

**CENTRAL CITY PUBLIC SCHOOLS**

**HIGH SCHOOL STUDENT-PARENT**

**HANDBOOK**

**2019-2020**



**Central City Public Schools**

1510 28<sup>th</sup> St.  
Central City, Nebraska 68826  
308-946-3086

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

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# **Central City Public Schools Parent-Student Handbook 2019-2020 School Year**

## **Foreword**

### **Section 1 Intent of Handbook**

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

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

### **Section 2 Members of the Board of Education**

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

### **Section 3 District Personnel**

Superintendent	Mr. Jeff Jensen
Bookkeeper	Mrs. Amy Shrader
Food Service Manager	Mrs. Lynette Weller
Transportation Manager	Mr. Jac Smith
Technology Director	Mr. Brandon Detlefsen

Special Education Director	Mrs. Maureen McElhinny
School Psychologist	Mrs. Hannah Wegner

#### **Section 4                      Building Administrators**

Principal	Mr. Shawn McDiffett
Activities Director	Mr. Justin Anderson
School Counselor	Mrs. Debra Anderson

#### **Section 5                      Teaching Staff**

Name	Department
Mr. Gary Maresh	Agricultural Education
Miss Breann Zimmer	Agricultural Education
Mr. Reuben Burbach	Alternative Ed/Fitness Training
Mr. Kirby Mousel	Art/Alternative Ed
Mrs. Chelle Gillan	Biological Science
Mrs. Brittany McPhillips	Business Education
Mrs. Jody Gavers	Business Technology/Health
Mrs. Nancy Tvrdy-Gathje	English
Ms. Stephanie Shearer	English
Mrs. Kelly McHargue	English
Mrs. Amy Foland	Family and Consumer Science
Mr. Matthew Shrader	Industrial Technology – D.O.
Mr. Alex Steinke	Instrumental Music
Miss Allyssa Schroeder	Math
Mr. Dan Negus	Math
Mr. Zach Springer	Math
Mr. Darin Garfield	PE/Alternative Ed
Mr. Troy Huebert	PE/Fitness Training
Mr. Allen Duerksen	PE
Mrs. Angela Lents	Physical Science

Mr. Brandon Wright	Physics/Chemistry
Mrs. Kaitlin Herstedt	Resource
Mrs. Dawnell Glunz	Resource
Mrs. Kendall Shinn	CBI
Mr. Joshua Hood	Social Studies
Mr. Doug Van Pelt	Social Studies
Mrs. Beth Johnson	Spanish
Mr. Dane Christensen	Vocal Music

## **Section 6     Support Staff**

<b>Office Staff</b>	
Mrs. Jennifer Lani	Office Secretary
Mrs. Minette Malm	Office Secretary
<b>Cafeteria</b>	
Mrs. Rita Grigsby	Cook
Mrs. Lisa Maresh	Cook
Mrs. Jennifer Rutherford	Cook
<b>Custodial</b>	
Mr. Doug Soll	Custodian – Head
Mr. Dale Soll	Custodian
<b>Paraprofessionals</b>	
Mrs. Sandi Abbot	
Mrs. Jennifer Williams	
Mrs. Joyce Dexter	
Mrs. Melody Schuller	
Mrs. Suzanne Philippi	
<b>School Nurse</b>	
Mrs. Renee Hutsell	



## Section 7

### Central City Public Schools Extra Duty Assignments 2019-2020

#### *Fall*

##### Softball

Head: Neely Moser  
Assistant: Brandon Wright  
Volunteer: Reuben Burbach

##### Football

Head: Troy Huebert  
Assistants: Noah Luebke  
Tyson Benner  
Darin Garfield  
Josh Hood  
Jeff Jensen  
Volunteer: **Randy Huebert**  
MS Head: Tyson Greenwalt  
MS Assistant: **Jacob Zeiss**  
Brandon Detlefsen  
Volunteer: Eric Erickson

##### Volleyball

Head: Sheila Hiebner  
Assistant: Allen Duerksen  
Assistant: Gabrielle Saltzgaber  
MS Coaches: **Heather Negus**  
Haley Boston  
**Emily Christensen**

##### Cross Country

Head: Dawnell Glunz  
Assistant: Breann Thorberg  
Volunteer: **Jennifer Williams**

##### Girls Golf

Head: Anthony McPhillips

##### Girls Basketball

Head: Dan Negus  
Assistant: **Reuben Burbach**  
9<sup>th</sup> Grade: **Haley Boston**  
MS Coaches: Jacob Zeiss  
**Heather Doggett**

##### Wrestling

Head: Darin Garfield  
Assistant: Gary Maresh  
Anthony McPhillips  
MS Head: Jac Smith  
MS Assistant: Myles Butt/Logan Williams

#### *Spring*

##### Track

Head Boys: Allen Duerksen  
Assistant: Kelly McHargue  
**Andrew Pearson**  
Matt Shrader  
Zach Springer  
Abby Griffith  
Volunteer: Trent Wagner  
MS Head: Dawnell Glunz  
MS Assistant: Breann Thorberg  
Josh Hood  
Katelyn Shoup  
Alex Steinke

##### Boys Golf

Coach: Dan Negus

##### Baseball

Coach: Brandon Detlefsen  
Assistant Coach: Scott Gonsior (Fullerton)  
Volunteer: Scott Erickson

#### *Winter*

##### Boys Basketball

Head: B.J. Blasé  
Assistant: Troy Huebert  
Volunteer: Rob Anderson  
9<sup>th</sup> Grade: Ben Nelson  
MS Coaches: Jacob Zeiss  
Allen Duerksen

**Central City Public Schools  
Extra Duty Assignments  
2019-2020**

***Sponsorships***

9 <sup>th</sup> Grade:	Zach Springer
10 <sup>th</sup> Grade:	Chelle Gillan
11 <sup>th</sup> Grade:	Kirby Mousel
12 <sup>th</sup> Grade:	Nancy Gathje
	Doug Van Pelt (Volunteer)
Art Club:	Kirby Mousel
Band & Jazz Band:	Alex Steinke
CC Club:	Justin Anderson
Cheerleading:	Whitney Springer/ Eleanor Cervený
Concessions:	Lori Senkbile
Dance:	Allyssa Schroeder/ <b>Bailee Griffith</b>
DECA:	Brittany McPhillips
FFA:	Gary Maresh
Mock Trial:	Kaitlyn Herstedt Lynelle Homolka (Vol)
Musical:	Dane Christensen Lori Supernaw *Hannah Beck
NHS:	Deb Anderson
One Act:	Stephanie Shearer
Science:	Chelle Gillan
Senate (MS):	Anthony McPhillips Skyler Jenkins
Skills USA:	Matt Shrader
Spanish Club:	Beth Johnson
Speech:	Stephanie Shearer *Kaitlyn Herstedt
STUCO / Leadership:	Reuben Burbach
Vocal Music:	Dane Christensen
Yearbook (HS):	Kirby Mousel
Yearbook (MS):	Deb Hilder
Quiz Bowl (HS):	Brandon Wright
Quiz Bowl (MS):	Anna Detlefsen
Weight Room Coord:	Reuben Burbach

\* Additional coach/sponsor due to numbers

# CENTRAL CITY PUBLIC SCHOOLS

## 2019-2020 School Calendar

August				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
September				
	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
October				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
November				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
December				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
January				
				3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
February				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
March				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			
April				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
May				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Aug. 8 & 9	New Teacher In-Service
Aug. 12, 13, & 14	Teacher In-Service: No Students
Aug. 15 & 16th	Early Dismissal: 1:30pm - 1st Days of Class
Sept. 2	Labor Day: No School
Sept. 26	No School: Teacher In-Service
Sept. 26	Parent/Teacher Conferences: 1-7pm
Sept. 27	Fall Break: No School
Oct. 7	Late Start: 10:00am Teacher In-Service
Oct. 17	Early Dismissal: 1:30pm End of 1st Qtr (43 Days)
Oct. 18	Fall Break: No School
Nov. 4	Late Start: 10:00am Teacher In-Service
Nov. 11	Early Dismissal: 11:30am-Veteran's Day Observed
Nov. 27	Early Dismissal: 1:30pm
Nov. 28-29	Thanksgiving Break-No School
Dec. 9	Late Start: 10:00am Teacher In-Service
Dec. 20	Early Dismissal: 1:30pm End of Semester (86 Days/43 2nd Qtr.)
Dec. 21-Jan. 5	Holiday Break: No School
Dec. 22-26	NSAA Moratorium: No Use of School Facilities
Jan. 3	Teacher In-Service: No Students
Jan. 6	2nd Semester Begins
Feb. 10	Late Start: 10:00am Teacher In-Service
Feb. 11	No School: Teacher In-Service
Feb. 11	Parent/Teacher Conferences: 1-7pm
Feb. 21	Winter Break: No School
Mar. 5	Early Dismissal: 1:30pm Teacher In-Service
Mar. 6	Spring Break: No School
Mar. 12	Early Dismissal: 1:30pm End of 3rd Qtr (46 Days)
Mar. 13	Spring Break: No School
Apr. 9	Early Dismissal: 1:30pm Teacher In-Service
Apr. 10	Spring Break: No School
Apr. 13	Spring Break: No School
Apr. 17	Early Dismissal: 1:30pm- CC Invite
May 4	Late Start: 10:00am Teacher In-Service
May 10	Graduation-2pm
May 20	Early Dismissal: 11:30am Last Day of School (92 Days/46 4th Qtr.)
May 21/22	Teacher Work Day (1/2 Day) (178 Student Days/185 Teacher Days)

Calendar Legend	
Parent/Teacher Conferences- No Students	
Early Dismissal 11:30 am	
Early Dismissal 1:30 pm	
Late Start 10:00 am	
No School - Students/Faculty	
Teacher In-Service - No Students	

## **Article 1 – Mission and Goals**

### **Section 1 Central City Public Schools Mission Statement**

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

### **Section 2 School Improvement Goal**

**The goal of Central City Public Schools is to improve reading comprehension.**

### **Section 3 Mutual Respect**

Central City Public Schools expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of students will not be tolerated.

Be Safe Be Responsible Be Respectful
--

### **Section 4 Student/Parent Complaint Procedures**

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

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher. However, the complainant should skip the first step if complainant believes speaking directly to the person would subject complainant to discrimination or harassment.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
  - a. Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b. Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
  - c. Complaints about the superintendent of schools should be submitted to the president of the board of education.

- d. Complaints involving discrimination or harassment may also be submitted, at any time during the complaint procedure, to the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550.
- 3. When a complainant submits a complaint to an administrator, the administrator shall promptly and thoroughly investigate the complaint, and shall:
  - a. Determine whether the complainant has discussed the matter with the staff member involved.
    - i. If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member, if appropriate.
    - ii. If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b. Strongly encourage the complainant to reduce his or her concerns to writing.
  - c. Interview the complainant to determine:
    - i. All relevant details of the complaint;
    - ii. All witnesses and documents, which the complainant believes, support the complaint;
    - iii. The action or solution, which the complainant seeks.
  - d. Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the administrator received the complaint.
- 4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
  - a. This appeal must be in writing.
  - b. The superintendent will investigate, as he or she deems appropriate. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - c. Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision. If the complaint involved discrimination or harassment, the superintendent shall submit the decision within 180 days after the superintendent received complainant's written appeal.
- 5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
  - a. This appeal must be in writing.
  - b. his policy allows, but does not require the board to receive statements from interested parties and witnesses relevant to the complaint appeal. However, all matters involving discrimination or harassment shall be promptly and thoroughly investigated.
  - c. The board will notify the complainant in writing of its decision. If the complaint involved discrimination or harassment, the board shall submit its decision within 12 months after it received complainant's written appeal.
  - d. There is no appeal from a decision of the board

6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall promptly and thoroughly investigate the complaint, and shall:
  - a. Determine whether the complainant has discussed the matter with the superintendent.
    1. If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent, if appropriate.
    2. If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b. Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Determine, in his or her sole discretion, whether to place the matter on the board agenda for consideration at a regular or special meeting.
  - d) Respond to the complainant. If the complaint involved discrimination or harassment, the response shall be in writing and shall be submitted within 180 days after the president received the complaint.

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

## Article 2 - School Day

### Section 1 Daily Schedule

#### Regular Class Schedule:

0	6:55	7:35	M-W-F	5	<u>Lunch A</u>	11:18 – 11:49	<u>Class</u>	11:51 – 12:39
1	8:00	8:48		5	<u>Lunch B</u>	12:08 – 12:39	<u>Class</u>	11:21 – 12:08
2	8:51	9:38		6	12:42	1:29		
3	9:41	10:28		7	1:32	2:19		
4	10:31	11:18		8	2:22	3:08		
				9	3:12	3:38		

CCHS Office hours during the school year are from 7:30 am to 4:00 pm.

### Section 2 Shortened Schedules

#### 1:30 Dismissal

0	6:55	7:35						
1	8:00	8:35		6	10:32	11:07		
2	8:38	9:13		5	11:10	12:15 (Lunch)		
3	9:16	9:51		7	12:18	12:53		
4	9:54	10:29		8	12:56	1:30		

#### 11:30 Dismissal (without lunch)

0	6:55	7:35						
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		

#### 10:00 Start (No 0 Period)

1	10:00	10:37		5	<u>Lunch A</u>	12:35 – 1:02	<u>Class A</u>	12:38 – 1:16
2	10:40	11:17			<u>Lunch B</u>	1:16 – 1:43	<u>Class B</u>	1:05 – 1:43
3	11:20	11:55		6	1:46	2:19		
4	11:58	12:35		7	2:22	2:57		
				8	3:00	3:38		

### Section 3 Severe Weather and School Cancellations

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

Decision to Close Schools. A decision to close school is made when forecasts by the weather

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

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

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

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

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

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

## **Section 4      Closed Campus**

(Policy 5032) The school campus is a closed campus. All students shall remain on the school campus during the hours that school is in session unless released by the building principal or building principal's designee. The building principal or designee will release a student only upon confirming that the student has permission from a parent or an authorized adult. Nothing in this policy shall prevent the school from sending a student home when the student is ill.



Senior Open Campus Privileges and Criteria. Open campus for senior students (only on Fridays starting the first Friday in September of the current school year) who have met the following criteria:

- Student must be proficient in three out of the five areas on the ACT (Reading, English, Writing, Math, or Science) according to the Nebraska State Cut Scores.
- Student's name cannot appear on the ineligible list during the current year. If so, the student is not eligible for Open Campus the following week.
- No in-school or out of school suspensions during the senior year. If so, the student will lose Open Campus Privileges for the rest of the school year.
- No office referrals during the senior year. If so, the student will lose Open Campus Privileges for the rest of the school year.
- No more than three tardies during the entire senior year.
- Students must act appropriate while off campus.
- Students can only go off campus to eat at one of the local establishments.
- Students cannot be on diversion or probation.
- Students must not have issues with attendance (at the discretion of administration).
- Students must have parents' permission form turned into the office.
- Students must sign out when they leave the high school and sign in upon returning to school.
- Students who fail any class for the quarter or semester will lose the privilege for the remaining school year.

The list of seniors who qualify for Friday open campus will be posted in the senior hallway by Wednesday morning. Seniors who qualify for the open campus may leave during their lunch period, however, they must be in class on time and not be tardy. Students who are tardy for their class after lunch will not be eligible to participate during the next four weeks, if they are tardy the second time, they are ineligible to participate in the program. While off campus, students are expected to be respectful, drive appropriately, and follow school rules. Carpooling is at the discretion of the parents and students. The open campus policy will stay in effect as long as the privilege and responsibilities are not abused and the school does not receive complaints from the public.

## **Section 5      Supervision Responsibility Before/After School**

Arrival At School/Dismissal From School. Students are expected to arrive at school no more than 15 to 20 minutes prior to the first class or school program in which they are participating. **Prior to that time, the school is not responsible for supervision of the students.** Students will not be permitted to enter earlier unless the Principal determines it to be necessary due to inclement weather or other factors or students are involved in school related activities. Students are to enter through their assigned entrance and proceed to designated areas.

Students will be dismissed at the end of the last period of the school day unless there are other

circumstances (early dismissal, detention etc.). Upon dismissal, students must leave the school grounds and proceed home or to a previously designated location unless participating in a school-

sponsored activity. **The school is not responsible for supervision of students once the students are to have left school grounds.**

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

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

Admits To School. A student who has been absent from school, or leaves during a school day, must bring a note or have the parent or guardian call the school’s office personnel upon returning, or before leaving, stating the reason for the student’s absence. The responsibility for turning in notes or phone calls rests with the student or parents. Forged or fraudulent notes or unexplained absences will be considered as truancy from school and parents will be notified. Questions concerning class absences should be directed to the office of the principal. Class attendance is taken during each period by the classroom teacher.

Leaving School During Session. Any student leaving school is required to check out through the principal’s office. Students need to sign out in the principal’s office and have parent permission prior to leaving, either in the form of a note or phone call from the parent. In case of illness during a school day, a call to parent or guardian will be made by the school nurse to insure proper attention to the health of the student. Failure to check out properly will result in disciplinary action.

Appointments During School Hour. Pupils should try to make dental and doctor appointments, or other engagements of like nature, for after school hours. They should make sure that these engagements do not interfere in any way with their school duties. If a special situation calls for an appointment during school hours, students should bring a statement from the doctor’s office verifying the appointment.

## **Section 6     9<sup>th</sup> Period**

The purpose of 9th period is to increase accountability, organization, academic success and make better connections with students.

1. Extracurricular groups are allowed to meet
  - a. 2 days per week (Tuesdays and Thursdays at 3:20 pm)
  - a. Meetings during 9th Period will start at 3:20 pm
  - b. Must be scheduled on the calendar ahead of time by filling out a Google form [9th](#)

[Period Meeting Request Form](#) (Only 1 group per day will be approved except under special circumstances and with administrator approval.)

- c. Each group may only meet once per month during homeroom
- d. Principal may make changes to this schedule at his discretion
- e. College reps can come any day at 3:20 pm
2. In order for students to get assistance from another teacher, students must have a pass from the classroom teacher or the classroom teacher will need to send the 9th period teacher an email.
3. No 9th period study hall or Homework Hour on early dismissal days.
4. All 9th period study halls will follow the same set of rules and all students will sign a form acknowledging that they have read those rules and will abide by them.
5. Students in 9th period will receive 1 credit
  - a. Pass/Fail - would show up on transcripts
6. Students may leave early (at the start of 9th period) on Fridays if they meet academic requirements (C's or better in all classes), and no homework hour submissions for the previous week.
  - a. Grade cut off will be determined by the grades posted for the Monday eligibility
  - b. Students who are eligible for early out incentive may either leave the building or go to the cafeteria during 9th period on Fridays, or stay in their 9<sup>th</sup> period classroom.

## **Section 7     After School Homework Hour**

Homework hour is an after school program to assist students in successfully completing assignments in a timely manner. When students don't turn in a homework assignment on the due date, the teacher who assigned the homework will electronically submit the student for homework hour and verbally communicate directly to the student they have earned homework hour on the same day as the due date. Homework hour will not be held on Fridays or during early dismissal days. When students are not in attendance of school and miss the opportunity to turn in assignments, the due date of an assignment will be in effect as stated in the absence policy. (Absence Policy)

- Homework Hour will be in room 600 or 105
- Students that are assigned homework hour and who skip multiple times will be assigned an In-school Suspension.
- Homework hour will start at 3:30 and students will be dismissed after they have completed their assignment. Students not completing their homework will be expected to finish it by the time they arrive to class the next school day. If not, they will be assigned HWH again.
- Students will get one free pass per semester when they are unable to attend homework hour. However, they are still expected to do the homework assignment and turn it in during the next day of school.
- The goal of homework hour is to hold students to a high standard by refusing to let them take zeros on their assigned work.
- Students are expected to do all assignments and hand in quality work determined by the teacher.

- When a student does not hand in an assignment, the teacher will use a Google form to assign that student to Homework Hour. The Google form will be set up to automatically generate an email at 3:05 that goes out to: the student, the parent, the 9th period study hall teacher, IEP case manager, office staff, and head coach.
- Once a student has been assigned to Homework Hour, they must attend, even if they finish their work during the day. All Homework Hour students will need to check in, but they will be allowed to leave as soon as they hand in their work.
- Students will be responsible for bringing work to homework hour.
- Students who skip, misbehave, or turn in unsatisfactory work will receive an hour of detention and be referred to the principal.
- Extra-curricular practices or employment are not excusable reasons for students to miss the after school program.
- Students attending competitions will be expected to attend the after school program the next day if they don't have their assigned homework completed and handed in to the teacher the next school day.
- Students who are dishonest or submit unacceptable homework while in homework hour will earn two detentions.

## **Section 8      Alternative Education Program**

Students who are unable to be successful in the traditional classroom may have the opportunity to enroll in a non-traditional school setting. Students and parents must request a meeting with the administrator, counselor and alternative education teacher to discuss the reasons why the student may want to enroll in the school's Alternative Education Program. Likewise, the building principal may require a student to enroll in the Alternative Education Program if a student is not being successful in the traditional school setting. Utilizing the Multi-Tiered System of Support will support and may recommend the Alternative Education Program for each student enrolled in the program.

Any student who earns 100 or more credits through the Alternative Education Program will not be considered for class ranking or for Valedictorian or Salutatorian recognition. If a student completes his/her program in the Alternative Education setting, they will not be considered for Valedictorian or Salutatorian

To enroll in the Alternative Education Program, the student and parent will meet with the principal, counselor, and alternative education teacher to discuss the Alternative Education program and then the building administrator will determine if the student will be permitted to enroll in the Alternative Education Program. The students in the Alternative Education program will follow the CCHS student handbook as well as additional requirements as governed by the Alternative Education Handbook.

## **Article 3 - Use of Building and Grounds**

### **Section 1     Visitors**

***All visitors must check in at the office, sign in, and wear a visitor's badge while visiting the school.*** Parents, guardians, or grandparents visiting a child while in the classroom must get prior approval from the classroom teacher and the principal 24 hrs. in advance.

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

Students that do not attend Central City Public Schools may not attend school during instructional times but are welcome during lunch with approval from the building principal 24 hours in advance. No visitor passes will be issued during the first two weeks or the last two weeks of the school year. Alumni students are allowed to visit with teachers before or after school or during the teacher's plan period.

### **Section 2     Smoke-Free Environment**

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

### **Section 3     Care of School Property**

1. Chairs, tables, or other equipment or furniture must never be removed from any room without consulting the teacher in charge of the classroom. A teacher's desk and its contents are school property and should never be touched by any student without the permission of the teacher or principal.
2. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
3. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
4. Replacement costs or fines for textbooks, media books, supplies, equipment or other school property will be determined at the discretion of the building administrator.

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

publications and final grades.

#### **Section 4     Lockers**

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as approved by school officials. We recommend that the locker be locked with a combination lock (locks can be checked out through the office; outside locks will only be approved by the administration). Students are also responsible for the cleanliness inside their locker and the door of their locker. ***No writing*** on the inside or outside of student lockers will be allowed. Students may be assessed a fine for damage to lockers.

Booster clubs, cheerleaders, or other approved groups may place locker tags on the outside of the student's locker for school related activities. The sponsors of those groups need to use locker tape from the office. Locker tags need to be removed from the locker by the student at the end of the season. Students are expected to keep their lockers clean and organized and are not to place any inappropriate pictures, contraband, etc. in lockers that is against school policies or rules.

Students may request a lock for their PE/Athletic locker. A fee of \$5.00 is assessed if the lock is lost. Students are responsible for securing all valuables; this is not the responsibility of the school. Access doors to hallway or outside are not required to be locked; therefore, student PE lockers should remain locked at all times to prevent theft of any item. No valuables should be stored in any school locker. All senior high boys and girls not involved in physical education but are out for athletics will be assigned a locker. Students are expected to keep the locker room clean. Items left on the floor, benches, etc. will be confiscated and locked up.

#### **Section 5     Searches of Lockers and Other Types of Searches**

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search is to be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon will be confiscated and delivered to law enforcement officials as soon as practicable.

3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, “nuisance items”) may be removed from student possession.

## **Section 6 Sniffer Dogs (Policy 5061)**

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

### Protocol for Use of Sniffer Dogs

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

turned over to law enforcement authorities. A student's parents will be contacted. The individual will be subject to disciplinary action as specified in board policy and/or the student or staff handbook or as otherwise allowed by law.

9. At the conclusion of the inspection, school officials will confer with the canine provider and/or any law enforcement authorities who were involved in the inspection to review the results of the inspection. The administration may authorize any follow-up inspections or other action deemed appropriate.

#### **NOTICE TO STUDENTS AND STAFF**

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

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

#### **Section 7 Video Surveillance**

Central City Public Schools are monitored by security systems. Information gathered through use of the security cameras can and will be used in the investigation of incidents that occur on school grounds. School officials may access and review videotapes from the security cameras as they deem necessary.

The Board of Education has authorized the use of video cameras on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment.

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

#### **Section 8 Use of Telephone**

Messages and deliveries from home can be left in the office. Students will be called from class only in case of an emergency. Messages will be delivered to students before and after school, during lunch and between class periods.



Students may use the telephone in the office to make local calls before and after school and during lunch. Students may make long distance calls for school business only, and made with the permission of the office personnel.

## **Section 9     Bicycles, Skateboards, Rip Sticks, etc...**

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

## **Section 10   Student Valuables**

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

## **Section 11   Lost and Found**

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

## **Section 12   Accidents**

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

## **Section 13   Laboratory Safety Glasses**

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

## **Section 14   Insurance**

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

## **Section 15    Bulletins and Announcements**

All notices of club meetings, athletic and society events, general information for the day and specific instructions are printed and read each day. Students responsible for putting notices in this daily bulletin must have their notices approved by their advisor and turned into the principal's office the day preceding the announcement of the notice. The school bulletin is read daily during homeroom over the intercom.

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved by the Principal or his/her designee; posters should only be placed in designated areas. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 24 hours after the event.

## **Section 16    Copyright and Fair Use Policy**

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

The "fair use" doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the "fair use" of a copyrighted work, including reproduction "for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research" is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted "fair use," rather than an infringement of the copyright:

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

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

## **Section 17    Automobiles and Parking**

(Policy 5033) Students who drive to school are required to park their vehicles and leave them

unoccupied until it is time to drive home. The speed limit on school property is **5 miles** per hour. Students may not drive or have access to their vehicles during the school day without the express permission of their building principal or the superintendent of schools.

Students are to park appropriately and in the assigned areas on school property. Student parking shall not be permitted in bus loading zones. When the buses are loading or unloading, all vehicles must stop and wait for the loading or unloading process to be completed.

By driving a vehicle to school, whether they park on or off school property, students consent to having that vehicle searched by school officials if school officials have reasonable suspicion that such a search will reveal a violation of school rules.

Students are expected to park in the student parking lot during the school day, they are required to attain a school issued parking permit in the office and place the permit on the rearview mirror so the permit and number can clearly be visible from the front of the vehicle. Replacement cost is \$3.00 if the permit is lost or not returned to the office upon checking out.

Students are expected to follow laws that govern driving and parking while on school premises.

Students are expected to park in designated areas identified on the back page of the student handbook. Students not parking in designated areas and not displaying their park permit appropriately may be given detentions.

Realizing student safety remains a high priority of Central City High School; the District has elected to implement a highly acclaimed program to assist us in minimizing the presence of prohibited items on our campuses. We are convinced the poor choice of one will affect the populace. It is our hope to inspire a safer learning environment.

Random safety sweeps will include parking lots, lockers, sports facilities, commons, perimeters, and other areas as directed. Please note that students are to make certain that their vehicles are free from prohibited items while parked on school property. School and gymnasium locker contents are the responsibility of the assigned student. We request that you speak with your student concerning our District's safety policies.

## **Section 18   Media Center**

1. The Media Center is open for student and faculty reading and research from 8:00 a.m. to 3:38 p.m. with services available before and after these times as prearranged. All students must have a pass from another teacher to come to the Media Center at any other time.
2. Students will bring needed supplies when they come to the Media Center. No passes will be issued from the Media Center to lockers, etc.
3. The Media Center is designated as a quiet study area for research, typing, and reading. No social visiting or group studying is allowed without permission from the Media Center Staff. A student must ask permission to talk.
4. Chairs should not be moved without permission. Any pencil or pen work needs to be done at the tables. Students will not place their feet on the chairs or tables.

5. All equipment used during each period will be returned before the bell rings unless arrangements to continue to the next period have been made with the Media Center Staff. Tables should be cleared and chairs put in place. Newspapers and magazines are to be returned neatly to their designated places.
6. The Media Center Staff is in charge of the Media Center at all times and are available to help students.
7. Students using the computers in Media Center must follow procedures as posted. Students must pay for any printing not approved by an instructor. Only one student per computer unless permission has been given by Media Center staff members.
8. If a student misbehaves or disrupts the Media Center, he or she will be suspended from the Media Center for 1 week for the first offense. A student's second offense will result in the loss of the privilege of coming to the Media Center for the remainder of the semester.

#### **CIRCULATION POLICIES:**

1. Request materials needed at the circulation desk. Books, periodicals, and vertical files are checked out for a 2-week period. Reserve materials are checked out for overnight or for periods designated.
2. Book stacks are open for browsing. The Media Center staff is available for help in locating materials. Periodicals are closed stacks and must be requested at the circulation desk on the correct form. Only designated people may get materials from the closed stacks.

### **Section 19 Food and Drink Regulations**

Students may bring clear water bottles and drink water from their water bottles throughout the school day in an effort to stay hydrated. Students ARE not to fill their bottles with any beverage other than water. Each teacher will have the discretion to when and if they allow students to have food and beverages in their classroom.

Students may purchase food and/or beverages from the cafeteria or from the vending machines before, during or after school. However, students should purchase food and or beverages between class periods during the school day. Having access to the vending machines during the school day is a privilege and may be revoked at any time by the administration because of students not following the expectations set by Student Council and Administration.

### **Section 20 Halls**

The practice of courtesy in the halls will result in orderly passing to and from classes and at dismissals. Running, pushing, shouting, whistling, and inappropriate language are examples of poor conduct and crude manners. Teachers will supervise the halls before school, between classes, and after school.

### **Section 21 Fire and Tornado Drills**

Fire drills and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building or takes cover by the prescribed route as quickly as possible. The teacher in

each classroom will give the students instruction. Fire and tornado drill instructions are posted in each classroom. Make it a point to familiarize yourself with these instructions.

1. Fire Drill

1. Go to the exit designated from the room you're in.
2. If an exit is overcrowded, do not hesitate to go to an exit that is available.
3. When the fire buzzer rings, leave the classroom immediately. Do not carry out any books, purses, or other items of a personal nature.
4. Walk rapidly, but do not run
5. Do not talk; you may not hear any instructions that you may be given.
6. If you are the first person out of the door, hold it open for others until the building is cleared.
7. Remain out of the building until an all-clear signal is given by a designated person.

Note: It is in violation of State and Federal law to purposely pull/activate a fire alarm system. Any student found to be in violation of this law will be required to pay for damages and will result in a disciplinary action

2. Tornado Drill

1. Students will be notified of approaching storms by intercom and short ringing bells.  
Approved sheltered areas are as follows
  - 100-numbered classrooms to boys' basement locker room
  - 200-numbered classrooms and gym to the boys' basement locker room
  - 300-numbered classrooms to boys' restroom
  - 400 and 500-numbered classrooms and shop to the girls' basement locker room

If access to these areas is not possible, assume a crouching position on your knees, with head down, in interior hallways.

## **Section 22 Bulletin Boards (Policy 5042)**

Bulletin board or electronic publishing space may be provided for the use of students and student organizations for notices relating to matters of general interest to students. The following general limitations apply to all posting or publishing:

1. All postings must be approved by the appropriate building principal or designee. Students may not post any material containing any statement or expression that is libelous, obscene, or vulgar; that would violate board of education policies, including the student code of conduct; or that is otherwise inappropriate for the school environment.
2. All postings must identify the student or the student organization posting or publishing the notice.
3. Material shall be removed after a reasonable time to assure full access to the bulletin boards or electronic publishing media.

## **Section 23 Denying Access to School Premises or Activities**

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

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

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

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

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

## **Article 4 – Attendance**

### **Section 1      Compulsory Attendance and Excessive Absenteeism (Policy 5001)**

#### **Required Attendance**

Every person residing in the school district who has legal or actual charge or control of any child who is of mandatory attendance age shall cause that child to attend a public or private school regularly unless the child has graduated from high school or has been allowed to disenroll pursuant to this policy.

#### **Mandatory Attendance**

Age All children who are or will turn six years old before January 1 of the current school year are of mandatory attendance age. Children who have not turned eighteen years of age are of mandatory attendance age.

#### **Exceptions**

This policy does not apply when temporary illness or severe weather conditions make attendance impossible or impracticable. A child who will not reach age 7 before January 1 of the current school year may be excused from mandatory attendance if the child's parent or guardian completes an affidavit affirming that alternative educational arrangements have been made for the child. A copy of the required affidavit is attached to this policy.

#### **Discontinuing Enrollment – 5 Year Old Students**

The person seeking to discontinue the enrollment of a student who will not reach six years of age prior to January 1 of the current school year shall submit a signed, written request and to the superintendent using the form which is attached to this policy. The school district may request written verification or documentation that the person signing the form has legal or actual charge or control of the student. The school district shall discontinue the enrollment of any student who satisfies these requirements. Any student whose enrollment is discontinued under this subsection shall not be eligible to reenroll in this school district until the beginning of the following school year unless otherwise required by law.

#### **Discontinuing Enrollment – 16 and 17 Year Old Students**

Only children who are at least 16 years of age may be dis-enrolled from the district. The person seeking to discontinue the child's enrollment shall submit a signed, written request and submit it to the superintendent using the form which is attached to this policy. The district will follow the procedures outlined on the attached form in considering requests to dis-enroll. Only children dis-enrolling to attend a non-accredited school may be exempt from this policy. The person with legal or actual charge or control of the child must provide the superintendent with a copy of the signed request submitted to the State Department of Education for attending non-accredited schools. The superintendent may confirm the validity of the submission with the State Department of Education.

#### **Attendance Officer**

Each building principal is designated as an attendance officer for the district. Each building principal, at his or her discretion, may delegate these responsibilities to any other qualified

individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes but is not limited to filing a report with the county attorney of the county in which a student resides. Compensation for the duties of attendance officer is included in the salary for the superintendent or designee.

### **Excessive Absenteeism**

When a student is absent for 5 days or the hourly equivalent in any semester, the Attendance Officer will follow the procedures for rendering the services within the district's power to compel the student's attendance.

When a student is absent more than twenty days per year or the hourly equivalent, the Attendance Officer will file a report with the county attorney of the county in which the student resides.

## **Section 2      Attendance Policy**

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

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

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

It is the professional opinion of the Central City Public Schools that a student's educational progress 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 Central City High School taking courses for credit and is intended to emphasize to all students how very important good attendance and punctuality is, not only at school but also all facets of life.

Please study this policy carefully. This policy will not affect the vast majority of students, but those who have attendance problems need to keep this policy in mind. Remember that this attendance policy applies to all students enrolled in high school courses for credit.

**1. Attendance Procedure:**

There is no distinction between sick leave and any other reasons for missing school. Absences include but are not limited to illness, business of various kinds, college visits, family trips, court appearances, funerals, and out-of-school suspensions. Absences for sanctioned school activities will not count against the student's attendance.

Students exceeding ten days of absences per semester will lose all credit hours, regardless of their grade in the class. Credits will be deducted on an individual class basis; that is, if the student misses English eleven times in a semester, and misses American Government four times in that same semester, credit hours of English would be lost. No American Government credits would be lost. Students who have excessive attendance issues will be referred to the County Attorney.

A student losing credit because of absences may bring an appeal (item 3) to the Activities Director or appointed person. If six or more absences are documented as doctor's visits, funerals or court appearances, the Activities Director may reinstate credit without forming an attendance appeals committee. Otherwise, an attendance appeals committee made up of the building principal, activities director, counselor, school nurse, and teachers to review individual attendance concerns and appeals.

**2. Advisory Procedure:**

After a student has been absent five (5) class periods from the same class per semester, a letter will be sent to the student's parent(s)/guardian(s) explaining the attendance situation and a reminder that students may accumulate 10 absences from class without loss of credits. After a student has been absent eight (8) class periods from the same class per semester, the student will be counseled, a letter will again be sent to the parent(s)/guardian(s) explaining the attendance situation and again a reminder that the students may accumulate 10 absences from class without loss of credits.

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.

### 3. **Appealing Procedure:**

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

Upon receipt of a request to appeal, the school will set up a meeting between the parents, Principal, Attendance Officer and Attendance Committee as soon as possible. At this meeting the parents shall have opportunity to bring all relevant information to the attention of the committee.

The results of the Committee's findings may be appealed to the Superintendent and the Board of Education in that order.

### 4. **Early Out Qualifiers:**

The purpose for early outs is to reward students for superior attendance and good behavior. Students may qualify to be released early from school at the end of the school year because of perfect attendance or near perfect attendance. To qualify for early out, based on good attendance, students need to meet the following criteria: 1) no more than one REFERRAL or no more than one Level I Administrative REFERRAL or no Level II Administrative REFERRAL; 2) cumulative grade average of a 77% or better; 3) Students must have a current grade of a 77% or better in all of their classes; 4) Completion of all requirements for each class (finals, projects, etc); 5) no unserved detentions; 6) no more than three tardies for the year. All absences, except for school related activities (green slip activities), will be counted toward the student's attendance when figuring early outs. A student is considered absent from school regardless of the amount of time he/she misses. College visits will be counted as an absence unless the proper verification forms are filled out prior to the college visit. Students who qualify for early outs will be notified by a listing that will be posted on the hallway bulletin board prior to the date of application. It is the responsibility of the student to pick up the application and complete the requirements as specified on the application prior to the deadline. The administration reserves the right to review and decline any early out candidates. Early dismissal will be prorated as follows:

- a) Perfect Attendance = 3 days out early (no days or parts of days missed for ANY reason, whether excused or unexcused, during the school year)
- b) One day or part of a day missed = 2 days out early
- c) Two days or parts of days missed = 1 day out early

## **Section 3 Attendance and Absences**

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

- 1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental

approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

- a. Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents).
- b. Illness which causes a student to be absent from school.
- c. Doctor or dental appointment which require student to be absent from school.
- d. Court appearances that are required by a court order and the student is not responsible for needing to be in court.
- e. School sponsored activities which require students to be absent from school.
- f. Family trips in which student accompanies parent(s)/legal guardian(s).
- g. Other absences which have received prior approval from the Principal.

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

2. Unexcused Absences: An absence which is not excused is unexcused. If a student's absence is unexcused the student may receive zeros for any class work missed during the absence, and may be required to make-up work and the time missed.

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

Students will be informed by the office after they have been marked tardy for any class period. Students late to class will be required to serve one detention for every tardy they receive. For first period, students missing  $\frac{1}{2}$  the period or more will be considered absent for that class. Students will receive two free tardies per semester (for 1<sup>st</sup> period only) if the tardies are within a reasonable amount of time (i.e. train delay, car ran out of gas or running a couple of minutes late to class). Free tardies cannot be carried over to the next semester. Excessive tardiness will be dealt with on a case-by-case basis and parents will be notified and may need to meet with the school administration.

## **DETENTION**

1. Detention begins at 7:30 am and ends at 7:55 a.m. Afternoon detention begins at 3:43 p.m. and ends at 4:08 p.m. The location of Morning and Afternoon detentions

will vary from week to week, however the location of detentions will be posted in the daily bulletin and it is the responsibility of the student to locate the detention room.

2. Being late for detention will result in no credit given for the detention.
3. When a student has a detention and is asked to stay after school for a classroom teacher, he or she will serve first with the classroom teacher and secure a pass from that teacher and present it to the Principal. The student will need to serve the detention the following school day.
4. Procedures for detention room:
  - The student must be seated and quiet by the time detention time begins and remain seated and quiet throughout the period.
  - The detention room is a study room – therefore, assignments, books and materials for study must be brought to the session.
  - No talking will be allowed.
  - No student will leave the room at dismissal until the supervisor grants permission.
  - If a student fails to comply with the rules, the detention room supervisor may not give credit for detention served.
  - If a student does not appear for detention assigned, one more detention will be added for each day missed.
6. After the student receives notification of the detention from the teacher or office, the student must serve the detention within the next two opportunities detentions are held. If the student does not serve the detention within the next two opportunities, then the student will serve two 30 minute detentions.
7. If the student does not serve his/her two detentions within the next four opportunities, the student will serve a one day in-school suspension. ISS will start at 7:30 am in the office and conclude at 4:00 pm. If students wish to eat lunch, then they will be served a sack lunch.

Leaving School or Class. Students who leave school for any reason during the school day must check out and sign out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to sign in at the office. A sheet will be available on the office counter for this purpose. Students will not be dismissed to go home during class time to get items they forgot – they will be able to leave at lunch with parental permission

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

#### **Section 4     Absence Procedures**

Green Slip Students that miss school because they are involved in a school activity during school hours must turn in a green slip to the office. The completed green slip must include

the teacher's signatures for those classes that are missed during the school activity. If a student does not turn in a green slip then the student may not attend the school activity. Students are not dismissed from class until an announcement is made by the office personnel. Students may only leave school premises when the team or group leaves school grounds with the coach/sponsor and may not leave school for any other purpose unless approved by the building principal. Students failing to turn in completed and signed green slip prior to leaving will be required to meet with the coach/sponsor and may have a detention. Students who do not turn in a green slip or fail to get a teacher's signature will not attend the next activity for the activity they green slipped out for and parents will be notified by the sponsor/coach. Students who forge the teacher's signature will receive an ISS, they will not attend the next activity for the activity they green slipped out for and the parents will be notified by the coach/sponsor.

White Slip When students know they will miss school in advance for various reasons students need to obtain a white slip and get the teacher's signatures for those classes that will be missed. These absences may or may not be excused.

## **Section 5      Make-up Work**

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

The student has the responsibility to contact teachers, initially, regarding make-up assignments. Parents or students may request the office collect assignments for extended absences.

1. To receive credit for work missed due to excused absences (e.g., parent requested prearranged absence, personal illness, bereavement or emergency in the family or participation in an approved school activity), the student, upon returning to school, is responsible a) for requesting assignments for make-up work and b) for completing the make-up work on his/her own initiative by the due date. The teacher will provide materials and assistance to a student who is making up work for those reasons.
2. The student will have two days for every day absent to make up their homework. Students not completing their make-up work will be assigned homework hour.
3. Any student who does not hand in the assignment or project by the designated time will receive a 10% reduction in their grade for the assignment.
4. If the student is absent for an extended period of time at the end of a grading period and the student does not have the assigned work completed, then the student will receive an incomplete on his/her report card. Once the student has completed the work, then the incomplete will be replaced with the grade earned.

Make-up work for a school-sponsored activity is due upon returning to class. However, the teacher may use discretion and require the assignment due prior to leaving for the activity.

Assignments should be requested through the office for those students absent for an extended period of time. For work missed because of absence at the end of a marking period, an incomplete grade will be given for work not completed.

With the exception of In-School Suspension, all work missed because of an unexcused absence will be given no credit. Also any work not made up in the allotted time, except with the teacher's permission, will receive no credit.

When a parent/guardian knows in advance that a student must miss school, a signed written note should be sent to the office stating the reason for the absence and signed by the parent as soon as possible prior to the date of the absence. The student will need to turn in all work due the day of the absence before leaving and have completed all work for the date(s) of absence upon his/her return to class.

Make-up work for a school-sponsored activity is due upon your return to class. A make-up slip issued by the sponsor is to be completed, and returned to the activities director prior to the day of the event. Failure to have your make-up sheet completed and turned in to the activities director before leaving the school may result in disciplinary action.

## **Section 6      Attendance is Required to Participate in Activities**

Students must attend school at least one half day in order to participate in the activity on that date. This includes athletic contests, practices and dances. Failure to attend will result in a student being withheld from participation in the activity. The Principal and Activities Director retain the right to grant participation should exceptional circumstances prevail.

## **Section 7      Truancy**

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

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

Excessive Absenteeism. Students who accumulate excessive absences within the school year, shall be subject to the following procedures. Such absences shall be determined on a

per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:

1. One or more meetings shall be held between a school attendance officer, school social worker, or other person designated by the school administration and the parent/guardian and the student to report and attempt to solve the truancy problem. If the parent/guardian refuses to participate in such meeting, the principal shall place in the student's attendance records documentation of such refusal.
2. Educational counseling to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavioral needs of the child.
3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or her family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Reporting Habitual Truancy. Students who accumulate twenty (20) absences or the hourly equivalent per year shall be deemed to be habitually truant. The Principal shall file a report with the county attorney of the county in which such person resides.

## **Section 8 Admission of Part Time Students**

A student may be permitted to enroll on a part-time basis pursuant to this policy and applicable regulations when enrollment is appropriate for reasons that include but are not limited to the following: the student attends another education institution on a part-time basis; is enrolled for a limited number of credit hours needed to graduate; has a modified schedule because of a disability or as part of an individualized education plan; or is a student who resides in the school district but attends a private, denominational, or parochial school or a school that elects not to meet accreditation or approval requirements (referred to herein as an exempt school student or an exempt school, respectively). *Policy 5002.1*

## Article 5 - Scholastic Achievement

Academic success at CCHS requires a combination of things. First, a student must set goals, be motivated to achieve them and work hard at studying, reading, researching and writing. Graduation will probably not happen without these qualities and skills.

Although CCHS will do its best to provide quality educational opportunities, these experiences will be wasted without the effort and study of the student. **Students will not be allowed to come to school and refuse to progress.** Students who will not study may be assigned additional after school time for study, or may be removed from a class. It is the hope that all students will try to achieve, and will experience growth.

### Section 1 Grading

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

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

Each teacher will define the grading procedures to be used in their classes.

A serious attempt is made at all times to evaluate in the best possible manner the progress of students. The following grading system has been devised for that purpose.

A – (92.49-100) The student is more than meeting the demands of a teacher. His/her work is on time. The work is of superior quality. It shows mastery of the subject matter.

B – (84.5-92.49) The work is of superior nature, and the required work is well done. The student meets the demands of the teacher.

C – (76.5-84.49) The student does satisfactorily in the required work. The work is on time and is of average quality. The student is showing achievement.

D – (70-76.49) The student is not doing all of the assigned work, is dependent on others, and is inconsistent, uncertain and confused. Work is below normal but shows some evidence of growth.

F – (Below 69.5) Unsatisfactory, with little growth taking place, lack of interest and irregular attendance and attention.

WF – Withdraw/Failing

INC – Incomplete



### GRADE CONVERSION TO 4.0 SCALE

4.0	A	92.5	92.5-100	1.9		77.4
3.9		92.4		1.8		76.4
3.8		91.4		1.7	D+	75.5
3.7	B+	90.5		1.6		74.5
3.6		89.5		1.5		73.5
3.5		88.5		1.4		73.4
3.4		88.4		1.3		72.4
3.3		87.7		1.2	D-	71.5
3.2	B-	87.0		1.1		70.5
3.1		86.2		1.0		69.5
3.0		85.5		0.9		69.4
2.9		85.4		0.8		
2.8		84.4		0.7		
2.7	C+	83.5		0.6		
2.6		82.5		0.5	F	
2.5		81.5		0.4		
2.4		81.4		0.3		
2.3		80.4		0.2		
2.2	C-	79.5		0.1		
2.1		78.5		0.0		0.0
2.0		77.5				

On-Line Student Information System-- (Infinite Campus) Parents may have access to their son or daughter's grades, class schedules, attendance records, and daily assignment grades via the internet through Infinite Campus. Parents must register through the high school office to get their login and password. Last years passwords will carry forward for the new year. Students may also gain access to Infinite Campus to check their own grades by logging into their account and typing in their passwords.

Class Rank/Grade Weighting Rank in class is based on the GPA and compares the student's relative rank with all other students in his/her class. Scholastic class rank is figured at the end of each semester for each student in high school. The student's final class standing and grade point average is determined after eight semester of high school attendance. The class rank and grade point average is very important, as part of each individual's requirement for college entrance and scholarship application. With this in mind, each student should strive to maintain the best possible average and class standing.

Students who receive a modified/adaptive curriculum or who are foreign exchange students will not be eligible to be part of class rank because their graduation requirements are significantly different than the rest of the student body. (see Policy 6010 and 6050)

In an attempt to recognize those courses that are most academically challenging, grades for certain courses will be weighted. Grades for Level 1 courses will receive 110% times the grade toward class rank; Grades for Level 2 courses will receive 100% times the grade. Weighting will in no way affect the number of credits received for classes. Weighted grades only affect class rank.

Level 1: American Literature; British Literature; Chemistry, Advanced Chemistry; Advanced Biology; Physics; Scientific Research; Spanish III, Spanish IV; Accounting II; Algebra II; Trig/Pre-Calc; and Calculus.

Level 2: All other classes.

## **Section 2      Grade Classification**

Students at Central City High School are classified as to grade level according to the number of credits earned toward graduation. In high school a student must have earned 55 hours of credit to be considered a sophomore, 110 hours to be classified as a junior and 165 hours to be classified as a senior.

## **Section 3      Graduation Requirements**

To participate in commencement exercises or receive a Central City Public Schools diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions. The Principal may make allowances for students to participate in commencement exercises at his/her discretion.

To be eligible for graduation from Central City High School, a student must have earned a minimum of 230 semester hours credit in grades 9 through 12 inclusive. Credit hours will be computed in accordance with the Nebraska Department of Education

Satisfactory completion of the following courses must be presented in the candidate's record:

English	40 credits	Art, Music, Comm	5 credits
Science	30 credits	Computers	10 credits
Social Studies	30 credits	Mathematics	30 credits
Physical Education			5 credits
Health			5 credits
Career and Tech Ed			20 credits
Careers and Personal Finance (11 <sup>th</sup> grade)			5 credits

### Community Service

Central City Public Schools requires 20 hours (generally, 5 hours per year) of community service by high school students as part of their graduation requirements. Students who move into the district will have their community service hour requirements prorated according to the year they enroll at CCHS (5 hours per year). Students should turn the

completed form into their office once the community service activity is completed or have the person in charge of the community service project submit the online form that can be accessed from the school's webpage.

**Community Service Hours Accepted:**

- Helping with Church related activities
- Helping neighbors or elderly with chores or clean-up
- Working with Volunteer Organizations (ex. United Way, Habitat for Humanity, Youth Leadership Council)
- Helping the city (pick up trash, clean after a city event, setting up for a city event), Chamber of Commerce, Lone Tree Days
- Community service for any school related activities outside the school day:
  - examples---Basketball players helping with camps for the younger students, students working concessions, Helping clean after ball games, helping with Red Cross blood drive, food drives, etc.,
- Helping with Christmas is sharing, food drives, Give Back organization
- Students on probation who also earn community service hours will also be accepted

**Community Service Hours Not Accepted:**

- Community service hours will not be accepted if students perform the hours during school hours (students singing for elderly, big brothers/big sisters, student assisting)
- Students paid, compensated or earned school grade/credit for their time
- Doing a volunteer activity for a family member

\*Requirements as follows since the policy goes into effect during the 2017-18 school year:

Class of 2020	15 hours
Class of 2021 and future classes	20 hours

**Job Shadowing Requirement**

In an effort to acquaint students with an understanding of careers of interest, CCPS requires students to earn a total of 6 hours of job shadowing.

Students are required to job shadow outside the school day in an effort to expose the students to various careers of interest. Once the student has completed the job shadowing experience, the student must submit the Job Shadowing form to the office that demonstrates the students has successfully completed the Job Shadowing hour(s) or the person in charge of the Job Shadowing may submit the online form that can be found on the school's website. Students who are interested in pursuing a degree in education may use up to two hours when they student assist for a teacher, however, they must job shadow other teachers from various settings to complete this requirement.

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon

it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

A student who has not met the requirements for graduation but who has attended school regularly may, with the recommendation of the Superintendent, be granted a Certificate of Attendance.

#### **Section 4      Early Graduation (Policy 6005.1)**

A student who wishes to graduate from high school in less time than the typical eight (8) semester, grade 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule.

The student that wishes to graduate early, along with their parent/guardian, will consult with the high school guidance personnel to develop a graduation plan. Students interested in applying for mid-term graduation should submit their application to the principal's office by the third Friday of September. In addition, a letter of support from the parent/guardian must accompany the student's request. The high school principal will recommend to the Superintendent and School Board only students who have successfully completed the Early Graduation Form and who qualify for early graduation by successfully completing all graduation requirements.

A student who graduates early must complete all graduation requirements established by the Board of Education. The early-out graduate will be awarded an official diploma at a regular Board of Education meeting. Upon early graduation, the student will no longer be able to participate in any school activities or events; however, the student will be allowed to take part in the commencement ceremony of their respective, initial cohort class if they submit a request in writing to the principal at least sixty (60) days prior to their respective, initial cohort graduation date.

A student who decides to graduate early will not be eligible for Valedictorian, Salutatorian, Distinction or High Distinction academic honors.

#### **Section 5      Promotion and Retention**

Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the principal to be appropriate for the educational interests of the student and the educational program.

#### **Section 6      Schedule Changes**

Students should take their time during registration and make sure their choices are correct. All drops and adds to student schedules will be initiated through the counselor's office.

With the permission of parents, guardians, and teachers, students will be allowed to drop and add classes for a period of up to two days following the start of the semester. After this time, any student who is dropped or removed from a class will receive a grade of “withdraw failing” for a dropped class, unless otherwise directed by the principal.

## **Section 7      Academic Progress**

All classes will have up-to-date grades at least weekly and the grades will be updated by Monday at 9:00 am unless there are extenuating circumstances that prevent teachers from posting their grades. Students shall have at least one or more grades per week for each class.

Parents and students may access the students progress through the Infinite Campus portal by requesting a login and password through the high school office.

Various supplemental reports may be sent to parents throughout the school year concerning student’s performance. These reports may describe student work of an exceptional nature or work which needs improving. These reports will be sent as the teacher or principal determines appropriate.

Teachers may arrange with the parents for a time when the student can meet with the teacher outside the regular class period until the student returns to the satisfactory academic standard.

## **Section 8      Report Cards**

Report cards are issued at the end of each quarter. Letter grades are used to designate a student’s progress. After the first and third quarters, report cards will be sent home with the students. At the end of each semester, report cards are mailed home to the parents. A grade of “F” (failing) carries no credit.

Incompletes A grade of “I” (incomplete) received at the end of a grading period due to absence of illness, etc. Students have two weeks to make up incomplete grade unless other arrangements are made with the Principal/teacher. Missing assignments will receive grades of “0” and those grades will be averaged into the final grade. No incompletes will be given at the end of the semester, as all course work must be completed by the end of the semester unless extenuating circumstances exist and the teacher and principal approve of a suitable amount of time for assignments, quizzes and tests to be made up.

Failing Grades A FAILING GRADE AT THE END OF THE SEMESTER MEANS A LOSS OF CREDIT. If during your four years in high school, you have failed a required subject, **it is your responsibility to register for the course again.** The course or courses will be taken as soon as they can be worked into your schedule in order that you meet the full requirement for graduation.

## **Section 9     Parent-Teacher Conferences**

Parent-teacher conferences will be held during the first and third quarters. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers. If parent or student concerns arise during the school year, teachers can be contacted by calling the office and leaving a message or they can email staff members.

## **Section 10    Honor Roll**

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

### **Superior Honors – 94.0 % or above**

- Must be in 5 classes carrying a minimum of 22 hours
- 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
- Not considered for students in the Opportunities Program

### **Honors – 90.0 % or above**

- Must be in 5 classes carrying a minimum of 22 hours
- No “D’s”, “F’s”, or “U’s” allowed
- No incomplete grades or “I’s” allowed
- No Withdrawal Failing or “W/F’s” allowed
- Not considered for students in the Opportunities Program

### **Honorable Mention – 85.0 % or above**

- Must be in 5 classes carrying a minimum of 22 hours
- No “D’s”, “F’s”, or “U’s” allowed
- No incomplete grades or “I’s” allowed
- No Withdrawal Failing or “W/F’s” allowed
- Not considered for students in the Opportunities Program

## **Section 11    National Honor Society**

The National Honor Society chapter of Central City Public School is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society Membership in the Central City Chapter of the National Honor Society is based on excellence in four areas: scholarship, leadership, service, and character. To be eligible for membership as a junior or senior, students must

first have a 92% or better GPA. However, in addition to academic achievement, a candidate must be evaluated by the faculty on his/her involvement in the school and community that demonstrates good character, leadership skills, and service. After reviewing the candidates' applications, the faculty rates each student on a 1-5 scale in leadership, service, and character. Generally those students who receive an overall rating of 3.5 or better are considered for membership by the NHS Faculty Council.

Students who become NHS members must maintain high standards of the group. Active members must maintain a minimum GPA of a 90%, and continue to demonstrate good character as well as leadership and service to the school and community. Flagrant violations of school rules and law violations may be cause for immediate dismissal from the Central City High School Chapter of the National Honor Society.

Removal from National Honor Society A student may be removed from the NHS by action of the Principal upon the recommendation of the Faculty Council and a determination by the Principal that the student:

1. Prior Conduct. Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction;
2. Post-Induction Conduct. Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

## **Section 12 Honor Students**

Senior students of the graduating class who have a weighted GPA of a 95.00%-97.99% will earn Distinction honors and be recognized at Honor's Night and also identified in the commencement program. Senior students of the graduating class who have a weighted GPA of a 98.00% or greater will be earn High Distinction honors. Students who receive a modified/adaptive curriculum classes will not be considered for these honors or qualify for National Honor Society.

### **Section 13 Valedictorian and Salutatorian**

The Valedictorian ranks first academically in the senior class and is considered the top student of his/her class; the salutatorian ranks second academically in the senior class and is considered the second highest student in his/her class. The criteria is based on the student's weighted cumulative GPA. The teachers will submit their final grades for the top five seniors prior to graduation. The Valedictorian and Salutatorian will be determined by the high school principal or his/her designee and the students who earned the honors will be notified prior to graduation. The student's weighted GPA will be figured to the nearest 100<sup>th</sup> decimal place to determine the Valedictorian and Salutatorian. If more than one student's weighted GPA is the same for either Valedictorian or Salutatorian, then the students will share the honor equally.

Candidates must attend classes at CCHS during the final two semesters of their senior year. Students who receive any adaptive/modified classes will not be considered for these honors. However, the building principal and superintendent may use discretion to determine the Valedictorian and Salutatorian when special circumstances exist.

### **Section 14 Extended Course Work**

The Central City Public Schools wants all students to reach their full potential. Some students may choose to expedite their educational experience or obtain classes that are not available at Central City Public Schools. Additional courses can be obtained for high school credit when those courses are taken through an accredited institution and the course is taught through a high school content certificated teacher. Extended course work could include taking courses, which can be obtained from, but are not limited to: accredited online learning institutions, community colleges, colleges, and/or universities. Prior to taking an intended course, the student is required to get the course pre-approved by the Principal or School Counselor. After completion of an extended campus course, through an accredited institution and taught by a certificated teacher, the course will be placed on the student's transcript as pass/fail. Special circumstances have the potential to exist and administrative discretion may be utilized as necessary.

### **Section 15 Academic Integrity**

#### **A. Policy Statement**

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



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

B. Definitions

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

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

Cheating includes, but is not limited to:

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

(1) Advance Information: Obtaining, reviewing or sharing copies of tests or information about a test before these are distributed for student use by the instructor. For example, a student engages in cheating if, after having taken a test, the student informs other students in a later section of the questions that appear on the test.

(2) Use of Unauthorized Materials: Using notes, textbooks, pre-programmed formulae in calculators, or other unauthorized material, devices or information while taking a test except as expressly permitted. For example, except for "open book" tests, a student engages in cheating if the student looks at personal notes or the textbook during the test.

(3) Use of Other Student Answers: Copying or looking at another student's answers or work, or sharing answers or work with another student, when taking a test, except as expressly permitted. For example, a student engages in cheating if the student looks at another student's paper during a test. A student also engages in cheating if the student tells another student answers during a test or while exiting the testing room, or knowingly allows another student to look at the student's answers on the test paper.

(4) Use of Other Student to Take Test. Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

(5) Misrepresenting Need to Delay Test. Presenting false or incomplete information in order to postpone or avoid the taking of a test. For example, a student engages in cheating if the student misses class on the day of a test, claiming to be sick, when the student's real reason for missing class was because the student was not prepared for the test.

(b) Papers (includes papers, essays, lab projects, and other similar academic work):

(1) Use of Another's Paper: Copying another student's paper, using a paper from an essay writing service, or allowing another student to copy a paper, without the specific knowledge and permission of the instructor.

(2) Re-use of One's Own Papers: Using a substantial portion of a piece of work previously submitted for another course or program to meet the requirements of the present course or program without notifying the instructor to whom the work is presented.

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects. Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper. Presenting false or incomplete information in order to postpone or avoid turning in a paper when due. For example, a student engages in cheating if the student misses class on the day a paper is due, claiming to be sick, when the student's real reason for missing class was because the student had not finished the paper.

(c) Alteration of Assigned Grades. Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records is a serious form of cheating.

2. "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.

Plagiarism includes, but is not limited to:

(1) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

(2) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing

the source, such as the use of purchased research papers or use of another student's paper.

3. "Contributing" to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

### C. Sanctions

The following sanctions will occur for academic integrity offenses:

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

## **Article 6 - Support Service**

### **Section 1     Special Education Services**

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

### **Section 2     Guidance Services**

Central City Public Schools employs counselor for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

Checking Out/Withdrawal from School/Transferring Any student leaving school permanently must obtain a checkout sheet from the principal's office. Each teacher involved, when all books and materials have been returned, will sign this sheet. It will also indicate that the student's locker has been cleaned and checked, and it will show that all fines and assessments have been paid. This sheet will be returned to the principal's office upon completion of checking out.

If you must transfer to another school, have your parents or guardian write a note or call stating the reason you wish to check out of school. This should be done a day or two before you wish to leave so that proper check out procedures can be followed.

If transferring to another school, requests for transcripts by the new school will be honored when a parental permission slip has been signed and the student has completed all check out procedures.

Change of Address Any change in address or phone number, either at home or with the workplace of the parents or guardians, must be reported to the office immediately.

Homebound Program Students who are physically unable to attend regular academic school programs due to a medical disability may apply to be served by this program. Generally, speaking, a student must be in need of home or hospital services for a period of at least 2 weeks. A student or his parents or guardians must present a note to the school from a doctor stating a medical diagnosis why the student was unable to attend classes for this period. Homebound instruction will be coordinated through the counseling office. Students who are enrolled in a homebound program are eligible to receive a waiver off attendance under the Attendance Policy.

Orientation of New Students Each year ninth grade students entering the Central City High School will spend some time in the high school learning the routine of the school through an organized and cooperative program by the middle school counselor and the high school counselor.

In addition, all new students to the community are welcomed by the counselor, given a tour of the facilities, and registered for classes.

Just prior to the start of the school year, an orientation session for both students and parents will be held for new ninth grade students and all new students to Central City High School in order to more familiarize them with their new school setting.

Registration and Scheduling In order to provide sufficient supplies and to determine teacher assignments, the school must know each student's subject selections for next year. Because we cannot allow many changes in the fall, both students and parents should give careful consideration of the selection of subjects. In making your choice, keep in mind four things:

- Fulfillment of graduation requirements
- A high school program as broad and beneficial as possible
- Vocational plans for the future
- College entrance requirements

All students are required to register for at least 7 class periods each day, unless otherwise directed by the principal. Students should always make sure required courses have been completed. If you have any questions double check with the counselor.

Students who have established the goal of continuing their education after high school should take extra time in preparing their academic schedule. The admissions requirements for different institutions vary a great deal. In general, students planning to enter a four-year college or university should take a minimum of Algebra I, Geometry, Algebra II, Spanish I, Spanish II, English I, English II, American Literature, British Literature, Physical Science, Biology, Chemistry, and 3.5 years of Social Studies. The Nebraska University in Lincoln requires a fourth year of advanced math.

Scholarship Outstanding seniors are eligible for scholarships, which are offered by colleges, universities, trade and technical schools, and many national, state, and local organizations. For more information about these scholarships, such as eligibility requirements and application forms see the counselor as soon as possible.

Student Records In 1974, the Congress passed the Family Educational Rights and Privacy Act. This law gives you, if you are "an eligible student," or your parent or guardian if you are not, certain rights regarding your educational records. An eligible student is one who has reached the age of 18 or is attending any school after graduation from high school. The law requires that schools receiving Federal Funds must:

1. Allow the parents or eligible student to review and inspect the student's record. This rule does not apply to records made and kept by one person, such as a psychologist or social worker, which is not shared with anyone but a substitute for the person.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. Obtain written permission from the parent or eligible student before revealing the records to other persons.
4. Notify parents or eligible students of their rights under this law.

Central City High School does not release any student information without the prior consent of the student and/or their parents. Likewise, student lists are not released to any persons or groups unless those listed are used for honor rolls, sports, or play programs. These lists are then released

to the public. Should any parent or eligible student wish to have his name deleted from these types of lists, they should contact the principal's office.

Testing Included in the testing program at Central City High School are measures of mental ability, interest, and achievement. The value of these tests is the objectivity that they provide in regard to student progress and in identifying student strengths and weaknesses. These test results are summarized and may be interpreted to students and parents in order that a realistic and effective program of courses and activities may be arranged to meet student needs.

Since these tests are very important in planning an academic program for each student, along with identifying individual ability and achievement, students grades will be required to complete those tests administered by Central City High School. Students missing school on the days tests are administered may be required to schedule extra time before and after school to complete these. Students should make every effort possible to attend school on days tests are administered.

- Interest inventories and career assessment tests are given during career education units or upon request of a student or parent.
- All high school students take assessments through classroom teachers.
- All ninth and eleventh grade students take a standardized achievement tests
- All tenth grade students take the PLAN Test.
- Eleventh grade students, and some gifted tenth grade students, who plan to attend college are encouraged to take the PSAT/NMSQT in the fall.
- Eleventh and twelfth grade students going on to college should take the ACT and/or SAT. Some gifted students like to start taking the ACT during the spring of their tenth grade year. Certain ACT/SAT scores are typically required for college admission for selection to certain programs of study, and/or for scholarship purposes. Our ACT and SAT code number is 280-440. Test scores are attached to each student's transcript.
- Important testing dates will be made available through student bulletins to those senior and junior students who will be involved in testing for post high school programs and scholarship applications.

Transcripts The transcript of a student's credits will be sent, upon request and authorization through the counselor's office, to colleges, technical schools, or any other authorized institution.

College Campus Visits The following procedure should be used for college campus visits:

- Two or three weeks ahead of time, contact the Admissions Office of the college you wish to visit.
- Pick up a "white slip" ( a college visitation form) from the main office and return it to the office prior to the visit.
- College visits will be the responsibility of the parent and student and day(s) absent will be counted as part of the accumulated classes missed per semester as stated in the attendance policy. Students are encouraged to plan college visits during days school is not in session.

### Section 3     Health Services

School Nurse The school nurse is present at our building for approximately two (2) hours each day. Her major responsibilities include health screening and school health coordination. If there is any suspicion of a health concern, the parent/guardian will be notified.

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

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

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

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

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

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

#### Immunizations

1. Each student wishing to enroll in the school district must be immunized as required by state law and the rules and regulations promulgated by the Nebraska Department of Health and Human Services in effect at the time of the student's enrollment.
2. The district is not responsible for the cost of such immunizations.

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

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

4. Exceptions
  - a. Students who meet the statutory requirements for provisional enrollment may be allowed to attend school for sixty days without the necessary immunizations.
  - b. Immunization shall not be required if the student's parent or guardian submits one of the following to the superintendent of schools:
    - c. A statement signed by a medical professional stating that the required immunization would be injurious to the health and well-being of the student or any member of the student's household; or
    - d. An affidavit signed by the student or a legally authorized representative of the student, stating that the immunization conflicts with the student's sincerely held religious beliefs.
  - e. Students who are excepted from the immunization requirement may be excluded from school in the event of an outbreak of any contagious disease in the school population.

Immunizations may be waived for medical or religious reasons. The forms can be obtained from the principal or school nurse.

New students must present their immunization record prior to enrollment.

Illness (Policy 5023) Students who become ill at school will be sent to the building office where the school nurse or other school employee will determine the appropriate response. When a child is too ill to remain at school, a school employee will contact the child's parent(s) and make arrangements for the child to be picked up or sent home. If an illness or injury requires immediate medical attention, school officials shall attempt to contact the child's parent(s) regarding treatment for the child. If the parents cannot be contacted, school officials may have the child treated by an available physician. Students who show symptoms of a contagious disease may be sent home, and the district may require a physician's statement before allowing such students to return to school.

Parents must complete an emergency information card for each child enrolled in the district. The card should list the family physician's name, where parents or a responsible adult can be located, and any necessary emergency instructions.

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



Lice and Nits. Students found to have head lice, louse eggs, or nits will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice, louse eggs, or nits, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

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

- Reportable, preventable communicable diseases require verified diagnosis by a physician and his/her written permission for the student to return to school. These diseases include, but may not be limited to: diphtheria, measles, mumps, pertussis, polio, rubella and tetanus.
- Some contagious infections or infections require treatment. Students may return to school when signs and symptoms have decreased, are absent, and/or return to school is permitted, in writing, by the physician. These diseases include but may not be limited to: chicken pox (varicella), CMV (cytomegalovirus), mononucleosis, influenza (flu), parvovirus B19 (Fifth disease), hepatitis and tuberculosis.
- Other contagious infections or infestations require treatment. Students may return to school 24-48 hours after verified treatment has been started and/or when return is permitted in writing by the physician. These diseases include but may not be limited to: pink eye, head lice, impetigo, intestinal worms, ringworm, scabies, scarlet fever and/or other strep infections.

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

Medication of Students (Policy 5024) Whenever possible, parents should arrange medication schedules to eliminate the need for giving medication during school hours. When it is necessary for school personnel to administer medication to students, the school district will comply with the Nebraska Medication Aide Act, the requirements of Title 92, Nebraska Administrative Code, Chapter 59, (promulgated by the Nebraska Department of Education and entitled Methods of Competency Assessment of School Staff Who Administer Medication), and all state and federal regulations. Parents and guardians who wish to have their child receive medication from school personnel must comply with the following procedures:

Medication at School All medication/pills whether they are prescription or over the counter preparations must be held and administered by the school nurse or trained office staff. Students are not to keep medication in their locker unless permission has been granted by the school nurse or principal (ie: inhaler). The reason for this is the chance of a lost substance resulting in a student finding and taking it and being harmed by doing so.

Prescription Medicines The school nurse is prohibited by law from going prescription medication unless it is ordered by a licensed physician. For medication prescribed by a physician a required form, which can be obtained from the school nurse, must be signed by the parent as well as the prescribing physician. Any changes in medication type or dosage must be accompanied by a doctor's order. All medication should be checked in **by the parent** with the front office/school nurse first thing in the morning. **Prescribed medications should be in a prescription bottle properly labeled with the students' name, the name and dosage of the medication as well as instructions for administration.** Medication that is not in an appropriate container labeled with the above information will not be given. \*Students in Central City Public Schools with the diagnosis of asthma may be permitted to carry inhalers for self-administration. Authorization to do so is coordinated by the school nurse and requires parent/guardian as well as physician consent.

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

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

Permission to receive non-prescription medications (Tylenol, Motrin, cough drops) should be indicated on the health information update form given to all students on the first day of school.

For the Safety and protection of all students, substances that are not United States Food and Drug Administration (FDA) approved, will not be administered in the school setting.

Self Management of Diabetes or Asthma/Anaphylaxis (Policy 5053) Upon receiving the written request of a student's parent or guardian and the written authorization by the student's physician, the school district will work with the parent or guardian in consultation with the physician to develop a medical management plan for a student with diabetes, asthma, or anaphylaxis (referred to herein as "medical condition").

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

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

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

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

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

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

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

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

Health Screening Students of the Central City Public Schools will be given a screening exam of their vision, hearing, teeth and back based on the screening guidelines of that professional medical field. The school nurse may reexamine students with borderline results at a later date. Notes will be sent home with those students who at the time of examination and/or reexamination appear to need further evaluation. It should be understood that these notes are *only a suggestion* to a parent that a problem may exist. What the parent has done about the child's health or what they intend to do about it is of no concern to the school unless the condition affects the student's ability to complete his/her schoolwork.

### **Medical Emergency Treatment Protocol**

(Policy 5030) If a child becomes ill or is injured while at school or while being supervised by a member of the school district's staff, the staff member shall promptly render first aid and, when appropriate, summon rescue squad assistance. Staff will promptly notify a student's parent or guardian when a student needs medical attention.

The school district is not qualified under law to comply with directives to physicians limiting medical treatment and will not accept such directives. School district staff members will not honor "do not resuscitate/do not intubate" (DNR/DNI) orders, requests for transport to particular medical facilities and the like. Parents/Guardians must arrange for all such requests with rescue squad and medical providers directly.

### Attack on Asthma-Asthma & Anaphylaxis-Overview

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

### **Asthma/Anaphylaxis Emergency Response Team**

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

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

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

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

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

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

- Skin: warmth, itching and/or tingling of underarms/groin, flushing, hives
- Abdominal: pain, nausea, vomiting and/or diarrhea
- Oral/Respiratory: sneezing, swelling of the face (lips, mouth, tongue, throat), lump or tightness in the throat, hoarseness, difficulty inhaling, shortness of breath, decrease in peak flow meter reading, wheezing reaction
- Cardiovascular: headache, low blood pressure (shock), lightheadedness, fainting, Loss of consciousness, rapid heart rate, ventricular fibrillation (no Pulse)
- Mental Status: apprehension, anxiety, restlessness, irritability

**Emergency Protocol:**

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

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

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

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

## **Section 4     Transportation Services**

Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transported on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

### **Behavior on School Buses**

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

### **II. Special Conduct Rules for Riding School Buses.**

a. Rules for Getting On and Off the Bus

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

b. Rules on the Bus

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

- III. Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far

away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

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

**V. Video Surveillance Cameras:** Video surveillance cameras may be operating on school buses at any time. Students' pictures and conversations may be recorded. Surveillance tapes are considered confidential student records and, as such, are for use by district staff and will not be released to third parties except as provided by Nebraska Statutes.

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

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

Misconduct on the bus will be considered the same as misconduct at school or on the school premises and will be handled by the school administrator in the same manner as on campus. No firearms, knives, or weapons of any kind may be brought to school or on board the school bus.

Students or parents will pay for any damages/vandalism deliberately inflicted to the bus by students.

Although all school rules apply on the bus, there are additional special rules due to the nature of bus transportation.

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

## **Article 7 - Drugs, Alcohol and Tobacco**

### **Section 1     Drug-Free Schools.**

The District implements regulations and practices which will ensure compliance with the federal Safe and Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects. The consistent message of the program is that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

### **Section 2     Education and Prevention.**

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

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

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

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs. Information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs is available to all of the students upon request of the counselor. In the event of disciplinary proceedings against a student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel will confer with the student and the student's parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel consider to be of benefit.

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



### **Section 3      Standards of Student Conduct Pertaining to Drugs, Alcohol and Tobacco.**

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

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

#### **Disciplinary Sanctions**

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

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

#### **Intervention**

The district does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

## **Article 8 - Student Conduct Rules**

### **Section 1 Purpose of Student Conduct Rules**

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

#### **CCPS Behavior Expectations**

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

Be Safe  
Be Responsible  
Be Respectful

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

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

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

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

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

## **Section 2      Central City Public Schools Behavior Management Plan**

The Faculty and Administration have incorporated a district-wide behavior plan for all students at Central City Public Schools in an effort to “*educate, challenge and prepare students with lifelong skills for the world around them*”. The purpose of the plan is to lower the level of tolerance for unacceptable behavior at the school in order to provide a positive and safe learning climate for all students and staff.

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

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

## **Section 3      Code of Conduct**

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

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

In extreme situations a student may be suspended or expelled from school by the superintendent or principal on the basis of evidence that strongly indicates that the pupil has committed any offense contrary to school policies. The Student may receive 0’s for all

his/her assignments during the suspension period. Examples of offenses that might result in detentions, suspension, or expulsion of a student at Central City High School are:

1. Disobedience--A student shall not repeatedly fail to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals, or other school personnel during any period of time when the student is properly under the authority of the school personnel.
2. Unsportsmanlike conduct involving an opposing school's team or delegation or a student's own school team or delegation. Unsportsmanlike conduct directed at representatives of an opposing school or the officials of a school contest.
3. General inappropriate conduct as; spitballs, water-pistols, water balloons, firecrackers, snowballing, eating candy, playing cards or games, etc.
4. Lewdness, use of profanity or obscenity.
5. Gross disrespect for students, teachers, school officials, and other employees.
6. Behavior that seriously interferes with class work or the activities of the school, such as:
  - a. Possession of or use of tobacco on school property or at school sponsored events (cigarettes, cigars, snuff, chewing tobacco, etc.)
  - b. Gambling
  - c. Willful use of violence, force, noise, coercion, threat, intimidation, fear, or similar conduct to any student or school employee in a manner that constitutes an interference with school purposes.
  - d. Willfully causing or attempting to cause damage to private or school property on school grounds or during an educational function or event off school grounds.
  - e. Willfully causing or attempting to cause physical injury to a school employee or to any student.
    1. On the school grounds during and immediately before or immediately after school hours, or at any time when the school is being used by a school group, or
    2. Off the school grounds at an educational function or event.
  - f. Threatening or intimidating any student or school employee for the purpose of, or with the intent of, obtaining money or anything of value from that person.
  - g. Knowing, possessing, handling or transmitting any object that is ordinarily or generally considered a weapon.
    1. On the school grounds during and immediately before or immediately after school hours, or at any time when the school is being used by a school group, or
    2. Off the school grounds at any educational function or event sponsored by the school.
  - h. Engaging in the unlawful selling, using, possessing or dispensing of alcoholic beverages, tobacco products (which includes but not limited to e-cigarettes, personal vaporizers and electronic nicotine delivery systems), narcotics, drugs (which includes synthetic drugs, i.e. K2, Spice, bath salts) , controlled substance, anabolic steroids, inhalant or being under the influence of any of

the above, or possession of drug paraphernalia on school grounds or during a school sponsored activity.

- i. Truancy - absence from school without school or parental authority.
- j. Theft - the taking or possessing of that which belongs to the school or another student without prior consent of the school or individual.
- k. Displays of Affection - Public demonstrations of kissing, embracing, or other intimate contact will not be allowed.
- l. Interference with other student's opportunity to learn.
- m. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purpose.

#### 7. Firearms and Weapons:

**Firearms.** No person may bring, possess, handle or transmit a firearm on school grounds, in a school owned vehicle, or at a school activity or event off school grounds, except as permitted by this policy. **Definition of Firearm.** The term "firearm" means a firearm as defined in 18 U.S.C. 921 as of January 1, 1995.

**Weapons.** No student may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. No visitor under the age of 18 may possess, handle, or transmit any weapon while on school grounds or at any school activity or event off school grounds except as permitted by this policy. **Definition of Weapon.** The term "weapon" means any object, device, instrument, material, or substance which is capable of causing injury in the manner it is used or intended to be used.

**Exceptions Regarding Firearms.** This prohibition does not apply to:

1. The issuance of firearms to or possession by members of the armed forces of the United States, active or reserve, National Guard of this State, or Reserve Officers Training Corps or peace officers or other duly authorized law enforcement officers when on duty or training; or
2. Firearms that may lawfully be possessed by a person who is receiving instruction at the school under the immediate supervision of an adult instructor; or
3. Firearms contained within a private vehicle **operated by a nonstudent adult** that are not loaded **and** are encased or are in a locked firearm rack that is on a motor vehicle. **Definition of Encased.** The term "encased" means enclosed in a case that is expressly made for the purpose of containing a firearm and that is completely zipped, snapped, buckled, tied, or otherwise fastened with no part of the firearm exposed.

**Exceptions for Students.** The only exceptions for a student to bring or possess a weapon, including a firearm, are as follows:

1. The firearm or weapon has been brought to school grounds or to an activity or event off school grounds for some educational purpose; and
2. The person bringing the firearm or weapon has requested and received the prior approval of both the instructor and the building principal to do so;
3. All arrangements to use and store the firearm or weapon safely while it is on school premises have been agreed to and carried out.

**Consequences.** Federal law requires that any student who brings a firearm, as that term is defined in 18 United States Code 921, to school be expelled from school for one calendar year. State law and this policy provide that any student who violates this policy by knowingly bringing, possessing, handling or transmitting a firearm or weapon on school grounds, in a school owned vehicle, or at a school activity or event off school grounds may be expelled for two semesters, suspended on a long-term basis or mandatorily reassigned. The superintendent of school shall have the authority to modify the expulsion requirement on a case-by-case basis.

**Confiscation of Firearms.** Administrative and teaching personnel are statutorily authorized, without a warrant, to confiscate any firearm possessed in violation of this policy. By statute, any firearm that is confiscated by school personnel shall be delivered to a peace officer as soon as practicable. Such firearms are subject to being destroyed by law enforcement authorities.

**Report to Law Enforcement Authorities.** All school personnel are required to report any violation of this policy to a principal or the superintendent of schools. Pursuant to state and federal law, school personnel are required to report to law enforcement authorities when a student brings a firearm or weapon to school.

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

### **Disciplinary Procedures**

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

#### **Section 4      Statement of Individual Respect and Policy against Bullying and Harassment**

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. Bullying is an offense first against the individual to whom it is directed and, second against the policy of this school.

Cyber-bullying includes a student's using any type of electronic communication or device including, but not limited to, instant messaging, text-messaging, e-mail, and websites to threaten, intimidate, ridicule, humiliate, or harass another student, and employee, or a volunteer of the District.

A student who engages in bullying or cyber-bullying on District property, at a school-sponsored event, or in a way that substantially interferes with the District's day-to-day operations or the educational process, shall be subject to disciplinary consequences including, but not limited to, long-term suspension and expulsion.

Sexual, ethnic, racial, religious, age or disability related harassment is an offense first against the individual or group to whom it is directed and, second against the policy of this school. 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.

All persons who violate this policy will be subject to disciplinary procedures. It is every student's and employee's responsibility to help eliminate all forms of bullying and harassment and unwanted conduct. It will be each administrator's responsibility to develop an effective bullying prevention rubric and to prevent such behavior from occurring within his/her work jurisdiction or school and to deal with offenses immediately and with appropriate action.

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. Reporting mechanisms are to be designed by the building principal to facilitate anonymous reporting of bullying or harassing behaviors.

## **Harassment and Bullying Policy 5054**

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

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

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

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

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

### **Section 5      Forms of School Discipline**

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



discipline as directed will serve as grounds for further discipline, up to expulsion from school.

### **After School Sessions and Detentions**

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

- Detentions will be served in the principal's office, with the assigning teacher, or the detention room designated by the building principal lasting 30 minutes.
- In-School Suspension Students who are placed in in-school suspension will be expected to be at the school in the in-school suspension room at 7:30 am and will not be dismissed from school until 4:00 pm. Students in ISS are expected to get their homework assignments from their teachers prior to being in ISS. Students will be expected to work on learning activities including homework assignments from the student's teachers; students who fail to meet the in-school suspension expectations will be sent home and they will be suspended from school and receive 0's for that day.
- Out-of-School Suspension Students who have been suspended are required to take the responsibility to contact all of his/her teachers to complete class work and examinations missed during the time of the suspension. Students will turn in all work completed within three days of returning to school, unless special arrangements are made with the student's teacher. The student may be given credit for work made up.

**Completion of Class Work:** Students who have been suspended are required to take the responsibility to contact all of his/her teachers to complete class work and examinations missed during the time of the suspension. Students will turn in all work completed within three days of returning to school, unless special arrangements are made with the student's teacher. The student may be given credit for work made up.

### **Short-Term Suspension**

The Principal or the Principal's designee may exclude a student from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or
2. Other violations of rules and standards of behavior adopted by the board of education or the administrative or teaching staff of the school, which occur on or off school

grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension will 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 will be given oral or written notice of the charges against the student. The student will be advised of what he/she is accused of having done, an explanation of the evidence the authorities have, and an opportunity to explain his/her version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. The student and his/her parent or guardian will be given the opportunity to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.

### **Long-Term Suspension**

The Principal or the Principal's designee may exclude a student from school or any school function for a period of 6 to 19 school days (long-term suspension) based on conduct constituting grounds for expulsion as hereinafter set forth. The process for long-term suspension is hereinafter set forth.

### **Expulsion**

1. **Meaning of Expulsion.** Expulsion 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 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 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 these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

- 2. Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.
- 3. Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned, the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district; and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The Principal or the Principal's designee shall make the determination whether or not the student's participation and conduct has been satisfactory.
- 4. Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than 19 years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the

probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may, with proper consent upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

## **Section 6      Student Conduct Expectations**

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

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

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;
3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Possessing, using, selling, or dispensing alcohol, tobacco, narcotics, drugs, inhalants, or being under the influence of any of the above; possessing drug paraphernalia; or engaging in the selling, using, possessing, or dispensing of a controlled substance or an imitation controlled substance, as defined in section 28-401. (Note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the

conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;

9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which violates the school district's dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process;
13. Willfully violating the behavioral expectations for those students riding the school district's buses;
14. Sexting (a combination of sex and texting) - the act of sending sexually explicit messages or photos electronically;
15. Bullying as defined by Nebraska law;
16. Repeated and/or willful violation of the district's acceptable use rules regarding computers or other electronic devices;
17. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
18. Repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes;

In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

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 dangerous weapon other than a firearm.

## **Section 7      Due Process Afforded to Students Facing Long-term Suspension or Expulsion**

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

1. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the Superintendent or his/her designee.
2. 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 his or her 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 his or her findings and a recommendation of the action to be taken to the Superintendent.
3. The Principal or his/her designee shall serve by registered or certified mail or by personal service to the student and the student's parents or guardian with a written notice within two school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
  - (a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or assistant Principal.
  - (b) The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.
  - (c) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (d) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (e) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (f) A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.
4. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

5. In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee, shall automatically go into effect.
6. If a hearing is requested more than 5 school days following the actual receipt of the written notice, but not more than 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.
7. If a request for hearing is not received within 30 calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
8. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

## **Section 8 Hearing Procedures**

1. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing, and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian may have regarding the nature and conduct of the hearing.
2. Administrative Representative. The 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.
3. Notice of Hearing. If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, 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 school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, the student, and the student's parents, or guardian, except with the consent of all of the parties.
4. 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.
5. Access to Records. The administrative representative, the student, the student's parent or guardian, and the legal counsel of the student shall have the right to examine the records, affidavits, and the statements of any witnesses in the possession of the Central City Public School Board of Education at any reasonable time prior to the hearing.
6. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving

information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative, or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing. The student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However, a student need not testify; and if he/she chooses not to, no conclusion may be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

7. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, the student's parents, or guardian or their legal representative.
8. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
9. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
10. Review by Superintendent. The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing; and based upon such report and the facts, shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.



11. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student and the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
12. Appeal to Board. The student, student's parents or guardian may, within seven school days following the receipt of the Superintendent's decision, submit to the Superintendent of schools a written request for a hearing before the Board of Education.
13. Review by Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Board of Education or a committee of not less than 3 members shall, within 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 his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.
14. Final Decision of Board of Education. The final decision of Board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

## **Section 9      Student Conduct, Expectations and Grounds for Discipline**

The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

- (1) Student Appearance: Students at Central City Public Schools are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school.

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

- a. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants, tank tops, clothing that exposes the bra strap) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.
- b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- d. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
- e. Head wear including hats, caps, bandannas, and scarves;
- f. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double.
- g. Clothing or jewelry that is gang related.
- h. Book bags are not allowed in the classroom unless special arrangements are made through the office.

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

#### Body Piercing and Tattoos – Policy 5031

Any manner of dress, hair style, make up, or personal cleanliness, that constitutes a threat to the safety, health, welfare, or morals of the student or others; that violates any statute; that interferes with the education process, or that school officials can reasonably predict

will interfere with the education process; or that causes or may cause excessive maintenance problems in the school, may be grounds for corrective or disciplinary action. Any body piercing that is deemed inappropriate, distracting to the educational process, or considered a risk to student safety will be prohibited. Tattoos that are deemed inappropriate or a distraction to the education process will be required to be covered during school or at a school function. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy. The superintendent or designee may institute specific dress code regulations in any school consistent with board policy.

### Student Cell Phones and other Electronic Devices

Students are prohibited from using cellular phones or other electronic devices while at school, except as provided in this policy. "Electronic device" includes beepers, pagers, i-pods, mp-3 players, i-pads and any other device that stores and communicates data by electronic means.

Students may use cell phones or other electronic devices on the school grounds and in the common areas of the school before and after school, during lunch (9-12), and during passing periods (9-12), so long as they do not create a distraction or a disruption. This policy is subject to change at any time, based on administrative discretion.

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

By bringing their cell phones and other electronic communication devices to school, students consent to the search of said devices by school administration when the staff determines that such a search is reasonable or necessary.

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

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

Students who violate this policy will have their cell phones or electronic devices confiscated immediately. Refer to student handbook in regard to further consequences.

## 1) Violations

Students who violate this policy will have their cell phones or electronic devices confiscated immediately.

When a cell phone or electronic device is confiscated by any school personnel, the incident will be considered an Administrative Referral and the following consequences will be given:

**1<sup>st</sup> Offense** At the end of the school day, the student will pay a \$5.00 fine to the office and fill out an Administrative Referral.

**2<sup>nd</sup> Offense** At the end of the school day, the student will pay a \$10.00 fine to the office and fill out an Administrative referral.

**3<sup>rd</sup> Offense** At the end of the school day, the student will pay a \$25.00 fine to the office and fill out an Administrative referral

**4<sup>th</sup> and Subsequent Offenses** At the end of the school day, the student will pay a \$50.00 fine to the office and fill out an Administrative referral.

If a cell phone or electronic device is borrowed by another student and confiscated, the offense will be charged to the person using the device and the owner of the device. If the party that borrowed the cell phone or electronic device refuses to follow the policy then they will be placed in ISS and the student's parents will be notified.

When a student is observed having their cell phone or electronic device by a staff member and the student refuses to surrender the device, the student will be suspended out of school until the device is given to the principal, the fine is paid, and a meeting has taken place between the principal, student, and the student's parent(s).

All money collected from fines will be deposited into the Student Council Activity Fund.

## 2) Responsibility for Electronic Devices

- i. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

## **Section 10          Central City Public Schools Computer Usage Policy**

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

**Student Photographs and Work**

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

**Privacy**

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

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

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

**Section 11      Investigations and Arrests by Police or Other Law Enforcement Officers**

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

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

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

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

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



## **Section 12        Audio and Video Recording (5063)**

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

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

**Classroom Recordings by Staff.** Staff members may make audio and video recordings of classroom instruction and school activities upon authorization of the superintendent or supervising administrator.

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

**Permitted Classroom Recordings by Students.** Students may make audio or video recordings of classroom lectures or discussions:

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

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

**Permitted Non-classroom Recordings.** Students may make audio or video recordings otherwise prohibited by this policy outside the classroom only with the permission of a teacher or school administrator, provided that such recordings otherwise comply with any

applicable state and federal laws and district policy. In no event shall photographs or video recordings be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Students who violate this policy may be subject to discipline up to and including expulsion.

### **Section 13      Hazing and Initiation Policy 5028**

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

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

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

### **Section 14      Sexual Harassment of Students by Other Students Policy 5027**

Students should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The board of education unequivocally prohibits sexual harassment by its students against other students even when the affected student does not complain to the faculty or the administration.

Sexual harassment is a form of misconduct that wrongfully deprives students of their dignity and the opportunity to study and be in an environment free from unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct.

Sexual harassment means:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities or creates an intimidating, hostile or offensive learning environment. A student who feels he or she has been sexually harassed by another student should directly inform the offending student that the conduct or communication is offensive and must stop. If the student does not wish to communicate directly with the offending student, or if direct communication has been ineffective, the student should report the conduct or communication to a teacher, principal or counselor with whom she or he feels comfortable.

Regardless of the means selected for resolving the problem, the good faith initiation of a complaint of sexual harassment will not cause any reflection on the complaining student, or affect his or her status as a student.

Any student who sexually harasses another student will be subject to discipline up to and including expulsion, depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student, statements, observations of educators, or any other credible evidence. Page 2 of 2  
This policy pertains to sexual harassment of students by other students. The sexual harassment of students by school district employees is governed by other board policy.

## **Article 9 - State and Federal Programs**

### **Section 1     Notice of Nondiscrimination**

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

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

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

### **Section 2     Designation of Coordinators**

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

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

The Coordinator may be contacted at: (308-946-3055) 1711 15<sup>th</sup> Ave, Central City, NE 68826

### **Section 3     Anti-discrimination & Harassment Policy**

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

Preventing Harassment and Discrimination of Students.

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

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

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

Age harassment (40 years of age and higher) has been defined by federal regulations as a form of age discrimination. It can consist of demeaning jokes, insults or intimidation based on a person's age.

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

Sexual harassment may exist when:

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

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

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

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

#### Complaint and Grievance Procedures:

Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or classroom teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision. In the case of a student, the Principal would be the next or alternative person to contact.

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

The supervisor, teacher or the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, and disciplinary action up to expulsion against a harassing student, may be taken. Under no circumstances will any threats or retaliation be permitted to be made against an employee or student for alleging in good faith a violation of this policy.

#### **Section 4      Multicultural Policy**

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

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

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

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

## **Section 6      Notification of Rights Under FERPA (Policy 5016)**

The school district shall manage student records and reports as is necessary for effective administration and in compliance with law. In general "student records" shall not include transitory communications such as e-mail, text messages, handwritten communication between school and home, and the like, and these items will not generally be maintained by the district.

For purposes of the district's compliance with state and federal law, the district "maintains" student records which are printed and kept in the student's physical file or which school district staff have intentionally saved within the official school district digital student information system that specifically identifies the student for whom those records are maintained. The school district may also use learning management systems, which deliver

and manage instructional content. The school district maintains student records within its student information system but not in its learning management system. The official school district student information system is Infinite Campus.

Each building principal will assign responsibilities for the preparation and maintenance of records and will ensure compliance with the applicable federal and state laws, regulations, and record retention schedules regarding their storage and use in the building. No “student record” or record required to be retained by the Nebraska Secretary of State’s Record Retention Schedules applicable to the district will be destroyed unless it is first saved in a retrievable, digital format. This includes only records required to be kept by the applicable Retention Schedules and “student records” as defined by state and federal law, and this policy does not prohibit the district from following its record expungement procedures for all other records.

Students or their parents, guardians, teachers, counselors, or school administrators shall have access to the school's files or records maintained concerning themselves or their students. For purposes of this policy, “teachers” include paraeducators and volunteers who are providing educational services to a student on behalf of the School District. “School administrators” include attorneys, members of law enforcement acting on behalf of the school district as well as third-party website operators who have contracted with the school district or its agent to offer online programs for the benefit of students and the district. No other person shall have access thereto nor shall the contents thereof be divulged in any manner to any unauthorized person. All disciplinary material shall be removed and destroyed upon the pupil's graduation or after the pupil's continuous absence from the school for a period of three years, and after authorization is given by the State Records Board pursuant to state law. Upon request, the school district will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

Outside agencies such as physicians, probation officers, psychologists, child guidance clinics, and other agencies concerned with child welfare who are working directly with a child may have access to information pertaining to that child with written parental consent or upon issuance of a valid court order.

The school district shall share student data, records, and information with school districts, educational service units, learning communities, and the State Department of Education to the fullest extent practicable unless otherwise prohibited by law.

Each year, the school district will notify parents and guardians of their rights under this policy and the Family Educational Rights and Privacy Act.

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



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

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

The District forwards education records (may include academic, health and discipline records) that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer..

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

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

## **Section 7     Routine Directory Information**

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

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

Directory information does not include a student's social security number. Upon request, the district will provide military recruiters and institutions of higher education with the names, addresses and telephone listings of high school students unless a student's parents have notified the district that they do not want this information disclosed without their prior written consent. The district will notify parents and guardians each year of their rights under this policy and the Family Educational Rights and Privacy Act. Parents will be given the opportunity to prevent the release of this directory information by filing a written objection with the district.

Notice Concerning Designation of Law Enforcement Unit:

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

## **Section 8 Notice Concerning Disclosure of Student Recruiting Information**

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

## **Section 9 Notice Concerning Staff Qualifications**

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

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

## **Section 10 Student Privacy Protection Policy**

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

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

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

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: a student or parent’s first and last name, home address, telephone number, and social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling

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

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

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

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

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

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

permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

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

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

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

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

## **Section 11 Parental Involvement in Education Practice (Policy 5018)**

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

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

2. Permitted, within district procedures, to attend and observe courses, assemblies, counseling sessions, and other instructional activities.
  - a. Parents are invited to make appointments with the building principal to visit classes, assemblies and other instructional activities. The principal shall give permission after determining that parental observation would not disrupt the activity.
  - b. Parents may request permission to attend counseling sessions in which their child is involved.
3. Permitted, within district procedures, to ask that their children be excused from testing, classroom instruction, surveys and other school experiences that parents find objectionable.
  - a. Building principals will excuse a student from any single school experience at the parent's written request.
  - b. When appropriate, alternative experiences will be provided for the student by the school.
4. Parents will be provided timely information regarding the District's curriculum, academic assessments used, and proficiency levels expected of all students through a variety of communication methods utilized by the District to inform and involve parents as a partner in their child's academic success. Parents can access information through the Student Handbook, Infinite Campus, report cards, and the annual district report.
5. Informed of the standardized and criterion-referenced district testing program. Parents may request additional information from the building principal.
6. Notified of their right to remove their children from surveys prior to district participation in surveys.
  - a. The principal must approve all surveys intended to gather information from students before they are administered to students.
  - b. Students' participation in surveys is voluntary. Parents may restrict their child from participating in any survey.
7. Parents will be provided assistance, opportunities, and/or materials to help them understand the topics relating to their child's academic achievement in a format, and when feasible, in a language they can understand. This includes participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children.
8. The District will coordinate and integrate parental involvement programs and activities with other community programs. The Central City Public Schools will involve parents in developing this policy and this policy shall be reviewed annually by the Board of Education.

Prior to review by the Board of Education, a hearing shall be held to provide parents with an opportunity for feedback and concerns

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

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

1. An annual meeting to which all parents of participating children will be invited. Invitations may take the form of notes sent with students or announcements in the school newsletter. Additional meetings may be scheduled, based upon need and interest for such meetings.
2. Notification to the parent(s) or guardian of a student's eligibility to participate in the Title I program and assessment information under which the student has qualified.
3. An explanation of the details for the child's participation: curriculum objectives, type and extent of participation, and evaluations of progress. This information may be included in the annual Title I Individual Education Plan (IEP) for the student.
4. Opportunities for parent training on ways to support children's learning. This opportunity may include, but is not limited to, attendance at the annual Nebraska State Title I Parent Involvement Conference.
5. Communication to parents about student progress to be provided in the language used in the home. Responses to parent concerns will be provided in a timely manner.
6. Opportunities for parent-teacher conferences, in addition to those regularly scheduled by the school district, if requested by the parents or as deemed necessary by school district staff. This policy shall be reviewed annually and either altered and adopted as altered or reaffirmed by the board following a public hearing.

#### **Section 12 Homeless Students Policy (Board Policy 5014)**

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

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



### *Definitions*

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

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

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

1. If the homeless child or youth continues to live in the area served by the school district, the child's or youth's transportation to and from the school or origin shall be provided or arranged by the school district.
2. If the homeless child's or youth's living arrangements in the area served by the school district terminate and the child or youth though continuing his or her

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

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

1. The child or youth shall be admitted immediately to the school in which enrollment is sought, pending resolution of the dispute;
2. The child, youth, parent, or guardian shall be referred to the district's homeless liaison who shall carry out the dispute resolution process within thirty (30) calendar days after receiving notice of the dispute.
3. The parent or guardian of the child or youth shall be provided with a written explanation of the school's decision regarding school selection or enrollment, including the rights of the parent, guardian, or youth to appeal the decision within thirty (30) calendar days of the time such complaint or dispute is brought.
4. In the case of an unaccompanied youth, the homeless liaison shall ensure that the youth is immediately enrolled in the school in which enrollment is sought pending resolution of the dispute.

### **Appeal Process**

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

### **Section 13 Breakfast and Lunch Programs**

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

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity

conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

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

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

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

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

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines.
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deductions are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses; shelter costs in excess of 30 percent of reported income; special education expenses due to the mental or physical condition of a child; disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria set forth in federal guidelines.
5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free

or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
  - A publicly announced, simple method for making an oral or written request for a hearing.
  - An opportunity to be assisted or represented by an attorney or other person.
  - An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
  - Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
  - An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.
  - An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
  - The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
  - The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.
9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for

free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

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

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

If a student has no funds available to pay for a meal, the student will be provided and charged for a limited “courtesy meal” option, such as a plain sandwich.

#### **Section 14    Dating Violence**

Dating violence, as that term is defined by Nebraska law, will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district’s student discipline policies.

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

## **Article 10 – Student Fees**

### **Section 1 Student Fees**

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

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

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

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

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

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

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

- Fees and specialized equipment and specialized attire required for

- participation in extracurricular activities;
- Materials required for course projects where the project becomes the property of the school district upon completion.

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **Section 2      Student Fees Wavier Procedures**

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

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

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

#### **Section 3      Student Fee Assessment – High School**

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

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



<u>ACTIVITY</u>	<u>FEE</u>
Activity Pass	\$40
Art & Spanish Club Fees	\$3
Grade 9-12 Class Dues	\$15, per year, for expenses
FFA Dues	\$20
DECA Dues	\$25
Lunch	Annually evaluated for pricing

<u>Activity</u>	<u>Description</u>
Track/Football/Wrestling/Basketball/Baseball/Softball	Shoes
Band	Shoes

#### **Section 4     Activity Passes/Student Fees/Specialized Equipment**

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

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

The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively (ex. show choir outfits, cheerleading items, dance uniforms, t-shirts, FFA jacket, etc.) will be required to be provided by the participating student, as these items become property of the student. The cost of any equipment or attire, which the student purchases or uses exclusively, shall be the responsibility of the student. Programs will establish opportunities to defray the cost of such items through fundraising and donation opportunities. Items for personal medical use or the enhancement of the student are the responsibility of the student participant.