors need to check into the office upon entering the building.

Care of School Property

If students lose, damage or destroy school property, they will be required to make restitution and appropriate disciplinary action will be taken. Students are to use the sidewalks at all times. Skateboard riding is not permitted on school property at any time.

Telephone

Students should only use the telephone to make arrangements to stay after school for a teacher. Students need to have a pass from their teacher to use the phone.

Gum/Candy

Students are not allowed to chew gum or eat candy at school.

Vending Machines

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

Office Copy Machine

Student copies will cost ten cents for each page.

Textbooks

Your textbooks are the property of Central City Public Schools and are available for your use. Students may be assessed fines, charge or fees for damage beyond normal wear to the material needed in a course, for overdue materials, or for misuse of school property. To make it possible for these books to be used for a normal period of time, students are required to have book covers on all schools books.

If you lose a textbook, it will be necessary for you to pay for the books before another book can be issued. If your book is found, your money will be refunded. If a student workbook is lost, it will be necessary for you to pay for a new workbook. A book fine schedule is listed as follows.

BOOK FINE SCHEDULE

<u>Age of Text</u>	<u>Lost/Destroyed</u>	<u>Spine/Cover</u>	<u>Damage</u>	<u>Rebind</u>
1-2 years	Replacement Cost 100%	\$5.00	\$2.00	\$15.00
3-4 years	Replacement Cost 50%	\$5.00	\$2.00	\$15.00
5-6 years	Replacement Cost 25%	\$5.00	\$2.00	\$5.00
7+ years	\$5.00	\$5.00	\$2.00	\$0.00

Locker Regulations

A locker is assigned to each student at the beginning of the year. Students are encouraged to use a school padlock on lockers. Only locks issued by the school are allowed. The lockers are the property of Central City Middle School and are subject to inspection by authorized school personnel. **The school is not responsible for stolen items.** If school issued padlocks are lost, the student will need to pay a \$5.00 replacement fee.

1. If a cell phone is brought to school, it must be stored in the locker until after school hours.
2. Always close your locker door and make sure you lock it.
3. Locks are provided for all lockers.
4. Place your name in all winter clothing.
5. Keep your locker and locker area neat and clean.
6. KEEP YOUR COMBINATION SECRET!
7. Stickers placed in lockers must be removed.

Student Responsibility for Personal Property

Students are responsible for their property. Students must take care of it themselves. Lock up all belongings; never leave money, clothing, textbooks, notebooks, etc., lying around in various areas. It is suggested that a student not bring or wear expensive and valuable items to school. Mark all of your personal property.

Lost and Found

Students who find lost articles are asked to take them to the office where the owner may claim them. All lost books will be returned to the teacher. Therefore, you are to place in the inside front cover (in pencil) your name, your teacher's name, and your room number.

Nuisance Items

Nuisance items are any items identified by a staff member as a potential nuisance. All nuisance items brought to school will be confiscated by staff members and turned in to the office. Any item can be considered a nuisance item when it interferes with learning.

Electronic Devices

Electronic devices such as cellular phones, pagers, laser pointers, headphones, MP3 players, games, etc. are not to be used in school. If brought to school, they need to put in the locker, and may be used after the school day.

Cell Phones

During school hours, students are not to have cell phones in their possession and are prohibited from using their cell phone. If a student brings a cell phone to school, the cell phone needs to be placed in the student's locker and not used during the school day. Homework Hour and Detention are considered part of the school day. If the cell phone is used or in student's possession, it will be an office referral and the following consequences will be given:

First Offense - The cell phone will be taken and returned to the student at the end of the day.

Second Offense - The cell phone will only be returned to the parents, and the student will serve a 30 minute detention.

Third Offense - The cell phone will only be returned to the parents, and the student will serve a 1 hour detention.

Fourth Offense - The cell phone will only be returned to the parents, and the student will serve a 1 day in-school suspension.

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 students' 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

If there are pre-approved celebrations in classrooms and treats are brought, we ask that the food be pre-packaged and labeled.

ATTENDANCE

Compulsory Attendance Law

"The Nebraska State Law provides that every person residing in a school district within the state of Nebraska who has legal or actual charge or control of any child not less than six nor more than sixteen years of age, shall cause such child to attend regularly the public schools each day that such schools are open and in session except when excused by school authorities."

CCMS Attendance Policy

It is the professional opinion of the CCMS that a student's educational process is greatly hampered if he/she is not in class. Students need to be in class for a number of reasons, i.e. introduction of materials, testing, student-student and student-teacher interaction, and group work, to mention only a few.

The following Attendance Policy has been adopted for all students at CCMS and is intended to emphasize to all students how very important good attendance and punctuality is, not only at school but also in all facets of life.

Please study this policy carefully. This policy will not affect the vast majority of students, but those who have attendance problem, need to keep this policy in mind. Remember that this attendance policy applies to all students enrolled in the CCMS.

Attendance Policy:

Each student begins each semester with ten 10 days of leave. There is no distinction between "sick" leave and any other reason for missing school. The only requirement is that the parent excuses the absence. Unexcused absences will be treated as trancies. Leave would include such things as illness, business of various kinds, family trips, court appearances, and funerals. Absences for sanctioned school activities will not count against leave. Work should be completed in advance or at the teacher's discretion, except for illness. Work not completed in advance is subject to grade reductions as determined by the teacher. A two-day grace period to make up assignments will be allowed for each day missed for illness. Make-up work for long-term illnesses will be scheduled, so the student will be caught up in the quickest possible time.

After a student has been absent five (5) days, a letter will be sent to the student's parent(s)/guardian(s) explaining the attendance situation. After a student has been absent eight (8) days, the student will be counseled, a letter will again be sent to the parent(s)/guardian(s) explaining the attendance situation. After ten (10) absences, a doctor's excuse for absence must be given to the office. Failure to do so will result in the notification of the County Attorney due to violation of the Mandatory Attendance Law.

- A note indicating parental awareness and permission must accompany absences from school. Credit for make-up work will be given only for excused absences. Absences without parental and school permission will be considered as truancy from school and dealt with according to the established policy concerning truancy.

Attendance and Absences

Parents or guardians should notify the school by phone the morning of the child's absence, preferably between 8:00 and 8:30 a.m. If no contact is made by the home, the secretary will attempt to call the absent student's parent or guardian. If no phone contact is made, the student should report to the main office upon your return to school and present a written excuse signed by your parent or legal guardian.

Students that are absent for one-half day or longer may not participate in any extracurricular activity or practice that day or night without previous arrangement with the principal.

Tardiness

Pupils who are tardy to school must carry an ADMIT SLIP in order to be admitted to class. The tardy bell rings at 8:00 a.m. Students must be in their classrooms and seated when the bell rings. If a teacher detains students beyond the regular end of class time, thus making students late for another class, that teacher will provide students with a corridor pass.

If you are tardy, a note from your parent or guardian must be submitted to the office upon arrival. After the third tardy the student will have a lunch or an after school detention.. If a student's tardies becomes excessive, a letter will be written to the parent, and a meeting will be held to put a plan into place to improve the situation.

Leaving School When your parents request that you leave the school campus during the school day, a note from your parents will be required and permission to leave must be obtained in the office. Failure to comply with this procedure will be considered truancy and handled accordingly.

SCHOLASTIC ACHIEVEMENT

Homework Policy

An important part of a student's education is the carry-over of learning into his/her activities outside of the school setting. One way this can be done is through the educational tool, homework.

Homework should be used as an *extension* of class work, a *preparation* for class work, and an *enrichment activity* with opportunities for creativity and exploration.

Homework is a way of involving parents in the school program and strengthening parent-child communication.

- **Student's Role**
 - It is your responsibility to complete all homework on time. This includes make-up work.
 - All homework should be completed neatly.
 - Find a suitable place at home to do your homework.
 - Take all necessary materials home. Understand the directions before leaving school.
 - Have all your materials ready when you begin working.
 - If you have questions, ask for help.
 - Homework should be done to the best of your ability!

- **Parent's role**
 - Establish if your son/daughter has homework to complete and how much time it will take.
 - Help schedule a time to do homework, showing that it is an important priority and that you value its worth.
 - Provide a quiet space for your child to study.
 - Help set up this area so there is good lighting, and materials to work with (pencils, a ruler, a dictionary).
 - Let your son/daughter work on his or her own, but let him/her know you are available for help.
 - Be aware that there is a difference between helping your son/daughter and doing the work for them.
 - Be available to check work if needed and to check whether the assignment has been completed neatly.
 - If possible, help your son/daughter see how this particular assignment or skill relates to everyday life and life skills.
 - Your son/daughter's assignments can be collected through the office on the day/s they are ill or prior to being absent.
- **School's role**
 - Provide a planner for students to organize and write down their assignments.
 - Provide opportunities to review, explore, and practice the skills taught in class.
 - Provide extensions of the lesson taught in class.
 - Provide enrichment activities with opportunities for creativity and exploration.
 - Provide an after school program with adults to help with homework completion.

Homework Hour

Homework hour is available from 3:35 until 4:15 most Mondays through Thursdays. Students who would like to work on homework during that time may come to the library or teacher's classroom at 3:35. If a student does not complete their homework for the day, they may be assigned to go to homework hour. They need to work the details out with their teacher. Homework hour will start a few weeks into school. More information will be sent home with students in regards to homework hour.

MIR's

As part of our Positive Behavior Support (PBS) discipline program, we are committed to quality education for all students. All students deserve the most positive educational climate possible for academic and social growth. We have a set of well-defined school rules designed to promote a safe, nurturing environment. To create such an environment we teach, encourage, coach, and reinforce **responsible**, **respectful**, and **safe** behavior to help students follow the school rules.

As a part of the classroom piece, we have incorporated a discipline technique to create a positive educational climate when any student exhibits a behavior that disrupts the classroom environment. The technique emphasizes the seriousness of education, the **safety** and **respectfulness** of the classroom environment, and the importance of students taking **responsibility** for their own behavior. It is designed to allow students to focus and gain self-control by having them move to a designated location in the classroom and complete a "Minor Incident Report" (MIR). On the MIR, the student provides feedback about their behavior and is given an opportunity to plan for future success in the classroom.

The teacher will notify parents/guardian when a student has received two (2) MIR's in the same class within a ten (10) school day period. At this point, the student will receive an office referral and serve a detention. If your child receives four (4) MIR's in a ten (10) school day period, he/she will be placed in In-School Suspension (ISS). Additionally, we will ask for your assistance if problems persist or if a problem is unusually challenging.

Grades

- Grades reflect the educational growth of the student in relationship to his/her ability and achievement. Some courses use "U" for unsatisfactory and "S" for satisfactory as a means of measuring progress. Percentage grades will be used with the following criteria: 93 to 100 - A; 85 to 92 - B; 77 to 84 - C; 70 to 76 - D; below 70 - F.
- Report cards will be distributed at the end of each quarter. Parent/Teacher Conferences will be held two times during the year to review students' academic progress.

Report Card distribution dates:

October 22, 2011

January 6, 2012

March 16, 2012

May 30, 2012

Modified Grading Policy (Please contact the Middle School Office for a complete copy of the policy if needed.)

- Grades and course requirements may be modified when necessary to meet the needs of individual students. This may apply both for students who qualify for special education (SPED) services and those who the STAT team refers.
- Modifications will be written in the IEP for SPED students or in the STAT plan for non-SPED students. Signed parental permission is required for an IEP but not for STAT.
- The same report card will be used for all students. Major modifications will be noted on the report card and in the permanent transcript.

All students are eligible for the honor roll. No student will be excluded from participation in extra-curricular activities on the basis that he/she requires modification of grading or instruction.

Child Find

If your child has a learning or behavior problem or if you suspect that your child has a disability, you should contact the Special Education consultant of the Central City School District at 946-3057.

Interim Progress Reports

Midway through each quarter a progress report will be given to every student in each class. These are to be completed by the teacher, based on the student's scholastic achievement and effort. A list of those students doing work that is borderline, failing or not up to ability is to be turned in to the office.

Academic progress reports to parents regarding student achievement, attendance, behavior, and effort are encouraged at any time you or the teacher feel a change is needed in these areas. An academic progress report is required to be sent to parents whose son/daughter is failing or doing borderline academic work at the 2-week, mid-quarter, 7-week intervals for each quarter. Borderline academic work is defined as grade averages from 70% to 76%. Grades will be computed on a weekly basis and will be used to determine eligibility status for all student activities on a weekly basis. Academic progress reports will be turned into the office. Failure to follow the above required reporting procedures may result in a change of status for student eligibility.

Parents may see current averages by looking at grades on the school website. Parents do need a password to log on to Infinite Campus to view grades.

Academic Eligibility

All students who are not out for sports and want to attend district events may do so, as long as they are academically eligible. Students just observing who are academically ineligible will not be allowed to attend district activities until they become eligible. To be academically ineligible, students have to fail the same two classes, for two consecutive weeks. Promoting academic success and student responsibility is our goal.

If your child is academically ineligible, they will be notified by a staff member at the beginning of the week, and a letter will be sent home. Students will be ineligible until they are not failing two classes.

MS/HS Honor Roll

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

Retention

Students who do not perform to their capabilities may be retained. The following retention rules will be utilized:

1. At the end of the first semester, a letter will be sent to parents of students receiving two or more F's in core subjects. This letter will indicate possible retention.
2. At this time, an administrator will sit down with the student to inform him/her of what is taking place.
3. A follow-up telephone call will be made to parents approximately two days after the original letter is sent.
4. Student progress will be checked at the end of the third quarter and five weeks before school is concluded.
5. Students who begin doing failing work only during the second semester will be monitored closely. Failure of two or more core subjects during the second semester will also result in possible retention.
6. After talking with teachers, counselors, parents, and special personnel, a decision will be made by the principal regarding the retention or passing of that student.

Library

A librarian is available to assist you in finding appropriate materials for classroom assignments and leisure-time reading materials. General circulation books, reference materials, and magazines are available to meet the interests of all students, so be sure to make the library a place with which you are familiar. While in the library remember other students are working. Show your respect for their rights by conducting yourself appropriately.

SUPPORT SERVICES

Health

If you become ill during the school day and cannot continue your classes, ask permission to go to the office. Do not visit the nurses' office during passing period. If you are sick, do NOT leave the building until you first check with the nurse.

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 and proper conveyance can be arranged. 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 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.
- Some contagious infections require treatment. Students may return to school when signs and symptoms have been altered, 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, CMV (cytomegalovirus-virus), infectious mononucleosis, influenza (flu), Fifth disease, hepatitis and tuberculosis.
- The school district will identify a group of individuals who have the qualifications to evaluate whether an infected student poses a risk to others, and to prepare a personal educational program for such pupils providing for special precautions. This selected group of individuals will include, but will not be limited to: The child's parents and/or guardians; the child's personal physician; the school nurse; representatives from the Merrick County Health Department; the building Principal; the pupil's principal teacher or teachers; representatives from the Nebraska State Department of Health; the school district's attorneys, if appropriate; the Superintendent of Schools. Evaluations to assess the need for alternatives to continuing in school should be performed regularly. Hygienic practices of an infected student may improve with maturation or deteriorate if the condition worsens. If it is determined that a risk exists, the students shall be removed from the classroom, and an appropriate alternative education program be established until a subsequent review determines that the risk has abated. A plan for periodic review should be established at the time a decision has been made to exclude a child.

The Superintendent and staff shall insure that there is no release of information regarding students with any life threatening contagious infections that violate Nebraska Statutes or school district policy concerning confidentiality of student records. *Note: Guidelines for dealing with some types of communicable diseases are available in the administration offices.*

Taking Medicine at School

All medication/pills whether they are prescription or over-the-counter preparations must be held and administered by the school nurse. The reason for this is the chance of loss of a substance, resulting in a student finding and taking it, who could be harmed by doing so. In addition, finding out that a student has eaten some unidentified pill is an occurrence to be totally avoided.

Prescriptions

If your doctor has prescribed a medicine for you that will need to be taken during the day at school, you should bring it in the original container with the label from the pharmacy intact. You should also bring a note signed by your parent/guardian stating the date(s), amount of medicine, and time it is to be taken. Check the medicine in

with the school nurse the first thing in the morning. At that time the two of you can make arrangements for you to get the medicine at the proper time.

Over the counter Medicines:

Over-the-counter preparations must be in their labeled container. Such medication must be accompanied by written instructions from the parent. The school nurse is not authorized to administer any medication in excess of a dosage recommendation listed on the labeled container, but may administer less dosage if requested.

Medical Emergency Protocol

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

Students in CCPS with the diagnosis of asthma or severe allergy may be permitted to carry inhalers or Epi pens for self-administration. Authorization to do so is coordinated by the school nurse and requires parent/guardian as well as physician consent.

Students with diabetes may carry glucose sources for self-treatment, again with authorization, is coordinated by the school nurse and parent/guardian and physician consents are obtained.

For more information about the management of these or other health concerns in the school setting, parents and guardians are encouraged to contact Mrs. Hutsell, the school nurse for Central City Public Schools.

Student Physical Examinations

The State Department of Health requires students entering our schools for the first time, from out of state or kindergarten, as well as all seventh grade students, to have physical examinations. These are in response to a bill passed by the Legislature. The standards are as follows:

A printed or typewritten form signed by a licensed physician indicating that a physical examination was administered on a specific date within the previous six (6) months prior to the entrance of a child into the seventh grade, or in case of a transfer from out of state, to any grade of the local school. As a substitute for such evidence of a physical, on objection in writing to a physical of such a child signed and dated by a parent or guardian of such child may be substituted to the local school.

Abused or neglected students

Nebraska Statutes require any staff member having a reasonable cause to suspect that a student has been physically or emotionally abused or neglected to immediately report this to Social Services. Staff members, who believe a student has been threatened with an injury and that abuse will occur, must report this situation to the counselor, nurse, or administration.

Health Examinations

All students of the Central City Schools will be given a screening exam of their vision, hearing, teeth, back, and blood pressure through the school health services. The school nurse may then reexamine students with borderline results at a later date. Notes will be sent home with those students who at the time of the 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.

Counseling

A guidance counselor is available to all middle school students. Counseling can be initiated at request of the student, parent or guardian, or school personnel.

DRUGS, ALCOHOL, AND TOBACCO

Tobacco

You should understand that state laws and school board policies prohibit carrying and/or the use of tobacco products on school property or at school sponsored activities. If students choose to violate this policy they must understand that they may be suspended. Repeated violation of this rule may result in expulsion.

Drug Free School Policy

BOARD POLICY RELATIVE TO STANDARDS OF STUDENT CONDUCT PERTAINING TO THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS OR ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES

It shall be the policy of Merrick County School District No. 4, in addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of prescription drugs or alcohol on school premises or as a part of any of the school's activities. This shall include such unlawful possession, use, or distribution of illicit drugs and alcohol by any student of the District during regular school hours or after school hours at school sponsored activities on school premises, at school-sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as a part of any of the school's activities.
4. Use of any illicit drug.
5. Distribution of any illicit drug.
6. Use of any drug in an unlawful fashion.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use, or distribution of alcohol.

The building principal or his/her designee will investigate suspected incidents of violation of the Drug Free School Policy.

It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, expulsion, and referral to the Central City Police Dept. for criminal investigation.

A complete report of the incident shall be given to the Superintendent of Schools at the earliest convenience of the principal who investigated the incident.

Drug Free School Zone

All schools in Central City have been designated as "Drug Free Zones." Federal law defines a "Drug-Free Zone" as an area within 1,000 feet of a public or private school. The distribution, sale, or use of any non-prescription drug in a "Drug-Free Zone" is illegal.

Violators of the Federal Statutes in these zones are subject to double penalty upon conviction for the first offense and the penalty is tripled for a second conviction.

STUDENT RIGHTS, CONDUCT, RULES AND REGULATIONS

Student Senate

The student governmental organization at Central City Middle School is the Student Senate. Through this organization, students are able to have a voice in the decision-making process of the school. The Senate throughout the school year schedules activities. Senate members are also involved in some school decisions.

The way you conduct yourself at all times should reflect the good training of your home, school, and your "good name". When you anticipate serious conflict with other students, you can often avoid trouble by asking some teacher in whom you have confidence to help you seek a peaceful solution to your problems. Students who are courteous at all times seldom have conflicts with teachers or other students. You can avoid most difficulties at Central City Middle School by being where you are supposed to be at all times.

Harassment and Bullying

It is the policy of this school to maintain an educational environment free from bullying and harassment. Bullying behaviors would include intimidation, humiliation, insult, physical, or verbal abuse. Harassing behaviors would include sexual, ethnic, racial, religious, age or disability or discrimination.

Bullying offenses refer to unwelcome physical, verbal or other negative actions that have the purpose or effect of creating a hostile, offensive, or intimidating school environment.

Sexual, ethnic, racial, religious, age or disability related harassment is an offense. Each individual is an important member of our school and deserves to be treated with respect and dignity.

It is the position of this school to be proactive and aggressive in preventing all forms of bullying and harassment from occurring and to deal with reported incidents in a fair, impartial and speedy manner. All complaints or incidents will be investigated on a case-by-case basis. In every incidence where a violation has been shown to occur, immediate action will be taken to remedy the situation and to prevent its reoccurrence.

It is every student's and employee's responsibility to help eliminate all forms of bullying and harassment and unwanted conduct. Bullying or harassment reports involving students should be made to the nearest adult in charge and to the building principal. All other reports of bullying or harassment should be made immediately to the building principal.

Central City Middle School is a place where all students can enjoy a safe and comfortable environment in which to learn. If students are worried about physical, verbal, or sexual harassment, from other students or from staff members, their learning will be impacted. Students should report violence/harassment as quickly as possible so that problems can be resolved. You can report concerns to the following people:

- Classroom teacher/homeroom teacher
- Counselor
- Principal

The violence/harassment may continue, even after the first report. **Therefore, you must remember: The key to successful resolution of problems is reporting the problem until it's fixed.** If you have reported a problem to one of the persons in the above list but still believe it exists, report it again to a different person on the list! Complaint forms are available through an administrator or a counselor in the building.

COMPUTER USAGE

- 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 on-line 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 in-fringing 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.

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.

Cafeteria

The cafeteria provides an environment in which to have lunch. In order to maintain this area, your cooperation is necessary. You can meet this responsibility by observing the following. If a student chooses to violate these rules, he/she may be disciplined.

1. Students are expected to use good table manners.
2. Food or other items are not to be thrown.
3. Each individual student is responsible for cleaning the table where he eats and the floor under his table.
4. All food is to be placed on a tray while eating.
5. Each student is expected to remain seated while eating.
6. Food is not to be taken from the cafeteria.
7. Loud talking will not be permitted.
8. Building policy prohibit foods such as commercial pizza, hamburgers, etc. from being brought in during the meal service times.

When a student reaches a -\$10.00 balance in their lunch account (or -\$2.00 reduced meals), the student will no longer be allowed to charge. A peanut butter sandwich and milk will be served. Students in the middle and high school will not be allowed to charge ala carte items once they reach a negative balance in their account. Parents can view student lunch accounts on Infinite Campus.

Some students may qualify for a free or reduced price lunch. If you feel you qualify, please stop at the office.

In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independent Avenue, S.W., Washington, D.C. 20250-9410, or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

Dress Code and General Appearance

Recognizing that a student's grooming and the way he/she dresses has a bearing on the way he/she behaves, the Board of Education emphasizes that dress and grooming should reflect cleanliness and neatness. If a style of dress and/or grooming demonstrates that it is disruptive of the educational process, constitutes a possible threat to the safety and health of a student or others, or is in violation of any statute, it would not be permitted in the school. The school administration and teachers will continue to encourage all to behave and dress in a fashion reflecting good taste and modesty. If a disagreement as to the appropriateness of dress arises, the principal or his/her designee shall make the final decision.

In addition to the above guideline, the school administration will exclude the following items and/or method of grooming: (This list is not inclusive of all items which may be excluded.)

1. Articles displaying or implying immodest, obscene or vulgar writing or symbols, and clothing that suggests sex, drugs, alcohol, tobacco, or promotes the use of such substances or which contains inappropriate messages is not acceptable
2. See-through clothing, or shorts and skirts, which expose any part of the buttocks.
3. The wearing of outdoor winter coats within the school building.
4. Students are not to wear tank tops or examples of clothing which exposes inappropriate neck line or midriff. Examples of clothing not acceptable: spaghetti straps, shirts that expose bra straps, bare shoulders and/or backs. *As a guide, shirts should be long enough to be tucked into pants and at least two inch straps or more should be covered on the shoulders.*
5. Clothing that portrays men or women in a demeaning manner and shirts that put people or groups of people down.
6. Clothing that could be construed as gang apparel, such as bandanas, sagging pants, which would expose underwear, or other known gang apparel.
7. Articles of clothing that could be used as weapons, such as chains or sharp jewelry.
8. Hats may not be worn in the building.
9. Book bags are not allowed outside lockers during the school day.

The administrator has the responsibility to decide if a person's style of dress or appearance is in violation of prescribed regulations and if it constitutes a disruption of the process of education. In case of extreme or undesirable dress or appearance, the student may be asked to leave school until the situation is corrected. Violations of this dress code may result in disciplinary action.

BODY PIERCING AND TATTOOS

All visible body piercing (including tongue piercing) by students of Central City Public Schools is prohibited, with the exception of ear piercing. A student who is observed wearing prohibited body piercing at school shall be required to remove it. If the student refuses to comply with the directive, or 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 administration. Consequences may include, but are not limited to, detention, in-school suspension, out-of-school suspension, and expulsion.

The Board finds that tattoos are also inappropriate for the same reasons set forth above regarding body-piercing. Students with tattoos shall be required to keep them covered at all times when they are at school or at a school function. If a student refuses a directive to cover a tattoo, or violates the policy on a repeated basis, he or she shall be subject to such consequences as are determined to be appropriate by the building principal(s) based on the particular situation. Consequences may include, but are not limited to, detention, in-school suspension, out-of-school suspension and expulsion.

Bus Discipline

Bus discipline is a shared responsibility of students, parents, drivers and school principals. It is imperative that strict rules be enforced to ensure the safety of students.

If parents are notified of their child's misbehavior on the bus, they are urged to cooperate with the school by pointing out the dangerous situations caused by violation of safety rules. If a driver's attention is diverted by rowdy conduct, the safety of all passengers is jeopardized.

Bus Rider Rules

Extracurricular Trips

- The following rules and regulations will apply to all trips under school sponsorship. Exceptions to the rules may be in order for specific activity trips, i.e. (wrestling, band, extended trips). Chaperones and drivers will alert students to these special circumstances.
- Pupils will respect the wishes of all chaperones appointed by the school.
- The bus driver is responsible for the bus and riders at all times. Students are responsible to the driver, and to all chaperones while riding the bus.

Previous to Loading (On the road and at school)

- Be on time at the designated school bus stops -- keep the bus on schedule.
- Stay off the road at all times while waiting for the bus. Bus riders must conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a COMPLETE stop before attempting to enter.
- Be careful in approaching bus stops.
- Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a COMPLETE stop.
- When pupils must cross the road to be picked up, the driver, after looking for approaching cars, will signal you to cross. Pupils must wait for the driver's signal and cross promptly.

While on the Bus

- Students will keep hands and head inside the bus at all times after entering and until leaving the bus.
- Students will assist in keeping the bus safe and sanitary at all times.
- Students will avoid loud talking and laughing, playing radios, or causing unnecessary confusion. The driver's attention may be diverted, resulting in a serious accident.

- Students will treat bus equipment as you would valuable furniture in your own home. Damage to seats, etc. must be paid for by the offender.
- Bus riders should never tamper with the bus or any of its equipment.
- Students are not to leave books, lunches or other articles on the bus.
- Students will keep books, packages, coats, and all other objects out of the aisles.
- Older students will help look after the safety and comfort of small children when they ride the bus.
- Students are not to throw anything out of the bus windows.
- Bus riders are not permitted to leave their seats while the bus is in motion. State law prohibits standing while bus is in motion.
- Bus riders are expected to be courteous to fellow pupils, the bus driver, and the patrol officers.
- No horse-play will be permitted around or on the school bus.
- Absolute quiet will be demanded when approaching a railroad crossing stop.
- In case of a road emergency, students are to remain in the bus.
- Students are to remain seated until the bus STOPS to unload.
- The capacity of the bus cannot be exceeded.

After Leaving the Bus

- After getting off the bus cross the road when necessary, (at least ten feet in front of the bus) after the bus driver has signaled and you have looked both directions for approaching traffic.
- Be alert to the danger signal from the bus driver.
- The bus driver will not discharge students at places other than the regular bus stop, at the home, or at school unless by proper authorization from parents or school officials.

Due Process Procedure for school Bus Riders

PHASE I

1. Warning the student by the driver.
2. *Parental notification by the driver.
3. Driver visits about student problem with principal.

PHASE II

1. Principal confers with student about problem and notifies parents about possible temporary suspension from riding the bus for one week if behavior is not improved.
2. Temporary suspension for one week or 5 days. Notification to parents of action taken.
3. Reinstatement to bus privileges after five days.

PHASE III

1. Referral to the superintendent if problem continues to exist. Notification of the parents of possible permanent suspension, if student's conduct does not improve immediately.
2. Permanent suspension for the remainder of semester or the school year depending upon the calendar and circumstances.

*Transporting students with known emotional and physical disabilities may require emergency procedures by the school bus driver, which may result in removing the student from the bus for one day, if severe behavior problems erupt. This procedure would be initiated at the discretion of the bus driver but is to be used only if extreme measures are called for. The driver is to immediately alert the bus supervisor and the parents in the event this emergency measure is employed.

The above procedure is an additional step to be used in dealing with unusual circumstances. All drivers will still follow the balance of the "due process procedure."

Fighting and Other Disturbances

When a fight occurs, the possibility of injury or damage to other persons or property exists. For your protection and the protection of your building, such activities will not be tolerated in school or on the way to or from school.

The throwing of snowballs, rocks or other objects also involves the possibility of injury or damages to other persons or property. Once again, for your protection and that of your building, such activities will not be tolerated at school or en route to or from school.

If students choose to violate this policy, they may be suspended. Repeated violation of this rule may result in expulsion.

Harassment

It is the policy of the Central City Public School District that “bullying” type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc).

- Step 1: The first time school personnel become aware of a possible harassment/bullying situation, the accused student will be informed that such a complaint has been filed. At that time, a warning consequence will be given regarding this kind of behavior. The consequences for this kind of behavior will be clearly outlined for the student. If, in the administrator’s opinion, the first occurrence of harassment/bullying behavior is severe, the school may move immediately to any of the four steps in the harassment/bullying policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include suspension and/or expulsion in the event the conduct is also a violation of other provisions of the student code.
- Step 2: The second time school personnel become aware of a harassment/bullying incident, the student will receive an escalated consequence and the student’s parents will be notified by phone or in writing. A conference will be requested at that time. If it is determined that the student has harassed/bullied another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment/bullying behaviors. If it determined that there is no basis for the harassment/bullying accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- Step 3: If school authorities determine that the student continues to harass/bully another student or the student fails to agree to not harass/bully in the future, the school may assign the student to the Harassment/Bullying Program level set forth below which the school authorities determine to be appropriate.
- Step 4: If a student fails to respond positively to the corrective measures of the Harassment/Bullying Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Level I: The Guidelines for a Level I Placement are Listed Below:

The length of the assignment will be for a minimum of one week. Depending on where the harassment/bullying are taking place, any or all of the following consequences can be used.

- The student will report to the office as soon as they enter the building.
- The student will lunch in the somewhere else other than the commons.
- The student will report to detention room at the end of the day, and remain until the end of detention time.
- The student will remain in class at the end of each period. The teacher will dismiss the student at the end of the passing period. The student will then have two minutes to get to his/her next class.

Level II: The Guidelines for Level II Placement are Listed Below:

The length of the assignment will be for a minimum of two weeks. Depending on where the harassment/bullying is taking place, any or all of the following consequences can be used.

- The student will report to the office as soon as they enter the building.
- The student will lunch in the somewhere else other than the commons.
- The student will report to detention room at the end of the day, and remain until the end of detention time.
- The student will remain in class at the end of each period. The teacher will dismiss the student at the end of the passing period. The student will then have two minutes to get to his/her next class.

Level III: This is a Long-Term Assignment. The Guidelines are Listed Below:

- All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next year, if determined to be appropriate.
- Students who show physically aggressive behavior can be suspended from school at the discretion of the administration.
- Students who show a public display of disrespect and/or humiliation toward a staff member can be suspended.
- **IMPORTANT: Sexual harassment is against the law. If conflict resolution has also been unsuccessful in resolving the problem to your satisfaction and you therefore need the forms necessary to file a legal complaint, such forms are available through an administrator or a counselor in the building. When this paperwork is filed, there will be a formal investigation of the charges done by an agency outside of the school district.**

Physical and verbal harassment may also be against the laws of the city and the state. If you are severely or repeatedly harassed, the police may be asked to investigate the situation in addition to the investigations done by the school. Police consequences will be separate from any school consequences assigned for such behavior.

Disciplinary Actions that only Administrators may administer are:

1. Rearrangement of School Schedule: Assigning a student a new schedule of classes which may be shortened from a regular schedule due to academic and/or behavioral needs and/or in-school suspension when the behavior of the student is such that the student cannot conduct himself/herself in an acceptable manner. A student assigned to a shortened schedule will be required to check into the office before their school day begins and out of the office after their school day ends. A student assigned to in-school suspension for the reasons of usage of alcohol, tobacco, controlled substances, extortion, possession of firearms, setting off false fire alarms or bomb threats, or at administrative discretion, shall not be allowed to participate in school-sponsored activities until he/she is reinstated to school. The intent of this action is to improve the student's behavior.

2. Restriction of Extracurricular Activities: Is informing a student that he/she cannot participate or attend certain activities because of his/her past or present behavior. Such actions as this are intended to improve student behavior at home and school.

3. School Probation: Action taken by principal to assist a student in resolving his/her behavioral problems. The action is in the form of certain stipulated conditions agreed to by the school, the student, and parent(s) or legal guardian(s).

4. Requirement That a Student Receive Counseling/Educational Evaluation: An action that may require a student to visit a guidance counselor, medical counselor, or psychological counselor to assist the student in resolving his/her problem.

5. **In-School Suspension:** Students are placed in the detention room rather than their regularly scheduled class(es). Students are supervised and expected to carry on their studies as well as abide by the ruled set down for in-school suspension. Assigning students to in-school suspension is at the discretion of the administrators.

- **In-School Suspension hours will be from 7:45 to 4:00. Students who have been placed in ISS must report to the office immediately upon arrival to school. (ISS students are not allowed to sit in the a.m. waiting area.) . If requested, students will be served breakfast. Since part of the ISS consequences is exclusion within a regular school day, students will be provided a sack lunch from the cafeteria. Students will remain in ISS until dismissal. Students will not be allowed in the p.m. waiting area until this time.**
- **Student may receive up to a 50% reduction on their assignments.**

6. Suspension and Emergency Exclusion:

(a) Short term: a forced withdrawal of a pupil from school. Such action will comply with state statutes. A short-term suspension will not exceed five school days in length.

(b) Long term: a forced withdrawal of a pupil from school. Such action will comply with state statutes. A long-term suspension will not exceed twenty school days in length.

*Any student who is suspended from school will not be allowed to attend or participate in school activities until he/she is reinstated to school. This includes athletic events, plays, concerts, dances, and other special events held at school. In addition, students are not allowed on school property or within a one block radius of school property during their suspension. Work will be provided and students are responsible for completing their work on their return. If work is not completed, the student will be placed in ISS to complete their work. Students who are suspended may receive up to a 50% reduction on their assignments.

7. **Expulsion:** The permanent withdrawal of a student from school. Such action will comply with existing state statutes.

Student Disruptions

Students who attempt to disrupt the operation of the Middle School through sit-ins, walkouts, etc., may be suspended. Repeated violation of this rule may result in expulsion.

Insubordination

The primary purpose of school is learning. To achieve this purpose certain rules, regulations, policies, and procedures are needed. These are designed not only to achieve the purpose of the school, but to protect you and others as well.

Insubordination is defined as disobedience of reasonable rules and regulations.

Your school is based on the idea of recognizing each individual's dignity and treating each individual with respect at all times. This includes students, teachers, and all other personnel and visitors. Rudeness, "talking back", and smart remarks do not have a place in such a school. Courtesy, respect for the rights of others, and respect for the welfare of all people at the Middle School are the heart of our school. A friendly, relaxed, respectful atmosphere will exist if you remember this and obey the requests of all faculty members. If a student chooses to violate this rule, appropriate disciplinary action will be taken.

Discipline

"Each student is subject to the normal disciplinary procedures of the Central City Public Schools. If the parents of a disabled student wish to appeal this procedure they must do so at the time the IEP is filed rather than at a later date." Reference: "Rule 51, 1981."

The goals for I.S.S. (In School Suspension) are to teach students to accept logical consequences for their actions, give them time to evaluate their behavior, and become actively involved in finding positive alternatives to their irresponsible actions.

Detention Periods

By exercising your responsibility through complying with these personnel policies, you will not suffer the inconvenience of a detention period. If students choose to ignore and disobey these policies, they may be assigned a detention period by a faculty member. Those students will be expected to report to that teacher at the specified time and place. Being involved in an after school activity does not exclude a student from detention periods. Failure to report to a detention period can be considered truancy.

Student Probation, Suspension, and Expulsion

All students may be subject to disciplinary action for conduct in violation of the policies of the Board, the rules, regulations, and directives promulgated there under by the superintendent and the administrative staff, or for refusal to obey the directives of principals, teachers, or other school personnel.

All terms of this policy are intended to comply with the terms of the Student Discipline Act (SDA). Where the policy terms are inconsistent with the terms of the SDA, the provisions of the SDA shall govern.

"Each special education student is subject to the normal disciplinary procedures of the Central City Public Schools. If the parents of a disabled student wish to appeal this procedure they must do so at the time the IEP is filed rather than at a later date." Reference: "Rule 51, 1981 as amended April 1, 1986."

UNIFORM DISCIPLINE SYSTEM

Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term), expulsion or mandatory reassignment. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval.

During short or long term suspension, homework assignments will be available to students. Upon his/her return to school any suspended student must have missed work completed or they will stay after school that day to complete all missing work. If work is not completed at the conclusion of the day, all missing assignments will be zeros.

Teacher assistance in making up missed work will not detract from the learning opportunities of other students. Tests and labs may be made up during the suspension, but outside of regular student school hours.

If the suspended or excluded student fails to adhere to the above-mentioned stipulations, she/he will be graded accordingly. In addition, administrative and teaching personnel may take other actions regarding student behavior, such as: counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, or restriction of extracurricular activity.

1. Short-Term Suspension

- a. Students may be excluded by the principal or designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
- (1) Conduct constituting grounds for expulsion as hereinafter set forth; or
 - (2) Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.
- b. The following process will apply to short-term suspension:
- (1) The principal or designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be made 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 shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
 - (3) The student shall be afforded an opportunity to explain the student's version of the facts to the administrator or designee making the short-term suspension decision.
 - (4) Within twenty-four (24) hours or such additional time as is reasonably necessary following the suspension, the principal or administrator shall 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 shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or designee before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

2. Long-Term Suspension

Students may be excluded by the principal or designee from school or any school function for a period of six (6) school days but less than twenty (20) school days (long-term suspension) for conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

3. Expulsion

- a. Defined. Expulsion shall mean 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 (10) 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 (10) 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 Paragraph 4d, 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.

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

- a. The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school

grounds or during an educational function or event off school grounds, or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.

- (1) Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 - (2) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
 - (3) Sexual assault or attempting to sexually assault any person.
 - (4) 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.
 - (5) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.
 - (6) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
 - (7) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
 - (8) Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia.
 - (9) Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
 - (10) Truancy or failure to attend assigned classes or assigned activities.
 - (11) Tardiness to school, assigned classes or assigned activities.
 - (12) 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.
 - (13) Public indecency.
 - (14) Repeated violation of any of the school rules.
 - (15) Engaging in any unlawful activity as determined by the laws of the United States or the State of Nebraska.
 - (16) Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distractive or indecent to the extent that it interferes with the learning and educational process.
 - (17) Willfully violating the behavioral expectations for those students riding the District's buses or other vehicles.
- b. In addition a student may be suspended (short-term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in section 79-267(8).
- c. In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:
- (1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-

defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

- (2) the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon,

shall be expelled for the remainder of the school year in which the expulsion 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. Such action may be modified or terminated by the school district at any time during the expulsion period.

- d. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one (1) calendar year. The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis.
- e. 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 student brings such to school under the following conditions:
 - (1) Prior written permission to bring the firearm or other dangerous weapon to school shall be obtained from the student's teacher, building administrator and parent.
 - (2) The purpose of having the firearm or other dangerous weapon in school shall be for a legitimate educational function.
 - (3) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed shall have 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 times as is necessary to fulfill the educational function.
 - (4) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
 - (5) A student who brings a firearm or other dangerous weapon to school without having complied with the above conditions shall be subject to disciplinary action.

5. Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment

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

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

- c. The principal or designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
- (1) 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 to be presented against the student as submitted by the principal or designee.
 - (2) The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.
 - (3) A statement explaining the student's right to a hearing.
 - (4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (5) 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.
 - (6) A form to request or waive a hearing to be signed by such parties and delivered to the principal or designee in person or by registered or certified mail.
- d. 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.
- e. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or designee shall automatically go into effect.
- f. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
- g. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
- h. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

Hearing Procedure:

- a. 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.
- b. Administrative Representative. The principal 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.

- c. Notice of Hearing. If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative, and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) 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.
- d. Continuance. 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.
- e. 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 schools at any reasonable time prior to the hearing.
- f. 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 or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be 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 witnesses giving information at the hearing. The student may testify in the student's own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and, in such case, will not be threatened with punishment or later be punished for refusal to testify. 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 (1) 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.

- g. 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.
- h. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
- i. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent 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.
- j. Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and 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. The superintendent may not impose a more severe sanction than that imposed by the hearing officer.
- k. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent 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, the determination of the superintendent shall take immediate effect.
- l. Appeal to Board. The student, student's parents or guardian may, within seven (7) 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.
- m. 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 (3) members shall, within ten (10) 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 the superintendent's decision to be too severe, but it may not impose a more severe sanction. The designated method of giving public notice of the hearing, if required, shall be by posting on the schoolhouse door or on the door to the hearing room.

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.

B. **Special Education - Discipline Actions for Special Education Students**

When considering possible courses of action for special education students in regard to alleged violations of school rules, policies, and regulations, procedural due process rights guaranteed under applicable Federal and State statutes are applicable. The school district is obligated to see that every special education student is provided an appropriate educational program without cost to the parent. Conversely, schools are not required to maintain pupils who are a danger to themselves or others in regular attendance centers.

Supplemental to these procedures, a special education student must be provided with additional procedures. A determination should be made of whether the student is actually guilty of the misconduct. A staffing team should determine whether the student's behavior is caused by the student's disability and whether the conduct is the result of inappropriate placement. Discussions and conclusions of this meeting should be recorded.

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change of placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

C. **Use of Corporal Punishment**

Corporal punishment is not to be used as a form of discipline. Physical force may be used against a student only for the following reasons, and in all events only such force as is reasonably necessary may be used:

1. Protection of the staff member;
2. Protection of other students or property from the student;
3. Removal of the student from a situation that endangers the student, other persons, or property.

D. **Law Violations**

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.

- (c) Vandalism resulting in significant property damage.
- (d) Theft of school or personal property of a significant nature.
- (e) Automobile accident.
- (f) Any other behavior which significantly threatens the health or safety of students or other persons and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

- Where provisions of Nebraska law differ from the provisions of this (handbook policy), the provisions of the law shall govern.

EXTRA-CURRICULAR ACTIVITIES

Athletics and Activities

It is the policy of the Central City Public Schools that any student who wishes to participate in any inter-scholastic sport must have a physical examination before he or she may be allowed to participate.

Students that are absent for one-half day or longer may not participate in any extracurricular activity or practice that day or night without previous arrangement with the principal.

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

The pay to play schedule and 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 students. Fee waiver forms are due September 1, 2010.

Season Tickets for Athletics

Season tickets for athletic events will be on sale in the office at the following prices:

<u>Students:</u>	Year Pass	\$20.00
<u>Adults:</u>	Year Pass	\$40.00

Admission charge for Middle School athletics: \$4.00 for adults and \$3.00 for students.

Academic/ Activity Eligibility

In order to participate in extra-curricular activities, students at CCMS will not be allowed to be failing the same two courses in two consecutive weeks.

- Each Monday, the office will collect from all instructors the names of students failing their courses. The list of students failing two courses will be published Monday and a copy will be given to all teachers. Any students failing two courses that are involved in activities will be notified. The first week of failing two classes will serve as a "warning week."
- If the student is failing the same two classes in two consecutive weeks, the students will be ineligible to participate in any activity, competition, or performance. The student is ineligible from Monday to the following Monday. The student will remain ineligible on a week-by-week basis until they receive a passing grade in at least one subject. The policy takes effect the second week of each quarter.
- When ineligible, the student will be expected to attend all practices, competitions, and performances unless it is an away contest and they need to be dismissed early from school. Modified grading policies will be allowed for those who qualify.

RULES AND REGULATIONS GOVERNING EXTRA-CURRICULAR ACTIVITY PARTICIPATION

DRUG AND ALCOHOL USE POLICY

A. In-School Violations

- A student who is in the possession of, under the influence of, or who is apprehended in use of alcohol, marijuana, psychedelic, or hallucinatory drugs, or any habit-forming narcotic drug at school or while in attendance at a school-sponsored event shall be subject to exclusion as defined in Probations and Exclusions. Said student will be immediately suspended from participation in all school-sponsored extra-curricular activities until due process procedures have determined guilt or innocence and appropriate penalty. A complete report of the incident shall be given to the Superintendent of Schools at the earliest convenience by the Principal who is in charge of the event.
- Dismissal or suspension of a student from any co-curricular activity and/or sport must be reviewed and approved by the principal.

B. Out-of-School Violations

- The following practices, and/or conduct, are not deemed appropriate for students involved in extra-curricular activities, appearing in public, and representing the Central City Public Schools and the community of Central City.
 - The possession, and/or consumption of alcoholic beverages.
 - The possession, and/or use, of controlled substances (marijuana, heroin, hallucinogenic drugs, etc).
 - The possession, and/or use, of tobacco in any form.
 - The violation of rules included in the "Probations and Exclusions" section of the Student Handbook.
 - Refusal to abide by a coach's or sponsor's request concerning actions, appearance, and/or general conduct as a representative of the Central City Public School.
- If a thorough investigation by the principal establishes that student conduct is in violation of rules and regulations concerning participation in extra-curricular activities, the following disciplinary action will be initiated.

MANDATORY DRUG TESTING POLICY FOR STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES – (Grades 7-12)

MISSION STATEMENT

The Board of Education for Central City Public Schools values students' participation in extracurricular activities. Such students, as role models for other students, are a key to our goal to provide the best possible educational program for our students. To achieve our goal and to maximize the skills and talents of our students, it is important that each student understands the dangers of drug and alcohol use. This policy statement should qualify our position on student drug and alcohol use.

Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purpose of this policy is as follows:

- 1) To provide for the health and safety of all students;
- 2) To undermine the effects of peer pressure by providing legitimate reason for students to refuse use of illegal drugs and/or alcohol;
- 3) To identify students who use illegal drugs and/or alcohol; and
- 4) To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

DEFINITIONS

TPA: A Third Party Administrator, which shall use a certified laboratory in testing of samples

Drugs: Any substance considered illegal by Nebraska Statute, i.e., Uniform Controlled Substances Act, section 28-401 et seq., or which is controlled by the Food and Drug Administration unless prescribed to the student by any licensed medical practitioner authorized to prescribe controlled substances. For purposes of this policy, drugs shall include the illegal use of alcohol.

Drug Program Coordinator: The Drug Program Coordinator shall be the Central City High School Activities Director.

MRO: Medical Review Officer.

School Year: From the first day classes commence in the fall, unless the activity begins prior to the first day of classes, in which event it shall include from the first day of practice through and including the last day of classes in the following spring.

Activity Programs: Any activity that meets the guidelines of an extracurricular activity at Central City Public Schools, which shall include the following:

Basketball	Band	Quiz Bowl
Cheerleading	Golf	Wrestling
Cross Country	Musicals	DECA
One Act Plays	Track	Choir
Volleyball	FFA	Show Choir
Football	Softball	Speech

Participant: Any student who participates in any extracurricular activity as herein before set forth shall be a participant, and his/her name shall be included in the participant pool. A participant shall enter the participant pool upon signing the attached consent form EXHIBIT A and returning said signed consent form to the Activities Director. A participant shall remain in the selection pool for an entire year (365 days) from the date the consent form is returned to the high school Activities Director. A participant may be subject to testing at any time during said 365 day period. Any student who tests positive will continue to be tested through the summer. A student will be removed from the testing pool if he/she has quit or been cut from an activity. Quitting the activity must occur prior to being selected for testing to be removed from the testing pool of students.

Sample Collection: Samples will be collected as directed by the Drug Program Administrator on the same day the student is selected for testing, or if the student is absent an alternate will be selected, in sequential order, from an alternate list provided by the Drug Program Administrator. If a urine sample is required, all students providing samples will do so alone in an individual bathroom or stall with the door closed.

Drug Program Administrator:

The Board will choose a Third Party Administrator (TPA) for the purpose of determining through random selection the student(s)/ participant(s) to be tested. This will be accomplished by the use of a "Student List," compiled by the district. The TPA, by use of a SAMHSA certified laboratory, shall also process sample results and maintain privacy with respect to test results and related matters.

Medical Review Officer "MRO": Central City High School will utilize an MRO to review all laboratory-reported positive tests. The role of the MRO is critical to protecting the interest of the students. The MRO serves a critical role in determining whether the use of a substance identified by the sample analysis is from illicit use or a legitimate medical use. The MRO will demonstrate his/her knowledge by being certified by an MRO Accreditation body. The parent or the guardian will be contacted by the MRO or his/her assistant. The MRO will report results of verified positives and/or warrant health and safety issues to the student and to the designated school representative through the TPA.

Scope of Tests: The drug screen tests for one or more illegal drugs and/or alcohol. The Drug Program Coordinator shall determine which illegal drugs shall be screened, but in no event shall that determination be made after selection of students for testing. Student samples will not be screened for the presence of any substances other than an illegal drug or for the existence of any physical condition other than drug use.

Non-Punitive Nature of Policy: No student shall be penalized academically for testing positive for illegal drugs or alcohol. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

DRUG SCREENING PROCEDURES

General Policy: Practical experience and research have proven that even small quantities of narcotics, abused prescription drugs or alcohol can affect judgment and reflexes which can create unsafe conditions for students, especially those involved in sports or any activity covered in this policy. Even when not readily apparent, the effect can have serious results for students engaged in activities. Drug-using students participating in extracurricular activities are a threat to co-participants, other students, and themselves, and may make injurious errors. For these reasons, the Board has adopted a policy that all students participating in extracurricular activities must remain substance-free.

Prohibitions: All students participating in extracurricular activities are prohibited from using, possessing, distributing, manufacturing, or having controlled substances, improperly used medications, or any mind/mood altering or intoxicating substances present in their system.

Alcohol Use /Possession: All students participating in extracurricular activities are prohibited from possessing or use of alcohol.

After School Hours Conduct:

After-school-hours use of drugs, alcohol, or any other prohibited substances is illegal. All students participating in extracurricular activities should realize that these regulations prohibit all illicit drug use during and away from school activities.

Procedure:

1. All Current Students Participating in Extracurricular Activities

A. Random Testing

The Board authorizes random unannounced screening of all students participating in extracurricular activities. The list of students participating in extracurricular activities contained in the random pool will be updated upon receipt of a signed consent form. Students participating in extracurricular activities who have been selected will be required to report to the designated collection site for testing.

B. Consent

Each student wishing to participate in any extracurricular activity and the student's custodial parent or legal guardian shall consent in writing to drug testing pursuant to the district's drug testing program. Written consent shall be in the form attached to this policy as EXHIBIT A. No student shall be allowed to participate in any extracurricular activity absent such consent.

C. Removal From the Random Testing List

Students who quit or are cut from an activity, prior to being selected for random testing, may request their name be dropped from the testing list. A request form must be signed by the student and his/her parents to be dropped. However, students may volunteer to remain in the pool even though he/she are not part of the activity.

D. There is an obligation to continue support for students who test positive. Drug testing during the summer will provide another reason for a student to refrain from the use of drugs or alcohol. Any student who has tested positive during a random test will continue to be tested through the summer months under the guidelines established herein. The Drug Program Coordinator will contact the student to establish a location and time for the test to take place.

2. Testing Procedures

A. General Guidelines

The Board shall rely, when practical, on the guidance of the Medical Review Officer in developing a consistent collection and testing protocol.

B. Substances

Substances that students participating in extracurricular activities may be randomly tested for: alcohol, amphetamines, cannabinoids, cocaine, opiates, synthetic opiates and PCP, and other substances, such as but not limited to steroids, barbiturates, and benzodiazepines without advance notice as part of tests authorized by the Board for safety purposes. Such tests will be coordinated with the Drug Program Coordinator.

C. Testing Procedure

The Board reserves the right to utilize, breath, saliva or urinalysis testing procedures. Urine and oral fluid samples which screen positive will be confirmed by GC/MS.

3. Collection Sites

The Drug Program Coordinator will designate a collection site(s) at Central City High School where individuals may provide specimens.

4. Collection Procedures

The Board and the TPA have developed and will maintain a documented procedure for collecting, shipping and accessing all specimens. The Board and the TPA will utilize a standard Custody and Control Form for all students participating in extracurricular activities testing. A tamper-proof sealing system, identifying numbers, labels, and sealed shipping containers will be used for specimen transportation. Collection sites will maintain instructions and training emphasizing the responsibility of the collection site personnel to protect the integrity of the specimen and maintain as proper a collection procedure that is reasonable.

5. Return of Results

The TPA will transmit by a secure method the results of all tests to the DPA's MRO. The MRO will be responsible for reviewing test results of students. Prior to making a final decision, the MRO shall give the individual an opportunity to discuss the result either face-to-face or over the telephone. The DPA shall then promptly tell the principal of the high school which student(s) tested positive.

6. Request for Retest

A split specimen will be collected for all testing methods, with the exception of alcohol testing. A positive alcohol test will be confirmed with an EBT device. Students involved in the program may, upon a non-negative test result, request that the split sample be tested (within 72 hours of being notified of the final testing result) at a second nationally certified laboratory from a list provided by the MRO. The request for the test must be submitted in writing to the MRO. Students participating in extracurricular activities are required to pay the associated costs for an additional test in advance. However, the costs will be reimbursed if the result of the split sample test is negative.

Positive Results: Whenever a student's test results indicate the presence of an illegal drug (positive test), the following will occur: If the sample tests positive, the custodial parent or legal guardian will be notified and a meeting will be scheduled with the Central City High School Activities Director (Drug Program Coordinator), the student, and the custodial parent or legal guardian.

First Positive Test upon self-admission or lab confirmation:

- DPC & Principal meeting with parent/s and student;
- Student notified of a requirement to miss the suspension of the privilege to participate in practice and all extracurricular activities for 14 calendar days. If the end of the activity precedes the end of the 14 days the remaining days will carry over to the next activity so the student completes the required number of days; and
- Student must complete a drug and alcohol assessment by a certified drug counselor at the student's expense within 30 days of the positive test and follow any recommendations made therein for treatment at the student's expense. Cooperation with counseling must be documented monthly until such time as the student is successfully discharged by the counselor. A district-administered negative test must be provided before the student may return to the activity; and

- Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 6 months or end upon graduation from Central City High School.

Second Positive Test (Grades 7-12):

- DPC & Principal meeting with parent/s and the student;
- Student notified of a requirement to miss the suspension of the privilege to participate in practice and all extracurricular activities for 30 calendar days. If the end of the activity precedes the end of the 30 days the remaining days will carry over to the next activity so the student completes the required number of days; and
- Student must complete an updated drug and alcohol assessment (if requested by a certified drug counselor) at the student's expense within 30 days of the positive test and follow any recommendations made therein for treatment at the student's expense. Cooperation with counseling must be documented monthly until such time as the student is successfully discharged by the counselor. A district-administered negative test must be provided before the student may return to the activity; and
- Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 12 months or end upon graduation from Central City High School.

Third Offense (Grades 7-12):

- DPC & Principal meeting with parent/s and student;
- Student notified of a requirement to miss the suspension of the privilege to participate in practice and all extracurricular activities for 1 year. If the end of the activity precedes the end of the 1 year term and the remaining days will carry over to the next year's activities so the student completes the required number of days; and
- Student must complete an updated drug and alcohol assessment (if requested by a certified drug counselor) at the student's expense within 30 days of the positive test and follow any recommendations made therein for treatment at the student's expense. Cooperation with counseling must be documented monthly until such time as the student is successfully discharged by the counselor. A district-administered negative test must be provided before the student may return to the activity; and
- Follow-up drug testing will continue for 12 months from the date of the meeting.

Fourth Positive Test (Grades 7-12):

- DPC meeting with the parent/s and student;
- Suspension of eligibility to participate in activities for the remainder of the student's time as a student at Central City High School.

Refusal to Submit to Drug Use Test: A participating student who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy (including counseling requirements), shall not be eligible to participate in any activities covered under this policy including all meetings, practices, performances and competitions for 12 months from the date of the violation and qualifies as a positive test.

Adulteration/Substitution: A participating student found to adulterate/substitute a sample or with paraphernalia that would be used in an attempt to adulterate/substitute a specimen will be subject to an offense like a positive test.

Prescription Drug Error: A student that is determined to have used a prescription drug without a legal prescription in their name will be given a positive test result by the MRO. If in meeting with the Parent/Guardian it is determined that this is the result of a parent/guardian error and not an intended abuse of the substance, the following will occur: The parent will submit, in writing to the designated official, an explanation of the error and recognition of the law in regards to prescription drugs. Upon receipt of this document and recognition as a reasonable explanation by the Designated Official, the suspension from driving and activities will be lifted and no assessment or intervention will be required. The student will undergo a follow-up drug screen at the parent's expense to ensure the banned substance(s) are gone or in decay. Upon completion of these requirements, this positive test will be removed from the student's record. This rule may only be applied one time in a student's enrollment within the school district. Further errors ruled positive by the MRO will constitute the actions listed above.

Appeal: A student participating in extracurricular activities who has been determined by the principal or Drug Program Coordinator to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether

the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

Record Keeping and Confidentiality: All records pertaining to participants shall be kept separate from the student records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible only to the Drug Program Coordinator or his designee. Records pertaining to a particular student will be destroyed upon his/her graduation from Central City High School, or one year after his/her class graduation.

SEVERABILITY

Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy shall remain in full force and effect.

NOTICE OF NON-DISCRIMINATION

Central City Public Schools do not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning Central City Public Schools' compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Dr. Candace Conrath, in writing at 1711 15th Ave, Central City, Nebraska or by telephone at (308) 946-3055. Any person may also contact 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, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

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.

Student Records

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

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

Directory Information. FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and

guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

The Board of Education has designated the following as directory information:

- Name and Grade
- Address
- Dates of attendance
- E-mail address
- Participation in activities and sports
- Weight and height of members of athletic teams
- Certain class work which may be published onto the Internet
- 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.
- Telephone number, including the student's cell phone number
- Date and place of birth
- The image or likeness of students in pictures, videotape, film or other medium
- Major field of study
- Degrees and awards received
- Most recent previous school attended
- Classroom assignment and/or home room teacher

Directory information about students can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

Parents who *OBJECT* to the disclosure of any directory information about their students should write a letter to the principal. This letter should specify the particular categories of directory information that the parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released. This letter must be received by the school district no later than September 1 for the current school year.

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

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

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

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

Surveys and Other Data Gathering

The Board of Education respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy in consultation with parents to comply with the Protection of Pupil Rights Amendment (PPRA) and the No Child Left Behind Act (NCLB). The Protection of Pupil Rights Policy # 5015 is available on the district's website or upon request from the district's administrative office. Parents may opt their child out of participation in activities identified by the protection of Pupil Rights policy by submitting a written request to the superintendent. Surveys requesting personal information as defined in the protection of Pupil rights policy are scheduled periodically during the school year. Parents may have access to any survey or other material described in the Protection of Pupil rights policy by submitting a written request to the superintendent.

ASBESTOS AND HEALTH:

In attempting to come to terms with asbestos in buildings, several issues must be considered. Until recently, the asbestos mineral was used in thousands of better-constructed buildings as a fire retardant. Hundreds of thousands of tons were used in school buildings, hospitals, shopping centers, and homes within the past several decades. The purpose was to prevent fires from starting or a building from collapsing once a fire had started. Asbestos is commonly found in floor and ceiling tile, acoustical soundproofing, on structural reinforcing, in decorative coatings, in pipe and heating equipment insulations, roof materials, carpet glue, and even concrete. Of most concern are areas of asbestos-bearing materials that can be easily crumbled under pressure. Such materials create a potential for asbestos fiber release.

Exposure to airborne asbestos (tiny mineral particles which can be inhaled), especially in heavy doses, has been found to relate to several forms of cancer. Children and young adults who are exposed to asbestos are probably at greater risk than older people of developing certain asbestos related diseases. The Environmental Protection Agency has developed guidelines for schools to identify asbestos within buildings and the Institute has designed a system for determining relative risks and suggesting appropriate safety responses.

FINDINGS: Central City Public Schools

Beyond the asbestos assumed to be located in concrete, roofing felts, pipe elbows, carpet glues, etc., which is of minimal public health concern, asbestos was found in some of the following types of material:

- Thermal pipe joint connections
- Thermal pipe insulation
- Acoustical ceiling tile
- Cementations panels
- Vinyl floor tile
- Miscellaneous type of ABM

RECOMMENDATIONS:

We have developed some general recommendations for the School System regarding procedures for dealing with material that may contain asbestos. These recommendations should contribute to the safeguarding of all building

occupants. Detailed descriptions of the recommendations are available for review both at the individual school buildings and the Middle School Office.

WHAT DOES ALL THIS MEAN?

Asbestos found in schools can be dealt with safely and responsibly. The Environmental Protection Agency states:

It is important to note that not all friable (easily pulverized) asbestos-containing material need be removed from schools. Once the material has been identified, a program can be implemented to insure that the material is maintained in good condition and that appropriate precautions are followed when the material is disturbed for any reason.