

**After reading the handbook and the notice printed below,**  
**Please sign this form and return it to the High School Principal's office**  
**By August 25, 2011**

## PARENT/GUARDIAN & STUDENT REVIEW OF STUDENT HANDBOOK

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

**Check One Box:**

- This is to verify that we, parent/guardian & student, received and read the Central City High School Student Handbook via hard copy which includes rules and policies of the Central City High School.
  
- This is to verify that we, parent/guardian & student, received and read the Central City High School Student Handbook via electronic format from the Central City Public School's website at <http://www.centralcityschoolsne.org/vnews/display.v/SEC/High%20School> and did not take a hard copy of the handbook.

\_\_\_\_\_  
Parent or Guardian's Signature

\_\_\_\_\_  
Students Signature

\_\_\_\_\_  
Date

### NOTICE CONCERNING DISCLOSURE OF STUDENT RECRUITING INFORMATION

The "No Child Left Behind Act of 2001" requires the Central City Public Schools to provide military recruiters and institutions of higher education with access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request the Central City Public Schools to 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 Central City Public Schools will comply with any such request.

**PLEASE CIRCLE YOUR CHOICE FOR EACH LINE:**

**YES or NO** The Central City Public Schools **CAN** provide Institutions of higher education with my student's name, address and telephone listing for reasons other than Tech Prep.

**YES or NO** The Central City Public Schools **CAN** provide military recruiters with my student's name, address and telephone listing.



**CENTRAL CITY PUBLIC  
 SCHOOLS**  
 1711 15<sup>th</sup> Ave  
 PO Box 57  
 CENTRAL CITY, NEBRASKA 68826-0057  
 308-946-  
 3055

Dr. CANDACE CONRADT, SUPERINTENDENT

## ANNUAL STUDENT UPDATE REQUEST

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

SCHOOL YEAR \_\_\_\_\_ FULL NAME OF STUDENT \_\_\_\_\_ GRADE \_\_\_\_\_

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

Use **BACK OF PAGE** to supply information concerning other parent(s) and/or guardian(s). \_\_\_\_\_ Both Parents \_\_\_\_\_ Mother Only \_\_\_\_\_ Father Only  
 \_\_\_\_\_ Self \_\_\_\_\_ Agency(Foster) \_\_\_\_\_ Guardian Mother/Stepfather \_\_\_\_\_ Father/Stepmother \_\_\_\_\_ Stepfather/Stepmother \_\_\_\_\_ Other

Title (circle): Mr. Mrs. Miss Ms. Last Name	First Name	Work Place & City	Ext. Business Phone ( )	
			Cellular/Pager: ( )	email address
Title (circle): Mr. Mrs. Miss Ms. Last Name	First Name	Work Place & City	( ) Business Phone	Ext.
			Cellular/Pager: ( )	email address
Parent/Guardian Street Address		City	Zip	County
Parent/Guardian Mailing Address (if different than above)		City	Zip	County

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

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

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

Family Doctor	Phone Number ( )	Ext.
Family Dentist	Phone Number ( )	Ext.

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

Title (circle): Mr. Mrs. Miss Ms. Last Name	First Name	Work Place & City	Ext. Business Phone ( )
			Cellular/Pager: ( ) email address

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

**HEALTH INFORMATION UPDATE**

Last Physical Exam Date: \_\_\_\_\_ Last Dental Exam Date: \_\_\_\_\_ Vision Specialist: \_\_\_\_\_ Last Vision Exam Date: \_\_\_\_\_

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

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

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

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

Allergies: \_\_\_ No \_\_\_ Yes (Please list) \_\_\_\_\_

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

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

Asthma	Y / N	Emotional Concerns	Y / N	Hepatitis	Y / N
ADHD/ADD	Y / N	Epilepsy/Seizure	Y / N	Orthopedic Concerns	Y / N
Cerebral Palsy	Y / N	Heart Conditions	Y / N	Other	Y / N
Diabetes	Y / N				

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

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

Recent immunizations? \_\_\_ No \_\_\_ Yes, please list: \_\_\_\_\_

**PLEASE LIST ANY MEDICATION YOUR STUDENT WILL BE TAKING AT:**

**SCHOOL:** \_\_\_\_\_

**AT HOME:** \_\_\_\_\_

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

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

**NOTE: Your signature below does the following:**

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

**SIGNATURE OF PARENT OR GUARDIAN** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## STUDENT CAR REGISTRATION

High School students who park in the school's parking lots are expected to register their vehicles(s) through the High School office. All students are expected to park in the east student parking lot unless special circumstances exist and different parking is approved through the administration.

Please Print the information below:

**Student Name** \_\_\_\_\_

**License Plate number(s)** \_\_\_\_\_

**Vehicle Color(s)** \_\_\_\_\_

**Make/Model** \_\_\_\_\_

**2<sup>nd</sup> Vehicle**

**License Plate number(s)** \_\_\_\_\_

**Vehicle Color(s)** \_\_\_\_\_

**Make/Model** \_\_\_\_\_

## STUDENT FEE WAIVER PROCEDURES

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

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

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

## STUDENT FEE ASSESSMENT

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>
Game admission fees (Activity pass)	\$20
Varsity Sports	\$3
JV/Middle School Sports	\$2
School dances	\$3/person, \$5/couple
Student Club Fees	\$5
Grade 9-12 Class Dues	\$10 Class dues will be used for graduation and prom expenses.
Pay-to-Play	\$15/activity-\$60 maximum
FFA	\$20

<u>Activity</u>	<u>Description</u>
Cheerleading	Cheerleading uniform
Golf	Golf clubs, bag, tees, balls
Track	Shoes
Swing Choir	Performance outfit
FFA	Jacket
Football/Wrestling	Shoes
Band	Shoes

**STUDENT FEE WAIVER APPLICATION**

Students enrolled in the Central City Public Schools whose families meet the income guidelines for free and reduced price lunches are eligible to have expenses of certain fees, specialized equipment, specialized attire and project materials waived as provided by school district policy. All information provided in connection with this application will be kept confidential. This waiver does not carry over from year to year and must be completed annually.

ALL INFORMATION REQUESTED ON THIS FORM MUST BE COMPLETED FOR THE FEE WAIVER APPLICATION TO BE PROCESSED

**PLEASE PRINT**

Date Completed: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

<u>Student Name(s)</u>	<u>Grade</u>	<u>Student Name(s)</u>	<u>Grade</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Your signature below is required for the release of information regarding the student or student's family financial eligibility for the programs checked above. Without your signature, this application cannot be processed.

Signature of parent or guardian: \_\_\_\_\_

Specific fees, equipment, or attire to which this waiver applies:  
\_\_\_\_\_  
\_\_\_\_\_

Administrator's signature: \_\_\_\_\_

# CENTRAL CITY PUBLIC SCHOOLS COMPUTER SYSTEM

## STUDENT ACCESS/USE AGREEMENT

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

STUDENT NAME (please print) \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

## PARENT OR GUARDIAN CONSENT

As the parent or guardian of this student, I have read the Rules and Regulation for the Policy #606.06, *Acceptable Use of Computer, Technology, and the Internet*. I understand that Central City Public Schools Computer System is designed for educational purposes. I also recognize it is impossible for the Central City Public Schools to restrict access to all controversial materials and I will not hold them responsible for the materials acquired on the system.

PARENT/GUARDIAN NAME (please print) \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

## COMPUTER USAGE

- 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.

## **Tech Prep Credits 5-27-11**

Central City High School has collaborated with Central Community College for our school to become a Tech Prep school. As a Tech Prep school, CCHS students may earn college credits through the career focused classes that they take in high school. The CCHS classes that have been articulated are in the areas of Business, Art, Industrial Technology, Agriculture, Health Science, and Family and Consumer Science. The rationale behind Tech Prep is to promote more of a seamless transition for students from high school to further education and/or employment. If a student earns an "A" or "B" in an identified class or classes, then the student may receive Tech Prep credits through Central Community College for free. This is especially beneficial if a student plans to attend a community college in the future. We are finding that a number of four year colleges are also accepting the Tech Prep credits.

The specific CCHS classes that students may earn Tech Prep credits in are:

### **Articulated Courses**

<b><u>High School Courses</u></b>	<b><u>CCC Courses</u></b>	<b><u>Credits</u></b>
<u>Accounting I (2013)</u>	<u>ACCT 1100</u>	<u>3</u>
<u>Introduction to Business, Marketing, &amp; Mgmt. (2013)</u>	<u>BSAD 1050</u>	<u>3</u>
<u>Marketing (2013)</u>	<u>BSAD 1990</u>	<u>3</u>
<u>Business Law (2013)</u>	<u>BSAD 2200</u>	<u>3</u>
<u>Information Technology II (2012)</u>	<u>INFO 1120</u>	<u>3</u>
<u>Advanced Animal Science (2012)</u>	<u>AGRI 1990</u>	<u>2</u>
<u>Advanced Plant Science (2012)</u>	<u>AGRI 1990</u>	<u>2</u>
<u>Natural Resources (2012)</u>	<u>AGRI 1990</u>	<u>1</u>
<u>Agribusiness (2012)</u>	<u>AGRI 1990</u>	<u>1</u>
<u>Child Care/Parenting (2013)</u>	<u>ECED 1270</u>	<u>3</u>
<u>Senior Art Studio (2012)</u>	<u>EIGT/ARTS 1271</u>	<u>1</u>
	<u>EIGT/ARTS 1281</u>	<u>1</u>
	<u>EIGT/ARTS 1311</u>	<u>1</u>
<u>Graphic Design (2012)</u>	<u>EIGT 1451</u>	<u>1</u>
	<u>MART 1201</u>	<u>1</u>
<u>Applications in Construction (2012)</u>	<u>CNST 1300</u>	<u>3</u>
<u>Principles of Design and Pre-Construction (CADD) (2012)</u>	<u>DRAF 1410</u>	<u>3</u>
<u>Applications in Design and Pre-Construction (CADD) (2012)</u>	<u>DRAF 1990</u>	<u>3</u>
<u>Introduction to Architecture Technology (CADD) (2012)</u>	<u>DRAF 1990</u>	<u>3</u>
<u>Manufacturing/Welding (2012)</u>	<u>WELD 1281-2</u>	<u>2</u>
<u>Manufacturing/Advanced Welding (2012)</u>	<u>WELD 1451</u>	<u>1</u>
<u>Medical Terminology (2012)</u>	<u>HIMS 1010</u>	<u>2</u>
<u>Foods Science (2013)</u>	<u>HMRM 1990</u>	<u>3</u>

**Seniors:** At the end of June, please request that your CCC transcript be sent to the college that you plan to attend (unless you are planning to attend CCC). Simply complete the request (which may be found on the CCC

website at [www.cccneb.edu](http://www.cccneb.edu)), sign it, and send it to CCC. Then CCC credits may be awarded to you through the college that you plan to attend. Recently one of our students received 11.5 credits at the University of Nebraska for free classes that were part of his career and technical education program at CCHS. Of course many students have also paid for Early Entry and Dual Credit courses through CCC, which also need to be transferred if going onto a college other than CCC.

**Note:** Central City Public Schools will provide Central Community College with each student's names, address, telephone listing, social security number, and a report of grades in order to participate in the Tech Prep program. Please note that most of our CCHS students will be eligible to receive free Tech Prep credits through Central Community College. If you choose not to have your student participate with Tech Prep, please contact the High School Counselor by September 1st.

**Attention Seniors:** At the end of June, please request that your Central Community College transcript be sent to the college that you plan to attend (unless you are planning to attend CCC). Complete this request (which may be found on the CCC website at [www.cccneb.edu](http://www.cccneb.edu)), sign it, and send it into CCC. Then CCC credits may possibly be awarded to you if you go onto another college. Recently one of our students received 11.5 credits at the University of Nebraska for free Tech Prep classes that were part of his career and technical education program at CCHS. Of course, many students have also paid for Early Entry/Dual Credit courses through CCC. – **Counselor**

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**ADMINISTRATIVE STAFF**

Mr. Shawn McDiffett	Principal	Main Office
Dr. Candace Conradt	Superintendent	Supt's Office
Mrs. Deb Anderson	Guidance Counselor	Office 110
Mr. Justin Anderson	Activities Director	Office 101

**BOARD OF EDUCATION**

Mr. Dale Palser	President	Mrs. Lisa Wagner	Member
Mr. Kent Malm	Vice President	Mrs. Kara Wells	Member
Mr. Steve Belitz	Secretary	Mr. Brad Wells	Member

**CNSSP STAFF**

Mr. Larry Coates	School Psychologist	
Mrs. Wendy Maser	Resource Consultant	Main Office 302

**FACULTY**

Ms. Kayla Benes	Resource	Office 509
Ms. Lindsay Buck	Resource	Office 304
Mr. Dane Christensen	Vocal Music	M.S.
Ms. Brittany Davidson	Business Education	Office 107
Mrs. Anna Detlefsen	Health Science/Medical Terminology	Office 403
Mr. Ross Dinwiddie	Physical Science/Technology	Office 104
Mr. Allen Duerksen	PE	Office 403
Mr. Shane Fernau	Alt. Ed	M.S.
Mr. Darin Garfield	PE	GYM
Mrs. Nancy Tvrdy Gathje	English	Office 513
Mrs. Jody Gavers	Business Education/Technology Coordinator	Office 105
Mrs. Chelle Gillan	Biological Science	Office 106
Mr. Joshua Hood	PE – Social Studies	Office 403
Mrs. Renee Hutsell	School Nurse	
Mr. Anthony Jacobsen	Math	Office 306
Mrs. Beth Johnson	Spanish – Drama	Office 504
Mrs. Kelly McHargue	English Annual	Office 509
Mr. Gary Maresh	Agriculture Education	Office 508
Mrs. Jackie Monk	Family and Consumer Science	Office 401
Mr. Kirby Mousel	Art	Office 512
Mr. Dan Negus	Math	Office 311
Mr. Samuel Robb	Math	Office 308
Mr. Matthew Shrader	Industrial Technology - D.O.	Office 405
Mr. Doug VanPelt	Social Studies	Office 305
Mr. Clif Walcott	English	Office 511
Mr. Brandon Wright	Physical Science – Physics – Chemistry	Office 108
Mr. Quentin Zeller	Instrumental Music	Office 208

**OFFICE**

Mrs. Jennifer Lani	Office Secretary	Office
Mrs. Sherree Stahn	Office Secretary	Office



**CAFETERIA**

Mrs. Rita Grigsby	Cook	Cafeteria
Ms. Mary Morris	Cook	Cafeteria
Mrs. Joyce Rice	Cook	Cafeteria

**CUSTODIAL**

Mr. Les Jensen	Buildings & Grounds Supervisor/Transportation	Bus Barn
Mr. Gordon Olsen	Night Custodian	Office 201
Mr. Dale Soll	Custodian	Office 201
Mr. Doug Soll - Head	Custodian	Office 201

**PARAPROFESSIONALS**

Mrs. Tina Boroviak	Mrs. Joyce Dexter	Mrs. Sandy Abbott
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## Extra Duty Assignments 2011-2012

### ***Athletics:***

#### **Fall**

##### Varsity Football:

Head: **Darin Garfield**  
 Assistants: Noah Luebbe  
 Josh Hood  
 Chris Smith  
 Robb Schnitzler  
 Tyson Benner  
 Volunteer: Anthony McPhillips

##### Middle School Football:

Head: **Scott Mallam**  
 Assistants: Ross Dinwiddie  
 Shane Fernau

##### Softball:

Head: **Joyce Dexter**  
 Assistant: Brandon Wright  
 Volunteer: Adrian Luebbe

##### Cross Country:

Head: **James Curfman**

##### Volleyball:

Head: **Heather Negus**  
 Assistant: Lindsay Buck  
 9<sup>th</sup> grade: Allen Duerksen  
 8<sup>th</sup> grade: Jody Gavers  
 7<sup>th</sup> grade: Karrie Haselhorst

##### Girls Golf:

Head: **Dan Negus**

#### **Winter**

##### Boys Basketball:

Head: **Justin Anderson**  
 Assistant: Rob Anderson  
 9<sup>th</sup> grade: Shane Fernau  
 8<sup>th</sup> grade: Mike Good  
 7<sup>th</sup> grade: Ben Nelson

##### Girls Basketball:

Head: **Dan Negus**  
 Assistant: Allen Duerksen  
 9<sup>th</sup> grade: Koleen Lesiak  
 8<sup>th</sup> grade: Jamie Rathbone  
 7<sup>th</sup> grade: Brandon Wright

##### Wrestling:

Head: **Darin Garfield**  
 Assistants: Gary Maresh  
 Matt Bolling  
 MS: Dave Lewis  
 MS: Gary Maresh

#### **Spring**

##### Track:

Head: **Allen Duerksen – Mid. Dist**

Assistants: **Kelly McHargue – LJ/TJ**  
 Doug VanPelt – HJ  
 Darin Garfield – Spr/Hurd  
 Matt Shrader – Throws  
 Anthony Jacobsen - Dist  
 Sam Robb – Pole Vault  
 James Curfman (Vol) – Dist  
 Rich Owens (Vol) - Throws

##### Middle School:

Head Girls: **Jamie Rathbone**  
 Head Boys: **Ross Dinwiddie**  
 Scott Mallam  
 Karrie Haselhorst

##### Boys Golf:

Head: **Chris Smith**

**Sponsorships:**

CC Club: Justin Anderson  
Cheerleaders: Renee Carlson  
Concessions: Lindsay Buck  
FFA: Gary Maresh  
Freshman Class: Cliff Walcott  
Junior Class: Kirby Mousel  
MS Quiz Bowl: Shawna Williams  
Band: Quentin Zeller  
National Honor Society: Deb Anderson  
Play: Dane Christensen  
Quiz Bowl: Shawna Williams  
Senior Class: Doug VanPelt  
Nancy Gathje  
Sophomore Class: Chelle Gillan

Spanish Club:

Beth Johnson  
Shawna Williams  
Volunteer: Kat Zeller  
Brandon Wright  
Beth Johnson  
Dane Christensen  
Kirby Mousel  
Deb Hilder  
Jackie Monk  
Kirby Mousel  
Brittany Davidson

Speech:

Student Council:

Vocal Music:

Yearbook:

MS Yearbook:

MS Senate:

Art Club:

DECA:

## **FORWARD**

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

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

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

## **MISSION STATEMENT**

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

## **NOTICE OF NON-DISCRIMINATION**

Central City Public Schools do not discriminate on the basis of race, color, national origin, gender, marital status, disability, or age or in admission or access to, or treatment of employment or educational programs and activities. Any person having inquiries concerning Central City Public Schools' compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Superintendent Dr. Candace Conradt, in writing at 1711 15<sup>th</sup> Ave, Central City, Nebraska or by telephone at (308) 946-3055. Any person may also contact the Office for Civil Rights, U.S. Department of Education, in writing at 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114-3302 or by telephone at (816) 268-0550, regarding compliance with the regulations implementing Title VI, Title IX, or Section 504.

## **DATING VIOLENCE**

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

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

A copy of this policy shall be included in the student handbook.



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

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

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

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

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

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

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

### **CHILD FIND**

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

## **MULTI-CULTURAL EDUCATION**

It is the policy of the Central City Public Schools system to utilize the resources of curriculum, instruction, in-service, counseling and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern-day United States of America.

### **GENERAL STUDENT INFORMATION**

#### **ABSENCE**

The Nebraska School Law 79-201 requires that all pupils be in school during all days and hours that school is in session. Pupils who must be out due to reasons of health or family emergency may be returned to school on a statement from parents or guardian to the Principal's office.

#### **ABSENCE-PARENTS**

Parents should stress the importance of schoolwork and the value of daily attendance. Attendance is an important part of your school record. Please call the school office at (308) 946-3086 before 8:00 a.m. if your son or daughter is absent. It is very important that your child does not abuse our attendance policy. If your child must be out of school because of a reason other than health or family emergency, please call the office prior to the absence to arrange permission and a make-up work schedule. If a student is absent for more than 3 days in a row, a doctor's statement may be required concerning the nature of the absence.

#### **EXCUSED ABSENCES**

##### **Green Slips**

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 turning in completed and signed green slip prior to leaving will be required to meet with the coach/sponsor and may have a detention.

##### **White Slips**

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.

#### **ADMITS TO CLASS**

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 HOURS**

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.

### **ATTENDANCE POLICY FOR HIGH SCHOOL STUDENTS**

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:**

Each student begins the semester with ten (10) days of leave. 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 leave.

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.

Work should be completed in advance or at the teacher's discretion, except for illness. Work not completed in advance is subject to grade reductions as determined by the teacher. A one-day grace period to make up assignments will be allowed for each day missed for illness. Make-up work for long-term illnesses will be scheduled, so the student will be caught up in the quickest possible time.

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 70% 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. 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

### **ACTIVITY PASSES/PAY-TO-PLAY/STUDENT FEES**

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, fees, and a listing of all other student fees will be given to each student on the first day of school. Fee Waiver information and forms will also be given to all students.

### **ATTENDANCE AT AN ACTIVITY**

Students attending a school activity cannot leave and re-enter the activity. Such school-sponsored activities include banquets, prom, homecoming, dances, etc. Students whose conduct is inappropriate may be asked to leave the event. Further disciplinary actions may be administered by the principal or activities director.

### **ASSEMBLIES**

From time to time, the school body will assemble for lectures, entertainment, and other purposes. Pupils are asked to act so that visitors will feel welcome. The more appreciative the audience, the easier it is to get good programs. Please show your appreciation for programs at the proper time.

### **AUTOMOBILES AND PARKING**

All high school students who drive to school must park in the high school parking lot east of the high school within the parking lanes (no backing in, please). Students must register their cars in the office, obey all traffic signs posted, and adhere strictly to the 5 M.P.H. speed limit in the parking lot. Students

who abuse this privilege may forfeit the right to park in the parking lot. Students are to park their cars immediately upon arrival at school and are not allowed to drive any vehicle during the school day without permission from their parents or legal guardian and the principal. Students who disregard this policy are subject to disciplinary action. The principal or his designee shall be the authority in determining who may drive a vehicle during the school day. All pupils driving or riding vehicles to school shall comply with school regulations for the operation of vehicles and the parking of such vehicles on school property. Students shall not operate vehicles on, or in the vicinity of school property, so as to cause disruption or damage to, or constitute a threat to the safety of persons or property. Students must exercise additional care when weather conditions create a slippery lot or vision problems.

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 this year. We are convinced the poor choice of one will affect the populace. It is our hope to inspire a safer learning environment.

Our administrators work diligently each day to make certain students are safe. However, they are limited in the scope of their abilities. To this end, we have formed an agreement with a private firm to provide random safety sweeps to our District utilizing highly trained non-aggressive working canines. Many school districts in our area have experienced noticeable results in calling upon the skills of these extraordinary canines and have realized students making better choices while at school. Testimonies include how these working canines become friends of the very students they serve!

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.

## **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. Newsworthy articles written by students should be approved by the sponsor of an organization and given counter approval by the principal before taken to the newspaper.

## **BUS RIDER REGULATIONS**

School bus transportation is a privilege and may be withdrawn for inappropriate behavior. The bus driver is a highly skilled individual and is in complete charge of the bus and its occupants. Students must comply with all requests of the driver. Safety and conduct rules for activity and regular school transportation are adopted by the Board of Education.

### **Previous to Loading**

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

### **While on the Bus**

- Keep hands and head inside the bus at all times after entering and until leaving the bus.
- Assist in keeping the bus safe and sanitary at all times.
- Avoid loud talking and laughing, playing radios, or causing unnecessary confusion. The driver's attention may be diverted, resulting in a serious accident.
- Treat bus equipment with respect. Never tamper with the bus equipment. Leave no books or other articles on the bus.
- Keep books, packages, coats, and all other objects out of the aisles. Help look after the safety and comfort of small children.
- Do not throw anything out of the bus windows.
- Bus riders are not permitted to leave their seats while the bus is in motion. State law prohibits standing while the bus is in motion.
- No horseplay will be permitted around or on the school bus.
- Absolute quiet will be demanded when approaching a railroad-crossing stop.
- In case of a road emergency, students are to remain in the bus.
- Remain seated until the bus STOPS to unload.
- Capacity of the bus cannot be exceeded.

### **After leaving the Bus**

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

## **CARE OF PERSONAL PROPERTY**

Students are encouraged to bring only a minimum amount of money and NOT to carry large sums of money while attending school or school activities. Valuables are not to be left in student lockers, dressing rooms, P.E. and Coaches' office or with a teacher. The school will not be responsible for lost or stolen articles. This is the responsibility of the students. Personal devices that play music or record photographic images are not allowed to be used during the school day. Locks are available through the office for the hallway lockers.

## **CARE OF SCHOOL PROPERTY**

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 his/her personal property and should never be touched by any student.

The board believes students should respect school district property and assist in its preservation for future use by others. Students may be assessed fines, charges, or fees for damage beyond normal wear to the materials needed in a course, for overdue school materials, or for misuse of school property. The charges shall not exceed the actual cost of the materials or equipment incurring damage.

Although the physical features of any school do not determine its effectiveness, attractive surroundings contribute to the well-being and happiness of the pupils. One cannot help but look with disfavor upon the person who is careless and thoughtless about the school building and grounds. To destroy flowers and shrubs, to mark the desks by writing or cutting, to deface the walls of the building is to bring discredit upon our student body.

School pride and appreciation for the invested money of the taxpayers, our parents, demands the effort of every pupil for the careful preservation of the building and school property. Why not make it a point to take good care of it? Attempt to develop pride in keeping both the building and equipment as neat as possible since you are only using it temporarily.

In order to effectively discourage lack of respect and improper care of school property, a record is made at the beginning of the year of all property assigned to each pupil, textbooks, band and athletic property, etc. For any property that shows excessive wear or abuse, a fine is assessed and must be paid before school records will be cleared.

## **CELL PHONES/I-PODS/LAPTOPS/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, laptops, 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, so long as they do not create a distraction or a disruption. Students are permitted to use their cell phones and electronic devices according to the building guidelines.

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

Students may not have cell phones or electronic devices while they are in locker rooms, classrooms or restrooms. During school hours student cell phones or electronic devices must remain in lockers, designated areas, or be locked in a personal vehicle. Students may use i-pods and other mp-3 players in classrooms with the express permission of the classroom teacher.

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 may not use cell phones or electronic communication devices while riding in school vehicles unless they have express permission to do so from the driver of the vehicle or other adult sponsor. Students may listen to i-pods and other mp-3 players with the permission of the driver or other adult sponsor.

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.

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, fill out an Administrative referral and make a phone call to the parents to inform them of the cell phone or electronic device incident.

**2<sup>nd</sup> Offense** At the end of the school day, the student will pay a \$10.00 fine to the office, fill out an Administrative referral and make a phone call to the parents to inform them of the cell phone or electronic device incident.

**3<sup>rd</sup> Offense** At the end of the school day, the student will pay a \$25.00 fine to the office, fill out an Administrative referral and make a phone call to the parents to inform them of the cell phone or electronic device incident.

**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, fill out an Administrative referral and make a phone call to the parents to inform them of the cell phone or electronic device incident.

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.

### **COLLEGE VISITS FOR JUNIOR AND SENIOR STUDENTS**

Seniors are allowed two college visitations per school year and juniors will be allowed one college visitation per year. Prior to visiting the college, the student will need to obtain a white slip and a college visitation form from the high school office. During the college visit, the student will need to request a college official to complete the form and return the form to the office when they return to school. The college visitation form must be submitted to the high school office within one week after the college visit to be considered for Early-Out purposes. The visitation will be an excused absence and will count toward the student's accumulated absences during the semester. However, the college visitation day(s) will not be counted toward Early-Outs.

### **CLOSED CAMPUS**

Central City High School operates under a closed-campus policy. The high school building is supervised by professional staff members from approximately 10 minutes to the start of school and 10 minutes after the last period bell. During the morning hours two supervisors are on duty in the halls; one teacher is in the halls and one teacher is near the cafeteria. When there is passing time between classes, teachers and staff members are in the halls supervising the students. Approximately 10 minutes prior to school starting and 10 minutes after school ends, the east high school parking lot is supervised by a teacher. Students are not allowed to leave the building during the school day, 8:00 a.m. until 3:30 p.m. without permission of the student's parents or legal guardians and the principal. All students leaving the building (for any reason) must receive permission from the Principal to do so. Students leaving without permission will be considered truant and dealt with accordingly. If a student becomes ill, they are to receive permission from their classroom teacher and report to the principal's office.

### **SENIOR OPEN CAMPUS PRIVILEGES AND CRITERIA**

Open campus for seniors (only on Fridays starting the first Friday in September of the current school year) for senior students who have met the following criteria:

- Demonstrate proficiency in reading, writing, math, and science according to the Nebraska State Assessments
- Student's name cannot appear on the ineligible list during the current year
- No in-school or out of school suspensions during the senior year
- No office referrals during the senior year

- No more than two discipline write ups from any Central City Public school teacher during 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

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.

### **DANCE RULES**

1. All students who come to the dance are to stay in the designated areas.
2. If any student leaves, he/she will stay outside, and if any undue confusion results, law enforcement officials are to be summoned.
3. All outside dates must be registered through the principal's office. All out-of-school dates must be of high school age or they must **not** be 21 years of age or older on the date of the school dance. Prior to the school dance, students must register their out-of-school dates through the office by filling out a registration card, having a recognizable picture ID, and they must have proof of their date's date of birth.
4. Non-registered visiting students will not be permitted in the building.
5. Time for dances will be established by the school and announced prior to the event. No dances are allowed during the week Monday through Thursday.
6. No student will be admitted to the dance later than 30 minutes after it starts.
7. All school rules apply to dances since this is a school-sponsored activity.

### **DETENTION**

1. Detention begins at 7:30 am and ends at 7:55 a.m.. Afternoon detention begins at 3:35 p.m. and ends at 4:00 pm. 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.
5. 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.
6. 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.

### **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.

### **DRESS AND GENERAL APPEARANCE**

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

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

1. Clothing or articles, which are soiled, torn or ragged.
2. Articles displaying or implying immodest, obscene or vulgar writing or symbols.
3. See-through clothing, or shorts and skirts, which expose any part of the buttocks.
4. Bare feet.
5. The wearing of outdoors clothing and/or coats within the school building.
6. Students are not to wear tank tops or clothing which exposes the midriff-clothing not acceptable: spaghetti straps, shirts that expose bra straps, bare shoulders and/or backs. Shirts need to cover all parts of the shoulders. No cleavage should be displayed.
7. Clothing that suggests sex, drugs, alcohol, tobacco, or promotes the use of such substances or which contains inappropriate messages is not acceptable such as Big Johnson, Co-Ed Naked series, etc.
8. Clothing that portrays men or women in a demeaning manner.
9. Clothing that could be construed as gang apparel, such as bandanas, sagging pants, which would expose underwear, or other known gang apparel.
10. Bedroom Slippers
11. Shorts or skirts that are deemed too short. (*rule of thumb---the length of shorts should touch the ends of the fingertips when arms are extended straight at the side*)
12. Articles of clothing that could be used as weapons, such as chains or sharp jewelry.
13. Hats may not be worn in the building 7:00 a.m. to 4:00 p.m.
14. Book bags are not allowed outside lockers during the school day.

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

### **BODY PIERCING AND TATOOS**

All visible body piercing (including tongue piercing) by students of Central City Public Schools is prohibited, with the exception of ear piercing. Students are prohibited from having visible piercings, according to the policy, during school hours and while students are participating in any school activity. A student who is observed wearing prohibited body piercing at school shall be required to remove it. If the student refuses to comply with the directive, or violates the policy on a repeated basis, he or she shall be subject to such consequences as are determined to be appropriate by the school administration. Consequences may include, but are not limited to, detention, in-school suspension, out- of-school suspension, and expulsion.

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

## **EMBLEM, COLORS**

The official emblem or mascot for the school is the Bison. The Bison is depicted in many forms on uniforms, banners, book covers, etc.

The official school colors are forest green and gold. These colors are used in various combinations on school uniforms, decorations, etc.

## **FIRE DRILLS 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 roomIf access to these areas is not possible, assume a crouching position on your knees, with head down, in interior hallways.

## **FOOD AND DRINK REGULATIONS**

No beverage containers of any kind shall be carried into the school building. Students may purchase food and drink in the cafeteria and must be consumed prior to leaving the cafeteria. Food or beverages from convenience stores or restaurants are prohibited from being brought into the cafeteria for lunch. Only with staff permission will food and beverages be allowed in any carpeted areas of the building. Beverages and food stored in lockers are prohibited and will result in disciplinary action.

Students may chew gum during the school day, however, if gum and wrappers are not disposed of properly or if gum chewing becomes a disruption during class, this privilege may be denied. Rules for gum chewing will be determined by each teachers discretion. Gum is prohibited in the cafeteria during lunch.

The soft drink machines available for student use outside the locker rooms are only to be used after 3:30 in the afternoon. Federal regulations prohibit their use prior to this time.

Under no circumstances are students allowed to use the food and drink machines located in the teacher's lounge.

## **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.

## **HEALTH REQUIREMENTS**

The following are required by the State of Nebraska for admission to all schools. Students entering and attending Central City High School for the first time are required to complete the items listed below before attending school. Information concerning these requirements can be obtained by contacting the school principal's office.

### **BIRTH CERTIFICATES:**

All ninth grade and all students new to the school system must have a valid birth certificate on file in the Guidance Counselor's office.

### **IMMUNIZATIONS:**

According to State law effective July 1, 2001; all students enrolled in school are required to have the following immunizations:

DTP/DT/Td: 3 doses

Polio: 3 doses

MMR (Measles, Mumps, Rubella): 2 doses each or in combination after 12 months of age.

Hepatitis B: 3 dose series

Chicken Pox Vaccination is required when entering from another state.

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

\*New students must present their immunization record prior to enrollment.

#### PHYSICALS:

Students transferring from out-of-state, new to the school system must have a physical, and have a vision examination by an eye specialist or other designated medical professional. The physical will also cover any requirements for sports. Sports physicals are mandatory for any student to participate in the sport of his/her choice. Physical forms may be obtained from the front office.

#### MEDICATION:

It is required that all medications to be taken during the school day are to be reported to the front office for review by the school nurse and principal. Students are not to keep medication in their locker unless permission has been granted via a medication permission slip given by the school nurse or principal. A note of parent permission, and also from your physician is needed for the student to receive medication at school. Prescription 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. Over-the-counter medication should also be in the original container and have the students name on the container. Medication that is not in an appropriate container labeled with the above information will not be given.

\*\*If the medication is a controlled substance, the school nurse in conjunction with the principal reserves the right to keep the medication locked up in the front office.

\*\* The school will not provide aspirin, Tylenol, cough drops, etc. for the student. All medications must come from home.

#### CONTAGIOUS OR INFECTIOUS DISEASES:

Children showing any signs or symptoms of a contagious or infectious disease are required by law to be sent home immediately or as soon as safe and proper conveyance can be found (NDE Rule 55)

### **Medical Emergency Protocol**

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

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

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

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

## **EDUCATION PLAN FOR 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 (e.g. 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 these 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
- **NAPHYLACTIC 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 and vomiting, diarrhea
- Oral/Respiratory: sneezing, swelling of 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 (EpiPen 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 at school will be transferred to medical facility

### **STANDING ORDERS FOR RESPONSE TO LIFE-THREATENING ASTHMA OR ANAPHYLAXIS:**

- Administer an 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

### **HELP FROM TEACHERS**

Any student who requires additional time at school under the direction of a teacher to adequately master assigned work may arrange such sessions with teachers. Most pupils welcome this opportunity and voluntarily take advantage of it, but if it seems advisable for the welfare of the pupil, teachers have the authority to require pupils to come in for an extra sessions of supervised study. When this is found advisable, every effort will be made to best-fit mutual convenience of the pupil and teacher.

### **INJURIES**

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

### **LOCKERS**

Each student is assigned a locker for the storage of books and equipment. Do not trade lockers with another student. You are responsible for the locker that you have been assigned. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition.

Periodic locker checks may be conducted throughout the year by the staff in order to see that lockers are clean and neat and in good repair.

Lockers are the property of the school and are in the building for the use of the students. No student 9-12 will be allowed to sit by his/her locker at any time during the school day 7:30 a.m. to 4:00 p.m.

Only booster club members or cheerleaders may tape items to the outside of the lockers to recognize students for their participation in various activities. Those items need to be removed after the season is completed. Other individuals must receive special permission from the building principal if they want to tape items to the student's locker and those items may only be on the student's locker during one school day.

Although a student may have control of his school locker as against fellow students, his/her possession is not exclusive against the school and its officials. A school does not supply its students with lockers for illicit use in harboring pilfered property or harmful substances. It is the proper function of school

authorities to inspect the lockers under their control and to prevent their use in illicit ways or for illegal purposes.

Students will not be allowed to tape pictures in their locker bearing wording or insignias of alcoholic beverages, drugs, tobacco, profanity, or suggestive inscriptions.

Lockers do not have locks, but a lock can be checked out from the office if you so desire. Lockers should be kept closed to avoid the loss of any personal belongings.

Students requiring a PE locker will be issued a lock for their lockers. Students are responsible to keep their PE locker locked at all times. Access doors to hallway or outside are not required to be locked; therefore, students must keep lockers locked at all times to prevent theft of any items. No valuables should be stored in any school locker.

### **LOCKER SEARCH AND SEIZURE**

Students are responsible for obeying state law and school rules. Students may not bring anything to school that is prohibited by statute or school rules. School officials have the authority to search school property such as desks and lockers, and student property such as cars, student belongings, and the students themselves when there is reasonable cause to believe that a student has violated a state statute or school rule.

### **LOST AND FOUND**

All articles that are found should be taken to the main office, and it is there that you should inquire for anything that you have lost.

### **LUNCH PROCEDURE**

Central City High School operates under a closed lunch period, which means that all students must eat their lunches in the school cafeteria. Students are allowed 30 minutes for lunch during this lengthened class period. There will be a bell sounded at the beginning and end of each 30 minute lunch period.

Students may deposit money into their lunch account in the office before school from 7:40-7:55 am daily. Money brought into the office after 10:30 am will not be posted to the account until the following day. All purchases will be made using student identification number from each student's lunch account. Limited cash transactions will be accepted.

1. No running or crowding the lunch line.
2. The student must clean up excessive spilling or messes.
3. Building regulations prohibit foods such as pizza, hamburgers, etc., from being brought in during the meal service times.
4. No food is to be taken from the cafeteria.
5. When finished eating, all students should return trays and refuse to proper receptacles.
6. Students should go into the gym when finished eating. Please stay out of library and hallways as other classes are in session.
7. Violation of these rules may result in a penalty including the cleaning of the facility and suspension from the use of the cafeteria.
8. When a student reaches a -\$10.00 balance in their lunch account (or -\$2.00 reduced meals), the student will no longer be allowed to charge. A peanut butter sandwich and milk will be served. Students in the



middle and high school will not be allowed to charge a la carte items once they reach a negative balance in their account. Parents can view student lunch accounts on Infinite Campus.

## NONDISCRIMINATION STATEMENT

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

### **MAKE-UP WORK**

The make-up work of students will be counted for course credit when satisfactorily completed according to the guidelines stated below or such other guidelines as approved by the Principal or the Principal’s designee.

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 teacher based on the content being studied and the length of student absence will determine the date when make-up work is due. Ordinarily, the student will be expected to complete work issued due to short-term absences (i.e., five days or less) within five days after returning to school. Students who plan to miss school due to a scheduled school activity or a parent requested prearranged absence may request assignments and make arrangements to complete part of all of the work prior to the absence.

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. (See page 43 for incompletes)

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.

## **MEDIA CENTER**

### **MEDIA CENTER RULES**

1. The MC is open for student and faculty reading and research from 7:45 a.m. to 4:00 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 MC at any other time.
2. Students will bring needed supplies when they come to the MC. No passes will be issued from the MC 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 Director or his assistant. 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 Director or his assistant. Tables should be cleared and chairs put in place. Newspapers and magazines are to be returned neatly to their designated places.
6. The Media Director and his assistant are in charge of the MC at all times and are available to help students.
7. Students using the computers in MC 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 MC staff members.
8. Students needing to view videotapes during the day must make arrangements with the Media Director or his assistant.
9. If a student misbehaves or disrupts the MC, he or she will be suspended from the MC for 1 week for the first offense. A student's second offense will result in the loss of the privilege of coming to the MC 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 MC 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.

## **PARENT CONFERENCES**

Parents may make appointments for conferences with teachers, the counselor, or the principal at any time by telephoning the school office (946-3086). We encourage parents to communicate with us on items of concern, interests, etc. Take an active interest in your child's education. It is very important that he/she know that you are interested and concerned. Resolution of problems will come about more quickly when the home and school work together.

Parent-Teacher Conferences will be held during the first and third quarters. At this time the parents will be given a chance to visit with their son or daughter's teachers to discuss their academic progress.

## **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.

## **PEP RALLIES**

Pep rallies are held prior to co-curricular events for the purpose of creating the proper atmosphere. Length of pep rallies will be determined by administration.

## **PHYSICAL EDUCATION**

Students will be issued a lock for their locker. A fee of \$5.00 is assessed if the lock is lost. Students are responsible to keep their PE lockers locked at all times. Access doors to hallway or outside are not required to be locked; therefore, student PE lockers must remain locked at all times to prevent theft or 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 lock and locker.

All senior high boys and girls not involved in physical education but are out for athletics will be assigned a lock and locker.

Students must have written permission, signed and dated to be excused from P.E. that day. After 3 days a note from a doctor may be required or loss of participation points will be enforced. The note needs to be specific as to what activities the student may or may not do during class or athletic events.

## **POSTERS**

During the school year there always seems to be a great deal of confusion concerning the putting up of posters. Therefore, the following guidelines are for the purpose of clarifying the situation.

1. The Principal or his designee must approve all posters.
2. For the sake of eliminating confusion during the school day, posters should be put up before or after school only.
3. Posters may be placed only in designated areas. Check with the office.
4. REMEMBER – Anyone putting up a poster has the responsibility of taking it down.
5. Use only tape that is approved by the office.

## **PUBLIC DISPLAY OF AFFECTION**

Inappropriate display of affection while at school or at a school activity is not allowed. “Inappropriate public affection” is interpreted (defined) as any physical exchange, which is inappropriate in a public situation. Inappropriate exchanges include kissing, inappropriate touching, cuddling, and close physical contact which includes arms around shoulders or waist and resting against each other in the gym during lunch, etc. No greater physical contact than holding hands will be allowed. This rule is in effect at anytime and anywhere in school buildings, school grounds or school activities.

## **SCHOOL CLOSING**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over (KZ100). Reports in the morning will be between 6:00 a.m. and 8:00 a.m. If no report is heard, it can be assumed that school will be in session. Bus schedule runs accordingly.

## **SCHOOL DAY**

Central City High School is on an 8-period day. Students are required to fill seven periods with classes. Students are encouraged not to be in the building before 7:30 a.m. and must leave before 4:00 p.m. Students may be in the building after school for teacher-student conference or school activities. Students who find it necessary to arrive prior to 8:00 a.m. due to their rides must report to the cafeteria until 7:55 a.m.

## **SCHOOL SPONSORED ACTIVITIES**

Students absent from school due to an illness must be in school for at least one-half of the normal school day in order to play in a contest or practice on that date. Students missing school for reasons other than illness must have an excused absence in order to participate. Final authority for infractions of this rule will rest with the Activities Director and Principal. If the activity is scheduled during the school day, a student must be in attendance that part of the day preceding the activity unless excused in advance. Whether you are a spectator or participant, school policies apply at all school-sponsored events. Co-curricular activities are an extension of the school program; therefore, all school policies will be strictly enforced.

## **SNEAK DAYS**

Central City High School will not sponsor any kind of “sneak day” or “skip day” activity on the part of a class or individuals of a class. It is the philosophy of the Central City High School that these types of activities have no educational purpose. Students who skip school will be considered truant.

## **STUDENT CONDUCT**

### **1. DISRESPECT, DAMAGE OR VANDALISM TO PROPERTY**

School or personal property should be treated with respect. That is, students should not use property or equipment in such a way that might damage or deface it. Equipment should not be taken to a limit near damage. If damage is done, students should expect to pay for replacement or repair. This includes personal belongings, equipment, buses, the building, books or other items. Vandalism and disrespect are dealt with as a part of the behavior plan. Except in cases of unavoidable accidents, pupils are liable and will be required to pay for all damage that they may cause to school equipment and property.

### **2. RESPECT FOR OTHER STUDENTS**

Students are expected to work with other students to reach our common goal, that is, education for all. During the day to day, work towards that goal, you may find that you do not like all students. This is unfortunate, but realistic. When this occurs, it is expected that students leave each other alone. Students should not put down others by the use of language or gestures. When these words or gestures tend to add to a conflict or intimidate another student, or create fear, then they will be dealt with according to the behavior plan.

### **3. HARASSMENT**

Central City High School is dedicated to recognizing the rights and responsibilities of all its members. To that end, the violation or infringement of anyone's civil, social, or physical rights will not be tolerated. Activities, language (written or oral), pictures, gestures, or touching that in any way disparages a person's dignity, race, ethnic origin, gender, religion, or creed is not acceptable. Anyone who feels that any of his/her rights as stated above have been violated should contact the Principal.

### **4. COMPLIANCE/RESPECT**

Students must courteously and respectfully comply with the reasonable requests of any teacher, staff member, or administrator in or out of the classroom. Students are also expected to give their names, if asked for them by any staff member. Failure to comply with the directions of school personnel acting in the performance of their duties shall be considered insubordination and subject to the behavior plan. Students are expected to respond to their teachers and fellow students in a courteous manner. This includes speaking and addressing your teachers by using their last name, preceded by either Mr., Ms., Mrs., or Miss, whichever is appropriate. It also includes using a respectful tone of voice and language.

### **5. HAZING, INITIATION PRANKS**

It shall be considered contrary to school policy for any student, either individually or collectively, to engage in any hazing or initiation prank, either malicious or otherwise, involving another student. This policy is for the protection of persons and the preservation of the school's reputation.

### **6. DISRUPTIVE BEHAVIORS**

If a teacher finds it necessary to send you from a classroom because of disruptive behavior, report immediately to the office. Students are expected to behave in a way that promotes

learning. Disruptive behaviors might be talking in class without permission, or disruptions, which stop instruction. Based on the disruption caused to learning, the behavior will be disciplined according to the behavior plan. If a third eviction occurs, you will be withdrawn from the class for the rest of the semester with a failing grade.

#### 7. EXTRA-CURRICULAR PARTICIPATION CONDUCT

Students participating in extra-curricular activities automatically assume a role of leadership in our school and community. Their conduct and attitude are frequently used to judge our school and community. Students representing the school in any activity will be expected to conduct themselves in a manner to reflect a favorable impression of the school and community. This conduct includes proper dress and grooming. Students in activities should read the Activities Handbook, which details all rules and regulations.

#### 8. STUDENT ACTIVITY TRANSPORTATION

Students participating in a school activity out of town will be required to travel on school provided transportation. Students may, with written parental permission and approved by the principal or Act. Director before the activity leaves school, return home with parents or legal guardians. The parents or legal guardians must meet the sponsor after the event and sign their student out. Other extenuating circumstances will be taken under advisement by Administration or Act. Director.

### **STUDENT COMPLAINTS AND GRIEVANCES**

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

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

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

## SCHOOL SUCCESS

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.

## 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.

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. All fees to be collected within the nine numbered areas of the third Paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for allowing facilities use for NSAA District events to avoid conflict with this policy;
6. Procedures *[to avoid the direct handling of fees; for the handling of fees]* for students receiving postsecondary education credits;
7. Procedures for handling of fees related to summer school or night school;
8. 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 Policy 131A.2, Public Complaints.

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:**

The following extracurricular activities require specialized equipment or specialized attire to be provided by participating students. Students qualifying for free or reduced price meals are eligible to apply for waivers under school policy.

### **STUDENT PASSES**

Each student will be issued a student planner during registration on the first day of school. This will serve as the students pass book whenever a student is traveling outside the classroom other than passing periods. The day a student is to spend a period with a teacher; he/she should obtain the required signature in the student planner in the morning or at noon, not between class periods. Generally, these student planners are used during a student's study hall. Have the planner ready to present to the study hall teacher before the hour begins. The study hall teacher will countersign the planner prior to excusing the student. Students are never excused from classes to leave school without the approval of the office. When a student is detained after class, he/she should present their planner to the teacher of his/her next class signed by the teacher who detained him/her. Students wanting to leave the building are to request a permission from the principal in order to do so. Students are expected to go directly to the destination stated on the pass and follow the same procedures when returning to study hall.

### **STUDENT SAFETY ATTIRE AND EQUIPMENT**

Students are responsible for complying with the district's grooming and attire guidelines and for furnishing all clothing required for any special programs, courses or activities in which they participate. Teachers shall follow the guidelines below when establishing requirements for non-specialized clothing to be worn for the specified courses. All requirements should be consistent with meeting the health, safety and instructional needs of the course. Color and brand of the clothing should not generally be criteria for appropriateness. The teacher, coach, or sponsor of the activity will provide students with

written guidelines that detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

**Eye Protection:** State law requires that every person wear industrial quality eye protective devices when participating in, observing or performing any function in the protection area.

Any student failing to comply with such requirements may be temporarily suspended from participation in said course and the registration of a student for such course may be canceled for willful, flagrant, or repeated failure to observe the above requirements.

Eye protection areas shall include the areas in which activities are taking place and material are being used involving:

- a) Hot molten metals;
- b) Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
- c) Heat treatment, tempering or kiln firing of any metal or other materials;
- d) Gas or electric arc welding;
- e) Repair or servicing of any vehicle or mechanical equipment;
- f) Any other activity or operation involving work in any area that is potentially dangerous to the eye.

Physical Education:	Approved P.E. clothes.
Industrial Tech, Mechanics	In workshop areas: Long trousers or denim jeans,
Vocational Agriculture	No open-toed shoes, long-sleeved shirts.

### **STUDENT USE OF THE BUILDING**

There is little need for students to enter the building before 7:30 a.m. We feel that is your responsibility to judge what time you should leave home. Only students involved in school sponsored activities may be in the building prior to 7:30 am. Do not loiter in the halls; go directly to the classroom or commons. Leave the building when school is out each afternoon unless you are staying for some special purpose.

Athletes, take your books, coats, or anything that you plan to take home with you to the locker room. Do not plan to return to the building after practice. If you must return to the building after practice, a coach must grant permission. No students should remain in the building after 4:00 p.m. unless under the direct supervision of a faculty member. Violation of this policy may result in detentions being issued.

### **STUDY HALLS**

A student's non-classroom hours during the day are spent in study hall. Books and other materials needed to study are to be taken there at the beginning of the period. Each student is assigned a regular seat. Anyone not in his/her assigned place when the bell rings, will be recorded as tardy to class. Talking will not be permitted in study halls without the permission of the study hall teacher. Students

may check out of the study hall to use the library. Study hall teachers will explain all study hall rules to students. Remember, this time is set aside for study. A few general study hall rules are listed here.

1. Students must be in their seats when the bell rings.
2. Students must enter study hall quietly.
3. Students must bring work to be done during study hall.
4. Students will not be allowed to sleep in study hall.
5. **PASSES**
  - a. All students leaving a study hall must sign out and return before the end of that period.
  - b. Passes allowed will include:
    - i. To the Principal's Office
    - ii. To Counselor's Office (only one student with a previously signed pass)
    - iii. To the restroom, locker, office (one student out of study hall at a time.)
    - iv. To the media center
  - c. Passes to teachers must be done with a previously signed pass from the teacher.
  - d. Misuse of passes or media center rules will result in your personal loss of privileges.
    - i. First offense—one week
    - ii. Second offense—one month
    - iii. Third offense—the semester
6. **LOSS OF PASS PRIVILEGES DUE TO ACADEMIC TROUBLES**
  - a. Based on weekly eligibility list.
  - b. Pass privileges will be lost from Tuesday to Tuesday.
  - c. Students who have lost privileges will be allowed to use locker and restroom passes at the discretion of the study hall teacher. Media center privileges allowed with pass from teacher.

**7. STUDENTS WILL BE ASSIGNED A DETENTION FOR SLEEPING IN STUDY HALL.**

## **SUPPLIES**

Each pupil is expected to supply him/herself with paper, notebooks, pencils, pens, books necessary and special properties required in specific classes. The pupil must make it his/her business to have their properties where and when needed. This will greatly facilitate the operation of all classes and assure the pupils greater success in all their schoolwork.

Teachers may request students to supply various personal or consumable items for use in school. The following list provides an example of the types of items that may be considered personal or consumable. Actual items may vary according to staff member and course requirements. Teachers shall furnish the principal with a list of all items that students may be requested to supply prior to the beginning of the school year. This will allow students and parents time to purchase them. Whenever possible, only generic items should be requested, avoiding reference to specific brands, colors or styles.

Pencils  
Pens  
Graph paper  
Tablets  
Activity calendars  
Reeds for instruments  
Markers

Elmer's Glue  
Paper  
Compass  
Notebooks  
Blank computer disks  
Crayons  
Scissors

Colored pencils  
Highlighters  
Protractor  
Calculator  
Organizers  
Drama Make-up kits  
Erasers

### **TARDINESS**

Students late for periods 1-8 will be required to serve one detention for every tardy to class they receive. Students missing  $\frac{1}{2}$  the period or more will be considered absent for that class.

### **TELEPHONE USE/MESSAGES/DELIVERIES FOR STUDENT**

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.

### **TEXTBOOKS**

Your books are loaned to you by the taxpayers of the school district without cost. Please use book covers and take care of them. All items being loaned to a student are loaned at the student's risk. If the item is not returned in good condition, the school will assess a fine. Since most textbooks in the Central City High School are replaced every 6 years teachers when assessing fines on books, which have been lost or damaged, will use the following guidelines.

Lost hardbound books will be replaced by the following scale:

From the cost of replacement, discount - - -

- 1/3 for books one year old
- 1/2 for those in use two years
- 2/3 for those in use three years
- 5/6 for those in use four or more years

The following scale will replace lost or destroyed paperback books:

From the cost of replacement, discount - - -

- 1/3 for books one year old
- 2/3 for those in use two years
- 5/6 for those in use three or more years

## **TRUANCY**

Absences without parental and school authority and consent will be considered truancy. The penalty may be detention, suspension, or expulsion from school. Students are encouraged to make-up homework but no credit will be given for each class missed.

## **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.

## **VISITORS**

All visitors are to check in at the principal's office. No one is to enter a class in session without the principal's permission. We encourage parent visitation of classes and often allow others to observe classes. However, interruption of classroom processes to confer with a teacher or a student is forbidden without proper authorization. All visitors should first check in with the main office and receive a "visitor's pass". This pass should be carried at all times when visiting in the building. It is strongly recommended that students refrain from bringing guests to school because they work a hardship on both teachers and students. Students wishing to bring a visitor to school must secure permission for this visitor at least one day in advance. No visitor passes will be issued during the first two weeks of the school year and the last two weeks of the year.

## **CODE OF CONDUCT & LEGAL RESPONSIBILITIES**

### **NOTE TO PARENTS**

Good discipline originates in the home. The parent is the first teacher of his child and should develop in him good behavior habits and proper attitudes toward school. A parent should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Recognize and celebrate positive student performance.
3. Teach the child respect for law, authority, the rights of others, and private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interest of the child, including discipline.
5. Talk with the child about school activities; show an active interest in his/her report cards and progress.

## **Central City 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.

### **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, narcotics, drugs, controlled substance, anabolic steroids, inhalant or being under the influence of any of the above, or possession of drug paraphernalia on school grounds or during a school sponsored activity.
  - i. Truancy - absence from school without school or parental authority.
  - j. Theft - the taking or possessing of that which belongs to the school or another student without prior consent of the school or individual.
  - k. Displays of Affection - Public demonstrations of kissing, embracing, or other intimate contact will not be allowed.
  - l. Interference with other student's opportunity to learn.
  - m. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purpose.
7. Firearms - Any student knowingly and intentionally possessing, using, or transmitting a firearm as defined by 18 U.S.C. 921, as that statute existed on January 1, 1995, to expel such student for a period of not less than one year if such student conduct occurred on school grounds, in a school

owned vehicle being used for school purpose, or at a school sponsored activity or athletic event. The superintendent may modify such one-year expulsion requirement on a case-by-case basis.

**NOTE:** Students cannot, at any time, bring firearms onto school grounds in a private owned vehicle even if the firearm is unloaded, encased, or in a locked gun rack. Any student openly displaying firearms or other dangerous weapons in private-owned vehicles will be subject to the above student disciplinary standards listed above.

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

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

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

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

## **DISCIPLINARY PROCEDURES**

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

### **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:**

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

i. Step 1: The first time school personnel become aware of a possible harassment/bullying situation, the accused student will be informed that such a complaint has been filed. At that time, a consequence will be given regarding this kind of behavior. The consequences for this kind of behavior will be clearly outlined for the student. If, in the administrator's opinion, the first occurrence of harassment/bullying behavior is severe, the school may move immediately to any of the four steps in the harassment/bullying policy. In other words, the policy may or may not be used sequentially. Moreover, at any stage the student may be disciplined under the student code by actions which may include

suspension and/or expulsion in the event the conduct is also a violation of other provisions of the student code.

ii. Step 2: The second time school personnel become aware of a harassment/bullying incident, the student will receive an escalated consequence and the student's parents will be notified by phone or in writing. A conference will be requested at that time. If it is determined that the student has harassed/bullied another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment/bullying behaviors. If it determined that there is no basis for the harassment/bullying accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.

iii. Step 3: If school authorities determine that the student continues to harass/bully another student or the student fails to agree to not harass/bully in the future, the school may assign the student to the Harassment/Bullying Program level set forth below which the school authorities determine to be appropriate.

iv. Step 4: If a student fails to respond positively to the corrective measures of the Harassment/Bullying Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

### **Harassment and Bullying Program-Levels**

Purpose: All students have the right to attend Central City Public Schools free from verbal and physical harassment and bullying. The purpose of the Harassment and Bullying Program is to protect students and staff from those who fail or refuse to comply with school guidelines regarding the treatment of others.

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

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 8:00 a.m. each day.
- c. The student will eat a sack lunch in the high school office.
- d. The student will report to the office at the end of the day, and remain until the end of detention time.

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

- a. The length of the assignment will be for a minimum of two weeks.
- b. The student will report to the office no later than 8:00 a.m. each day.
- c. The student will eat a sack lunch in the high school office.
- d. The student will report to the office at the end of the day, and remain until the end of detention time.
- e. The student will remain in class at the end of each period. The student will be under direct supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.

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

- a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate

## **STUDENT DISCIPLINE**

### **UNIFORM DISCIPLINE SYSTEM**

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

1. Short-Term Suspension

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

send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or designee before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

2. Long-Term Suspension

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

3. Expulsion

a. Defined. Expulsion shall mean exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten (10) school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten (10) school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in Paragraph 4d, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.

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

a. The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.

- (1) Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- (2) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- (3) Sexual assault or attempting to sexually assault any person.
- (4) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
- (5) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.

- (6) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
  - (7) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
  - (8) Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia.
  - (9) Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
  - (10) Truancy or failure to attend assigned classes or assigned activities.
  - (11) Tardiness to school, assigned classes or assigned activities.
  - (12) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
  - (13) Public indecency.
  - (14) Repeated violation of any of the school rules.
  - (15) Engaging in any unlawful activity as determined by the laws of the United States or the State of Nebraska.
  - (16) Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
  - (17) Willfully violating the behavioral expectations for those students riding the District's buses or other vehicles.
  - (18) Failing to respond positively to the corrective measures of Harassment/Bullying Program.
- b. In addition a student may be suspended (short-term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in section 79-267(8).
- c. In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:
- (1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

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

shall be expelled for the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

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

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

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

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

- requested, the date the hearing examiner makes the report of findings and a recommendation of the action to be taken to the superintendent.
- c. The principal or designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
    - (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or designee.
    - (2) The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.
    - (3) A statement explaining the student's right to a hearing.
    - (4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
    - (5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
    - (6) A form to request or waive a hearing to be signed by such parties and delivered to the principal or designee in person or by registered or certified mail.
  - d. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
  - e. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or designee shall automatically go into effect.
  - f. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
  - g. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
  - h. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.

### **Hearing Procedure:**

- a. Hearing Officer. The hearing officer shall be any person designated by the superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not

brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

- b. Administrative Representative. The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
- c. Notice of Hearing. If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative, and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
- d. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
- e. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the schools at any reasonable time prior to the hearing.
- f. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony



shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question witnesses giving information at the hearing. The student may testify in the student's own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and, in such case, will not be threatened with punishment or later be punished for refusal to testify. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case.

A single hearing may be conducted for more than one (1) student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

- g. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
- h. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
- i. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
- j. Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. The superintendent may not impose a more severe sanction than that imposed by the hearing officer.
- k. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice, the determination of the superintendent shall take immediate effect.
- l. Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.
- m. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less

than three (3) members shall, within ten (10) school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the superintendent's disposition of the case if it finds the superintendent's decision to be too severe, but it may not impose a more severe sanction. The designated method of giving public notice of the hearing, if required, shall be by posting on the schoolhouse door or on the door to the hearing room.

The final decision of board shall be delivered to the student and parents or legal guardian of the student by personally delivering the same or by mailing the same by certified or registered mail.

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

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

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

If the special education student's conduct is not caused by the disability, the student may be expelled or suspended for a long-term period following written notice to the parent

and pursuant to the school district's expulsion hearing procedures. If the misconduct is caused by the disability and a change of placement is recommended, the change must be made pursuant to the placement procedures used by the school district.

C. **Use of Corporal Punishment**

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

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

D. **Law Violations**

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

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

## **NOTE TO 19-YEAR OLDS**

Many marvelous things happen when you become 19, and some things that aren't so marvelous. You are a legal adult. You can vote; you can apply for a license to sell real estate. You can apply for a loan at the bank-but now you have to pay it back - it doesn't go back on Dad if you can't make the payments. You can be sued for damages you do to other people or things; you can own and manage real estate. In general, you have the same freedoms - and responsibilities - as any adult in the community.

State law requires school, however, to enforce the same rules on all students, regardless of their age.

Please make sure you read and follow all the school policies set forth in this handbook. Remember that being 19 does not ever exempt you from school rules.

## **GUIDANCE & COUNSELING SERVICES**

Guidance and counseling services are concerned with the study, understanding, and adjustment of every student attending Central City High School. The services are designed to assist students in developing their potential; and to assist school personnel, parents, and the community in providing opportunities for students to obtain an education best suited to their goals.

The counseling department is organized for the purpose of helping each student adjust to present environments; to enjoy all educational opportunities that meet interests and learning capacities; and to aid in becoming self-directed individuals.

The guidance counselor, with the cooperation of all other faculty members, carries on the work of this department. Any student may use the services provided by the counselor for assistance. Also any faculty member or parent may refer a student to the counselor for aid and/or support.

If a student is seeking help from the school counselor, arrangements should be made with the counselor for a conference. Most conferences should be scheduled outside of instructional time if possible.

### **CHECKING OUT – DROP**

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.

### **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.

### **DROP AND ADD INFORMATION**

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 “WF” for a dropped class, unless otherwise directed by the principal.

### **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 beyond grade 8 to be considered a sophomore, 110 hours to be classified as a junior and 165 hours to be classified as a senior.

### **GRADUATION REQUIREMENTS FOR CENTRAL CITY HIGH SCHOOL**

Students must have earned at least 220 semester hours of credit in the academic area to be eligible for a diploma (230 semester hours of credit starting with the Class of 2013). A typical full year’s course held every day for one period’s duration would give a student 10 semester hours of credit. Within the semester hour requirements for graduation, a student must have successfully completed specific credit hours in the following courses, which totals 180 credit hours (190 credit hours for the class of 2013).

English .....	40 credits	Art, Music,Comm.....	5 credits
Science* .....	20 credits	Computers.....	10credits
*30 credits for class of 2013			
Social Studies.....	35 credits	Career and Tech Ed and/or Foreign Lang.....	20 credits
Mathematics .....	30 credits	Career and Personal Development (10 <sup>th</sup> grade).	5 credits
Physical Education.....	10 credits	Speech and Personal Finance(11 <sup>th</sup> grade).....	5 credits

### **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.

### **HOMEWORK ASSIGNMENTS**

Students who wish to have their homework assignments picked up due to illness need to call the school before 9:00 a.m. in order for the teachers to have adequate time to get assignments ready. Assignments can be picked up in the office after school unless other arrangements are made.

### **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:

1. Fulfillment of graduation requirements
2. A high school program as broad and beneficial as possible
3. Vocational plans for the future
4. 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.

### **SCHOLARSHIPS**

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 CONTESTS AND ACTIVITIES**

Central City High School endorses and participates in those activities approved and sanctioned by the National Association of Secondary School Principals as listed in their annual publications. Central City High School does not endorse or nominate students for recognition programs that do not have validation standards.

In addition, students should never pay for college planning or scholarship searches. The Education Quest Foundation (based in Lincoln, Omaha, and Kearney) provides many services to students going on to post-secondary education free of charge.

### **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:

- 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.
- 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.
- Obtain written permission from the parent or eligible student before revealing the records to other persons.
- 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.

## **TITLE IX**

The Central City High School is in compliance with the Title IX Act of 1972. A copy of the grievance procedures is located at the principal's office.

### **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.

### **TRANSFERRING**

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.

### **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.

### **CCHS 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.



## GRADING PROCEDURES

### GRADING

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 – (93.0-100) 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 – (85-92.9) The work is of superior nature, and the required work is well done. The student meets the demands of the teacher.

C – (77-84.9) The student does satisfactorily in the required work. The work is on time and is of average quality. The student is showing achievement.

D – (70-76.9) 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 70) 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
3.9		92.4	
3.8		91.4	
3.7	B+	90.5	
3.6		89.5	
3.5		88.5	
3.4		88.4	
3.3		87.7	
3.2	B-	87.0	
3.1		86.2	
3.0		85.5	
2.9		85.4	
2.8		84.4	
2.7	C+	83.5	
2.6		82.5	
2.5		81.5	
2.4		81.4	
2.3		80.4	
2.2	C-	79.5	
2.1		78.5	
2.0		77.5	

1.9		77.4
1.8		76.4
1.7	D+	75.5
1.6		74.5
1.5		73.5
1.4		73.4
1.3		72.4
1.2	D-	71.5
1.1		70.5
1.0		69.5
0.9		69.4
0.8		
0.7		
0.6		
0.5	F	
0.4		
0.3		
0.2		
0.1		
0.0		0.0

## INCOMPLETES

Incompletes are assigned in cases where the student's work is incomplete at the end of the grading period. This may be due to absence because of illness, etc. Students will have one week to make-up incomplete grades, unless other arrangements are made with the Principal/teacher.

## CHEATING

Students who are cheating on tests or helping other students cheat will not be tolerated. This applies for daily work as well. Plagiarism or claiming others work as your own is considered as cheating and dealt with accordingly. Students learn by doing their own work. Specific penalties for cheating will be assigned by the principal based on the recommendation of the teacher and may be reflected in a student's final grade for the course.

## 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.

## Honor Roll

### 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

Honor Roll is figured by multiplying the grade earned for each class by the number of semester credits the class is worth, then divide that number by the total credits. For example, Student A receives the following grades for his classes, Algebra I-88% (5 credits), English I-95% (5 credits), Band-99% (3 credits), Advanced Fitness Training-99% (2 credits). Take  $88 * 5=440$ ,  $95*5=475$ ,  $99*3=297$ ,  $99*2=198$ ; add of all of the totals- $440 + 475 + 297 + 198 = 1410$ , divide 1410 by the total number of credits 15 =94. Therefore, Student A made Superior Honors. *Note: The class and the number of credits the class is worth can be located on the school's website by going to the following link:*

[http://www.centralcityschoolsne.org/pages/uploaded\\_files/Scheduling%20WS%20%202010-11.pdf](http://www.centralcityschoolsne.org/pages/uploaded_files/Scheduling%20WS%20%202010-11.pdf)

## **GRADE REPORTING**

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

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

Consistent and timely communications with parents and students concerning academic achievement is of paramount importance. Notification to parents of a downward trend in achievement by their son or daughter will reinforce our commitment to academic success for all our students. Also, remember that a complimentary academic progress report, phone call, or note to reward excellence is also a great tool to reinforce the education positions at a later date.

## **REPORT CARDS**

Report cards are issued four times during the school year, once each quarter. The first and third quarter report cards are distributed to students. The second and fourth quarter report cards will be mailed to the parents. The only grades recorded on the transcripts are the semester grades.

## **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.

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; Spanish III, IV; Algebra II; Trig/Pre-Calc; and Calculus.

Level 2: All other classes.

## **CO-CURRICULAR ACTIVITIES PROGRAM**

### **NOTE TO STUDENTS AND PARENTS**

The student activities program of Central City High School is an important part of the total educational program. It includes a variety of activities, which are viable components of the classroom activities. The activities program strives to provide for the needs of our young people by providing additional opportunities to acquire and develop skills, attitudes, and appreciations according to their individual interests, needs, and abilities.

#### **RESPONSIBILITIES TO YOURSELF**

The most important responsibility is to gain experience that develops character and wisdom for life's experiences. A student should seek to get the most from his/her high school experiences. From studies and participation in co-curricular activities, the individual prepares for the future.

#### **RESPONSIBILITIES**

As a student representing the Central City High School in a co-curricular activity, you assume an important responsibility to the school. Central City cannot maintain its position as an outstanding school unless your participation is your best. By participating with maximum effort, you are contributing to the reputation of your school.

## **GUIDELINES FOR ACTIVITIES**

### **ACTIVITIES DURING SCHOOL TIME**

The principal or activities director may disallow students to participate in co-curricular or academic trips during school time if the student has had excessive absences, truancies, tardies, unsatisfactory classroom performances, disciplinary considerations, or any conflicting considerations.

## **ATTENDANCE**

Students absent from school due to an illness must be in school for at least one-half the school day in order to play in a contest or practice on that date. Students missing school for reasons other than illness must have an excused absence in order to participate. Final authority for infractions of this rule will rest with the activities director and principal.

### **ATTENDANCE AT ACTIVITIES**

Students attending any school-sponsored activity such as school sponsored dances, banquets, prom, homecoming, etc. (excluding athletic events) may not leave and re-enter an activity.

#### **Students Attending Extra-Curricular Activities**

Central City High School students and spectators who attend extra-curricular competitions or events are expected to attend the school event and act appropriately and positively. It is a privilege for individuals to attend the school's events and may be removed from the premises for not acting in an appropriate manner. Any Central City High School student involved in any unlawful acts may have charges brought against them by the Central City police department and may be suspended from attending school activities and/or school for a period specified by the school administration. Additional disciplinary consequences may be enforced by the principal or activities director.

### **CO-CURRICULAR ACTIVITIES DURING SCHOOLTIME**

If co-curricular activities are such that a student must miss school time, the student must complete an appropriate sign out sheet. In order for the student to be dismissed, he/she must be doing passing work in the classes that are going to be missed. If a student's name appears on the fail list two weeks in succession, the student is ineligible to checkout of the class for the following week for co-curricular activities. Exceptions to this may be granted by the Principal for such items: 1) Participation in competition at District, State, or National Level, 2) If a student desires to run for District, State or National office, 3) Required attendance for a curricular class activity by entire class. Co-curricular activities conducted during the school day are not considered school time missed.

### **FIELD TRIPS DURING SCHOOL TIME**

If field trips are such that a student must miss school time, the teacher will be notified in advance of the field trip, and it is the student's responsibility to work with the teacher to make up all work. Field trips conducted during the normal scheduled classroom period(s) are not considered absences.

### **GRADE REQUIREMENTS**

For a student to be eligible to participate in any school sponsored competition or performance, he/she must have been passing 10-quarter hours of class work the previous mid-quarter term. Also, the student must have successfully completed 10 quarter hours and 20 hours of class work the previous semester.

## **ORGANIZATIONAL EVENTS AND ACTIVITIES**

School sponsored and organized events and activities must be scheduled through the Activities Director. When a student of Central City High School wishes to bring someone who is not a Central City student to a scheduled activity, that individual must be registered through the Principal's office. Registration slips will be turned over to the activity sponsor, who will verify guests as they enter the door. You must enter with the date you have registered. Photo copy of the guest ID is required.

### **PHYSICAL EXAMINATION**

Before participation in any practice, each athlete or cheerleader shall present to the Activities Director, a physician's certificate on a form prescribed by the school certifying that he/she is physically fit for participation. A parental consent form must also be on file. These forms will be kept in the office of the Activities Director.

### **ACTIVITY TRANSPORTATION**

The school bus activity rules are to be enforced by all school sponsors. School bus sponsors are required to maintain order in the bus at all times, regardless of the lack of specific regulation for a problem.

1. The sponsor is in full charge of the busload of students. The students shall comply promptly and cheerfully with requests. In the event that the sponsor does not control the students, the driver is directed to speak to the students. If this does not work, the driver is then to return immediately to Central City with the load of students.
2. The students must be on time. The bus cannot be detained for those who are tardy.
3. Do not distract the driver at any time when he is driving. Unnecessary conversation with the driver is prohibited.
4. Remain seated at all times when the bus is in motion. Unload only when the sponsor instructs you to do so.
5. Students will not throw waste on the floor of the bus or out the windows.
6. Students are to be extremely quiet when traveling in traffic and approaching railroad crossings.
7. Students should not leave the bus from the emergency door except in an emergency.
8. Do not occupy seats in such a manner as to block aisles or close off exit path from rear to front of bus.
9. Everyone who rides the bus to an event must return to school on the bus unless they have a travel release form signed from the activities director or principal and the parent must sign the student out with the activity sponsor at the conclusion of the event.
10. Do not panic if an accident occurs. Remember you are more than 10 times safer than if you were riding in a passenger car.
11. Damage to the bus shall be reported to the driver.
12. Never place any part of your body outside the bus windows.
13. Heed all instruction promptly from the sponsor or person in charge.
14. Treat this bus with respect and dignity – it is your classroom away from school.
15. Drivers are not responsible for personal belongings left on the bus.

It is the activity bus rider's responsibility to know the bus schedule when it is announced. Any student that is in an activity is expected to ride the activity bus. In unusual circumstances, the activity sponsor has the authority to grant or refuse permission because he is responsible for the welfare of these students. No student may drive his own vehicle to or from an activity when participating in that activity. Only the Principal can grant any variance from these rules.

### **ACADEMIC/ACTIVITY ELIGIBILITY**

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

Each Tuesday, the activities director will collect from all instructors the names of students failing their courses. The list of students failing two courses will be published Tuesday and a copy will be given to all teachers. Any students failing two courses that are involved in activities will be given a written notice and a notice will be sent to the parent/guardian of the student. The first week of failing two classes will serve as a "warning week".

If the student is failing the same two classes in two consecutive weeks, the students will be ineligible to participate in any activity, competition, or performance. The student is ineligible to participate from Monday noon to Monday noon. The student will remain ineligible on a week-by-week basis until they receive a passing grade in at least one subject. The policy takes effect the second week of each quarter.

Appeals to this policy are to be made directly to the building principal. Failure to follow the required reporting procedures as outlined in the staff handbook may result in a change of status for student eligibility by the building principal. The appeals process will end at the Superintendent level.

When ineligible, the student will be expected to attend all practices, competitions, and performances. Modified grading policies will be allowed for those who qualify. This policy will affect students participating in NSAA-sanctioned activities as well as those which are not.

### **DRUG AND ALCOHOL POLICY**

#### ***1. In-School Violations***

A student who is in the possession of, under the influence of, or who is apprehended in use of alcohol, marijuana, psychedelic, or hallucinatory drugs, anabolic steroids, or any habit-forming narcotic drug at school or while in attendance at a school-sponsored event shall be subject to exclusion as defined in the Central City High School Student Handbook. Said student will be immediately suspended from participation in all school-sponsored extra-curricular activities until due process procedures have determined guilt or innocence and appropriate penalty. The Principal who is in charge of the event shall give a complete report of the incident to the Superintendent of Schools at the earliest convenience.

Dismissal or suspension of a student from any co-curricular activity and/or sport must be reviewed and approved by the principal.

#### ***2. Out-of-School Violations***

The following practices, and/or conduct, are deemed inappropriate for students involved in extra-

curricular activities, at any time, in any location.

- The possession, and/or consumption of alcoholic beverages.
- The possession, and/or use, of controlled substances (marijuana, heroin, hallucinogenic drugs, etc.) or "look alike" drugs.
- A student who possesses, dispenses, delivers, or administers anabolic steroids.
- The possession, and/or use, of tobacco in any form.
- Being in the presence of alcohol or controlled substance at a gathering/social event unless in attendance with parents/guardians (possession and consumption guidelines still apply at all times).
- The violation of rules included in the "Probations and Exclusions" section of the Student Planner.
- Refusal to abide by a coach's or sponsor's request concerning actions, appearance, and/or general conduct as a representative of the Central City Public School.

If a thorough investigation by the principal establishes that student conduct is in violation of rules and regulations concerning participation in extra-curricular activities, the following disciplinary action steps will be initiated. **These steps carry over from year to year for the duration of the student's four-year athletic/activity participation period.**

### ***Alcohol and Controlled Substances***

Step One: Suspension from activities for forty-five (45) calendar days. The suspension will be reduced by ten (10) days if the student "self-reports" his or her involvement within three (3) calendar days of the incident. The suspension can also be reduced by twenty-five (25) calendar days if the student completes an educational program endorsed by the school; in addition, the student will be encouraged to participate in a professional evaluation arranged by the parent.

Suspension begins immediately upon activities director/principal determination.

Step Two: The student will be denied further participation in the activity in which the student is involved at the time of the second violation, but not to be less than the remainder of the current semester. A twenty-eight (28) day suspension will be enforced if the student will show evidence in writing that he or she has sought and received counseling from a professional individual, i.e. school alcohol/drug counselor, medical doctor, professional alcohol/drug counselor, psychiatrist, psychologist. The school will require the student to participate in a professional evaluation.

Step Three: The student will be excluded from participation in all school sponsored athletics and activities. Continued treatment will be advised.

### ***Tobacco***

Step One: Possession, and/or use, of tobacco in any form - suspension for fifteen (15) calendar days, or seven (7) days and complete an educational program endorsed by the school.

Step Two: Fourteen (14) day suspension.

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

Step Four: The student will be excluded from participation in all school sponsored athletics and activities. Continued treatment will be advised.

### ***Anabolic Steroids***

A student who possess, dispenses, delivers, or administers anabolic steroids shall be subject to the following sanctions:

First Offense: The student shall be prohibited from participating in any extracurricular activities for 30 consecutive days.

Second or Any Subsequent Offense: The student shall be prohibited from participating in any extracurricular activities for one (1) calendar year from date of finding of violation.



### **3. Clarifications/Definitions**

Extra-Curricular Activities shall be defined as “any activity involving Central City Public Schools, outside the established academic discipline, at which public attendance is encouraged, or contests involving students from other schools.” Extra-curricular activities include, but are not limited to, athletics, cheerleading, vocal music, band, school sponsored organizations, and dramatics. Excluded events include Homecoming, Prom, all high school dances, and Graduation.

While on suspension, a student shall be required to attend practices, meetings, and other routine events of the sport/activity. Participation in special events or contests is NOT allowed, but attendance may be required by the coach/sponsor. The student will not be allowed to attend in uniform, however. Activity clubs may add additional consequences, but these rules and consequences must be a part of the printed constitution and/or rules of the organization.

The application of these rules and regulations shall be initiated on the first day of school, or the first day in which practice for, or participation in, the activity is held, whichever is earlier. For violations occurring at the end of the school year, penalty days will be carried forward to the next school year, penalty days will be carried forward to the next school year.

If the violation occurs near the end of a sports season, or other activity, making it impossible to complete the suspension period, the suspension will continue into the next sports season, or activity.

### **4. Due Process**

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

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

Written notice shall be mailed to the student's parents or guardian. Such notice shall be mailed, where practicable, on the day such action is taken, and in no case later than the day after such action is taken. The notice shall state the rule, which was violated, and the action taken.

The student and his or her parent or guardian may, within three days, request a hearing, which hearing shall be held within three days after receipt of such request. The suspension from activities/athletics shall continue during the appeal process and count towards total days served.

Such hearing shall be held before a board consisting of the coach or sponsor of the activity from which the student has been suspended, the school activities director, and the school principal. At such hearing, full explanation of the action taken shall be given.

The parent of the student may appeal the high school activity board's decision to the Superintendent of Schools. Decisions on appeals received by the Superintendent may be appealed to the Board of Education for a final determination.

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

**MISSION STATEMENT**

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

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

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

**DEFINITIONS**

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

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

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

**MRO:** Medical Review Officer.

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

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

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

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

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

**Drug Program Administrator:**

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

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

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

**Non-Punitive Nature of Policy:** No student shall be penalized academically for testing positive for illegal drugs or alcohol. The results of drug tests pursuant to this policy will not be documented in any student’s academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal

process, which the district shall not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent or legal guardian will be notified as soon as possible by the district.

## **DRUG SCREENING PROCEDURES**

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

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

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

### **After School Hours Conduct:**

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

### **Procedure:**

#### **1. All Current Students Participating in Extracurricular Activities**

##### **A. Random Testing**

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

##### **B. Consent**

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

##### **C. Removal From the Random Testing List**

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

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

## **2. Testing Procedures**

### **A. General Guidelines**

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

### **B. Substances**

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

### **C. Testing Procedure**

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

## **3. Collection Sites**

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

## **4. Collection Procedures**

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

## **5. Return of Results**

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

## **6. Request for Retest**

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

extracurricular activities are required to pay the associated costs for an additional test in advance. However, the costs will be reimbursed if the result of the split sample test is negative.

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

***First Positive Test upon self-admission or lab confirmation:***

- DPC & Principal meeting with parent/s and student;
- Student notified of a requirement to miss the suspension of the privilege to participate in practice and all extracurricular activities for 14 calendar days. If the end of the activity precedes the end of the 14 days the remaining days will carry over to the next activity so the student completes the required number of days; and
- Student must complete a drug and alcohol assessment by a certified drug counselor at the student's expense within 30 days of the positive test and follow any recommendations made therein for treatment at the student's expense. Cooperation with counseling must be documented monthly until such time as the student is successfully discharged by the counselor. A district-administered negative test must be provided before the student may return to the activity; and
- Mandatory drug testing, a minimum of once a month, will commence after the first parent meeting for the next 6 months or end upon graduation from Central City High School.

***Second Positive Test (Grades 7-12):***

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

***Third Offense (Grades 7-12):***

- DPC & Principal meeting with parent/s and student;
- Student notified of a requirement to miss the suspension of the privilege to participate in practice and all extracurricular activities for 1 year. If the end of the activity precedes the end of the 1 year term and the remaining days will carry over to the next year's activities so the student completes the required number of days; and
- Student must complete an updated drug and alcohol assessment (if requested by a certified drug counselor) at the student's expense within 30 days of the positive test and follow any recommendations made therein for treatment at the student's expense. Cooperation with counseling

must be documented monthly until such time as the student is successfully discharged by the counselor. A district-administered negative test must be provided before the student may return to the activity; and

- Follow-up drug testing will continue for 12 months from the date of the meeting.

***Fourth Positive Test (Grades 7-12):***

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

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

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

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

**Appeal:** A student participating in extracurricular activities who has been determined by the principal or Drug Program Coordinator to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision will be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

**Record Keeping and Confidentiality:** All records pertaining to participants shall be kept separate from the student records. The record keeping and results of all testing will be held in the strictest confidence. These records will be accessible only to the Drug Program Coordinator or his designee. Records

pertaining to a particular student will be destroyed upon his/her graduation from Central City High School, or one year after his/her class graduation.

**SEVERABILITY**

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



2011-12 School Year (7+)	1 <sup>st</sup> 8:00-8:47	HR 8:50-9:07 2 <sup>nd</sup> 9:10-9:57	3 <sup>rd</sup> 10:00-10:47	4 <sup>th</sup> 10:50-11:37	5A Lunch A 11:37-12:08 Class 11:40-12:28	5B Class 12:11-1:00 Lunch B 12:28-1:00	6 <sup>th</sup> 1:03-1:50	7 <sup>th</sup> 1:53-2:40	8 <sup>th</sup> 2:43-3:30
D Anderson College Cr	<u>Eng Comp</u> College Lit	Counselor	Counselor	LUNCH	Noon Duty	<u>Intro to Psych</u>	Counselor	Counselor	<u>Counselor</u> Statistics
J. Anderson AD	AD	AD	AD	AD	LUNCH	Noon Duty	AD	AD	AD
Benes 509 H11	Reading SS	PLAN	Resource SS	Reading	LUNCH	Engl I X SS	Engl II X SS	Reading	Resource SS
Buck 304 H11	Basic Geom X	Pre-Algebra X SS	Basic Math Skills	Resource SS	LUNCH	<u>Adv Per Dev</u> Adv Per Dev	PLAN	Basic Alg I X SS	Work Experience
Christensen MS	MS	MS	PLAN	MS	LUNCH	MS	<u>Production</u> <u>Technology</u>	CHOIR	CHOIR
Davidson 107	MS	MS	SH PLAN	<u>Word Proc</u> Word Proc	LUNCH	PLAN SH	<u>Word Proc</u> Intro to Bus	Marketing	<u>Bus Law</u> Intro to Bus
Detlefsen 107	MS	<u>Health Sci</u> Medical Term	MS	MS	LUNCH	MS	MS	MS	MS
Dinwiddie 104 H9	SH Earth & Space	Physical Science	Applied Phy Science	Applied Phy Science	LUNCH	Physical Science	MS	SH Earth & Space	PLAN
Duerksen 403				<b>Lifetime Fit</b> Lifetime Fit 403	LUNCH				
Fernau MS	Opportunities MS	Opportunities MS	Opportunities MS	Opportunities MS	LUNCH	PLAN	Credit Recovery	Credit Recovery	<u>Ft Tr I</u> Fr Tr II
Garfield Gym	MS	MS	MS	<b>MS</b>	LUNCH	MS	<u>PE I</u> PE II 403	<u>PE I</u> PE II 403	PLAN
Gathje 513 H10	PLAN Sp/Sp	English II	British Literature	British Literature	LUNCH	Sp/Sp PLAN	Engl II	English II	English II
Gavers 105 H11	<u>Info Tech I</u> Per F/Per F	Accounting I	PLAN	<u>Info Tech I</u> Info Tech I	LUNCH	Per F/Per F Info Tech I	Technology	Technology	Technology
Gillan 106 H10	Biology	Applied Biology	Biology	PLAN	LUNCH	Applied Biology	Biology	Adv Biology	Study Lab
Hood 303 H10	<u>Ft Tr I</u> Ft Tr II	<u>Psychology</u> Sociology	World History	SH	LUNCH	<u>Psychology</u> Sociology	World History	World History	PLAN
Jacobsen 306 H10	Basic Geometry	Geometry	Basic Geometry	<b>Trans Math</b>	LUNCH	Geometry	Geometry	PLAN	Alg II
Johnson 504 H12	Spanish II	Spanish I	Spanish III	PLAN	LUNCH	Spanish II	Spanish IV	Spanish III	Spanish I
Maresh 508	MS	MS	PLAN	<u>Leadership</u> Companion Animals	LUNCH	<u>Agribusiness</u> Horticulture	Intro to Environment& Ag Sci	<u>Welding</u> Advanced Welding	<u>Plant Sc</u> Adv Plant Science
McHargue 600	MS	MS	English I	English I	LUNCH	Engl I	PLAN	MS	MS
Monk 401	MS	MS	PLAN	<b>Nutrition and</b> <b>Food</b> Careers/Career s	<b>Nutrition and</b> <b>Food</b> Food Science	LUNCH B	Family <u>Relationships</u> Child Care/ Parenting	Housing and <u>Interior Design</u> Food Science*	SH
Mousel 512 H11	Yearbook	Art II	Art II	PLAN	LUNCH	Noon Duty	Art III	Art III	<u>Art I</u> Graphic D 405 Lab
Negus 311 H12	Algebra II	Algebra II	Calculus 313	Trig/Pre Calc	Noon Duty	LUNCH	Consumer Math	PLAN	Study Lab
Robb 308 H9	Algebra I	Pre-Algebra	PLAN	Basic Algebra	LUNCH	Algebra I	SH	Basic Algebra	Algebra I
Shrader 405 H9	<u>Small Engines</u> Small Engines	<u>Co-Op Ed/DO</u> App in Construction	<u>Manu/Wood I</u> Manu/Wood II	<u>Careers/Career</u> s Technology Ed	LUNCH	Noon Duty	<u>Manu/Wood I</u> Manu/Wood II	Design and <u>Constr CADD</u> CADD	PLAN
Van Pelt 305 H12	Am History 9	<u>Am Gov</u> Geography	Am History 9	<u>Per D/Per.D</u> Per D/Per D	LUNCH	Am History 9	<u>Am Gov</u> Geography	PLAN	<u>Am Gov</u> Geography
Walcott 511 H9	PLAN	Applied English	Technical Read/ Wr II	American Literature	LUNCH	Technical Read/Wr I	Technical Read/Wr I	American Literature	Study Lab
Wright 108 H11	<u>Applied Chem</u> SH	PLAN	Chemistry	Chemistry	LUNCH	SH Ad Chemistry	Chemistry	<u>Applied Chem</u> SH	Physics
Q. Zeller Band 12H	Band	SH	<u>Guitar</u> SH	MS	LUNCH	MS	PLAN	MS	MS

## Bell Schedules

### Regular Class Schedule:

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

5 Lunch A 11:37 – 12:08    Class 12:11 – 1:00  
A1. Dismissed @ 11:35  
A2 Dismissed @ 11:36  
A3 Dismissed @ 11:37

5 Lunch B 12:28 - 1:00    Class 11:40 – 12:28  
○ B1 Dismissed @ 12:28  
○ B2 Dismissed @ 12:29  
○ B3 Dismissed @ 12:30

### 11:30 Dismissal (without lunch)

Either Periods 1 thru 4 or 5 thru 8 with Homeroom.

### 1:00 Dismissal

1	8:00 - 8:31	6	10:16 - 10:47
2	8:34 - 9:05	5	10:50 - 11:53(Lunch)
3	9:08 - 9:39	7	11:55 - 12:26
4	9:42 - 10:13	8	12:29 - 1:00

Lunch A 10:47-11:17    Class 11:20 – 11:55  
A1 Dismissed @ 10:45  
A2 Dismissed @ 10:46  
A3 Dismissed @ 10:47

Lunch B 11:25 – 11:55    Class 10:50 – 11:25  
B1 Dismissed @ 11:23  
B2 Dismissed @ 11:24  
B3 Dismissed @ 11:25

School Calendar

[http://www.centralcityschoolsne.org/pages/uploaded\\_files/2011-2012%20Calendar.pdf](http://www.centralcityschoolsne.org/pages/uploaded_files/2011-2012%20Calendar.pdf)