

## **MISSION**

**THE RAYMOND CENTRAL COMMUNITY  
IS COMMITTED TO PROVIDING A POSITIVE, CHALLENGING LEARNING ENVIRONMENT, WHICH  
PREPARES EACH INDIVIDUAL TO BE A RESPONSIBLE CITIZEN IN AN EVER CHANGING SOCIETY.**

The purpose of this handbook is to inform the students and parents of the policies, procedures, rules and regulations that the Board of Education and Administration feel are necessary to fulfill the educational goals of Raymond Central Junior-Senior High School. The primary goal of Raymond Central Public School is to provide the best possible educational experience for students and to provide those opportunities for education in an atmosphere and environment, which will be conducive to learning for all students. The achievement of these goals will be furthered through a clear understanding of expectations.

Your school career should be a time of learning, of personal and social growth, and of increased awareness of your responsibilities as a citizen. These are vast opportunities and challenges for you. Hard work and cooperation by all will result in the best education possible for the greatest number of students.

## **WELCOME**

Raymond Central Junior-Senior High School administration and faculty extend a welcome to students. The administration is committed to upholding the Raymond Central governing values and mission statement. Raymond Central Public Schools believes . . .

- all individuals have value and should be shown dignity and respect;
- quality education is the cooperative responsibility of its students, staff, parents, and community;
- learning is a lifelong process;
- each student can learn and achieve personal success; and
- an excellent educational foundation will be provided for each student.

A successful secondary school education begins with a positive attitude. This handbook, by stating the attitudes and purposes prevalent at Raymond Central Public School Junior-Senior High School, will help insure parents' rights and responsibilities.



## **PARENT RIGHTS AND RESPONSIBILITIES**

### **EVERY PARENT HAS THE RIGHT TO:**

1. Be treated with courtesy by all members of the Raymond Central Public Schools' staff.
2. Be respected as an individual regardless of race, creed, national origin, economic status, religion, sex, or age.
3. Be informed of academic requirements for any school program.
4. Participate in meaningful parent-teacher conferences to discuss the student's school progress and welfare.
5. Be informed of approved procedures and administrative decision.
6. Be informed of approved procedures for seeking changes in school policies and for appealing administrative decisions.
7. Inspect the student's cumulative record and remove or correct any false or misleading statements in conformity with current guidelines established by the State and Federal government.
8. Be informed of all programs in special education.
9. Appeal the placement, in accordance with established guidelines, of a student in special education.
10. Secure as much help as is available from the Raymond Central Public Schools to further the progress and improvement of the student.
11. Expect that every attempt will be made by school personnel to ensure parents receive important school news and messages.
12. Reasonable protection for the student from physical harm while under school authority.
13. Participate in organizations designed for parents.

### **EVERY PARENT HAS THE RESPONSIBILITY TO:**

1. Make every effort to provide for the physical needs of the student.
2. Strive to prepare the student emotionally and socially to be receptive to learning.
3. Strive to have the student attend school regularly and on time.
4. Encourage and lead the student to develop proper study habits at home.
5. Know school requirements and procedures.
6. Speak up to prevent misunderstandings.
7. Discuss problems with the appropriate persons, i.e., teachers – principals –superintendent of schools – board of education.
8. Work for the success and improvement of the school program.
9. Treat all members of the Raymond Central Public Schools with courtesy and respect.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **EVERY STUDENT HAS THE RIGHT TO:**

1. Be treated with courtesy by all members of the Raymond Central Public Schools' staff.
2. Be respected as an individual regardless of race, creed, national origin, economic status, religion, sex, or age.
3. Be informed of approved procedures and administrative decisions.
4. Have help available from Raymond Central Public Schools to further the progress and improvement of the student.
5. Have reasonable protection for the student from physical harm while under school authority.

### **EVERY STUDENT HAS THE RESPONSIBILITY TO:**

1. Be ready to learn.
2. Attend school regularly and on time.
3. Develop proper study habits at home.
4. Discuss problem with the appropriate persons, i.e., teachers – superintendent of schools – board of education.
5. Treat all members of the Raymond Central Public Schools with courtesy and respect.

## **PARENT INVOLVEMENT POLICY**

The Raymond Central Public Schools believe that parent involvement is necessary in order to develop a total learning community for students of all ages. Children, parents, educators and the community as a whole, benefit when parents are involved in their children's education.

The Raymond Central Public Schools, with involvement of parents, may develop and implement regulations consistent with the legal requirements of the state and the goals of the school district. An annual review of these policies will be conducted by the Board of Education to alter or reaffirm the policy following any changes made by the staff and administration.

The Raymond Central Public Schools will provide access, upon advanced request of parents, to review tests, textbooks and other curriculum materials used in the district. In the event that any parent has a concern or objection regarding any materials, a personal conference with the parent (s) and appropriate school personnel may be arranged. Parents may express, in writing, objections to particular curricular materials. The written statement should include information regarding the instructional material that is objectionable, the reason for concern, and the parent's proposal for resolving the concern. Continuing concerns may proceed through the normal administrative chain of command. Upon conferencing with the principal, parents may elect an alternative for their child.

Parent visitation in Raymond Central Public Schools is encouraged. It shall also be the policy of the District, upon reasonable advanced request, to allow parents to attend and monitor courses, assemblies, counseling sessions, and other instructional activities, unless such attendance would substantially interfere with a legitimate school interest. It shall also be the policy of the District to provide the parent(s), upon parent signature, full access to the records of their student as set forth in 79-4, 157 and the Federal Education Rights to Privacy Act, during regular business hours of the school at the site where the student's records are regularly maintained by the district.

It shall also be the policy of the District to attempt to notify parent (s), when reasonable of any student who will be asked to complete a standard norm-referenced or criterion-referenced test where a sample of such test might be reviewed and the date (s) when administered. Prior to any district approved survey being administered to the students of the District, the district will attempt to notify parents involved in the survey, that such a survey shall be administered. The parent (s) shall have the opportunity to review the survey and request that their children not take part in the survey.

## **REGULATORY PROCEDURES**

**ATTENDANCE** Students have a right to learn; teachers have a right to teach. The Nebraska School Laws (79-201, 79-209, and 79-209 Section 6) require regular attendance for all pupils of school age for the entire time each year that school is in session. The statutes are very specific and leave little option, if any, with schools to excuse their pupils. In addition to this, schools have found that irregularity in attendance is the most frequent cause of failures; therefore, parents will greatly aid the school in promoting the welfare of the pupils if requests for absences are held to a minimum.

**ATTENDANCE POLICY AND APPEALS** Students will be allowed to accumulate 8 absences per semester for reasons other than co-curricular activities. An absence is defined as missing more than 20 minutes of any class. Upon the accumulation of more than 8 absences during a semester class, the student will either forfeit credit for the class (es) or they will need to make-up time for every period missed over 8 to receive credit. Absentee make-up sessions are 45 minutes and are made up with the teacher before and after school. The office will try to mail letters on time to the parents/guardians of the students when they reach 4, 6, and 8 absences respectively.

The principal has the right to waive the absences and extend the number of allowable absences in case of an extended illness or hospitalization (six or more consecutive days absent from school in a row as a result of the same illness/injury). The student will be put on a "Home Bound" list until which time they may return to school. The staff, to keep students current and up to date, will provide assignments and make-up work. If a student wishes to appeal a principal's decision on an attendance issue, an appeal may be made to the superintendent of schools. If this is not satisfactory, an appeal may be made to the Board of Education at their monthly meeting.

**REPORTING ABSENCES** Parents of the absent student are to call the school to notify the office of an absence. Personnel are on duty at 6:00 am to receive calls. When the office has not been notified by 9:00 am regarding the student's absence, the attendance office will call the student's home to verify the absence. The student will be counted truant for the absence.

**ADMIT SLIP** When returning to school, students will need to bring a note from their parents/guardians or medical documentation to the office as to the nature of the absence. The note of admission should contain the following information: Student's Name, Date(s) of Absence, Reason, and Parent Signature.

An Admit Slip will be obtained from the office in order for the student to be admitted to class. The student will be given two (2) days for every day of absence to make-up homework. The student must arrive at school early enough to secure an admit slip without being tardy to the first period class. A student who gets sick during the school day or needs to leave for an appointment, must report to the school office and be released by the office staff to go home or to the doctor. A parent/guardian must be notified by office staff prior to release; only school personnel or persons authorized on the student's emergency information may take the student home.

**BLUE SLIP/YELLOW SLIP** Blue absence forms are to be used for individual advanced absences; yellow absence forms are to be used for co-curricular absences.

A special request from parents or guardians must be made in writing for any individual advanced absence. This request should be made well in advance of the anticipated absence permitting sufficient time to obtain assignments from all teachers and to complete all assignments at the specific request of the teachers. The request to be absent is made through the office and is administered with a blue absence form. These forms must be completed and returned to the office secretary by 4:00 pm on the day prior to the anticipated absence. Failure to comply could result in forfeiture of credit for the class on the day absent. It is emphasized that having the permission of a parent to be absent will not be a guarantee that school authorities will waive the absence. Such decisions will be made through the principal's office.

For absences that are school sponsored, the sponsor will issue a yellow absence form and return it to the office. The form must be completed prior to participating in co-curricular activities. The student must return the yellow absence form to the sponsor at the time designated.

**EARLY DISSMISSAL** Students who have good attendance throughout the school year will have the following opportunities at the end of the school year:

7<sup>th</sup> and 8<sup>th</sup> Grade - 8 or less absences per period per year – May checkout 1/2 day early  
9<sup>th</sup> to 11<sup>th</sup> Grade - 4 or less absences per period per year – May check-out 1 1/2 days early  
9<sup>th</sup> to 11<sup>th</sup> Grade - 8 or less absences per period per year – May checkout 1/2 day early

(If a student accumulates 13 or more tardies for the year, they will be ineligible for "early dismissal" at the end of the year)

**REPORTING AND RESPONDING TO TRUANT BEHAVIOR** Truancy is interpreted to mean improper absence from school without approval of the school and the parents. Students who skip a class or skip school for the entire day will be reported to the principal as truant. A record of truancy will be kept as a part of the student's attendance record. Any administrator, teacher, or member of the Board of Education who knows of any failure on the part of any child age 7 to 16 to attend school regularly without lawful reason, shall within three days report such violation to the superintendent. The superintendent shall immediately cause an investigation of the case to be made. When of his or her personal knowledge, by report of complaint from any resident of the district, or by report or complaint as provided in the section, the superintendent as the designated attendance officer, believes that any child is unlawfully absent from school he or she shall immediately investigate. The school shall render all services in its power to compel such child to attend some public, private, denominational, or parochial school, which the person having control of the child shall designate, in an attempt to remediate the child's truant behavior. Such services shall include, as appropriate, but need not be limited to:

1. One or more meetings between a school attendance officer, school social worker, and other person designated by the school administration. If such school does not have a school social worker, the child's parent or guardian, and the child if necessary, are to report and to attempt to solve the truancy problem, unless the officer or worker has documented the refusal of the parent or guardian to participate in such meetings.
2. Education counseling to determine whether curriculum changes, including, but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavior needs of the child, would help solve the truancy problem.
3. Educational evaluation, which may include a psychological evaluation with the written consent of the parent or guardian, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed; and

4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the Administration, to identify conditions which may be contributing to the truancy problem. If services for the child and the student's family are determined to be needed, the school social worker or other person performing the investigation shall meet with the parent or guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.

Truancy and tardiness are a violation of school rules. The services to be provided in response to truancies and tardiness shall also include disciplinary measures, including, without limitation, restriction of co-curricular and other activities, additional work assignments before, during or after regular school hours, and removal from a particular class or classes. Suspension (short-term or long-term) or expulsion from school may be imposed for truancy or tardiness, providing that alternatives to such action have been used or determined by the principal to be inappropriate under the circumstances.

If the child continues to be or becomes habitually truant, the attendance officer shall serve a written notice to the person violating the compulsory attendance statutes, warning the student to comply with its provisions. If in one week after the time such notice is given, such person is still violating such statutes, and then such attendance officer shall file a report with the county attorney of the county in which such person resides. A student who has been truant will be ineligible for all co-curricular activities (practices included) until such time as suspensions are served. Make-up work will be required to be completed; however, absence due to truancy results in a grade of zero for work occurring during the period of truancy. Truancy is included in the eight (8) day limit and is not subject to appeal.

**TARDIES FOR PERIODS 1-8 PER SEMESTER** Students who are not in their assigned classroom or in their seats at the beginning of class are tardy. A tardy is defined as arriving to class or not in their seats after the tardy bell has rung. An absence to class is defined as arriving to class after the first 20 minutes of class. If a student is tardy more than two times per class, the student will receive detention to be served with the teacher for a minimum of 15 minutes. Detentions occur with every third tardy.

### **STUDENT DISCIPLINE**

- A. Development of Uniform Discipline System. It shall be the responsibility of the superintendent to develop and maintain a system of uniform discipline through the districts schools. This system of discipline should encourage the positive development of a student's self-concept and his ability to exercise self-control.
  1. Short-Term Suspension
    - a. Students may be excluded by the principal or his designee from school or any school function or a period of up to five school days (short-term suspension) on the following grounds:
      - (1) Conduct constituting grounds for expulsion as hereinafter set forth; or
      - (2) Other violations of rules and standards of behavior adopted by the Raymond Central Public Schools 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 his or her designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspensions shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent and 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 person affecting the short-term suspension.
      - (4) Within 24 hours or such additional time as is reasonably necessary following 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 administrator ordering the short-term suspension before or at the time the student returns to school. The principal or administrator shall determine who, in addition to the parent or guardian, shall attend the conference.

2. Long-Term Suspension

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

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 school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in Paragraph 4d, in which case the expulsion shall remain in effect for the period specified therein.

b. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise, the student may be readmitted by action of the superintendent.

c. Suspension of Enforcement. Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the school district deems appropriate for rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job-trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student's participation and conduct has been satisfactory or not, shall be made by the director of student services or his/her administrative assistant.

d. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the director of student services or designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide

specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the director of student services or designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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 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 a student
  6. Threatening or intimidating any student for the purpose of, or with the intent to, obtain 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 rules adopted by the school district or the school.
  15. Engaging in any unlawful activity as determined by 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 Raymond Central Public Schools buses.
- 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.

- 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 forces 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 it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester; the expulsion shall remain in effect for the first semester of the following school year. 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 year. The superintendent may modify such one 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 he/she brings such item 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 designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent.
  - c. The principal or his or her 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 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 assistant principal.
    - 2. The penalties to which the student may be subjected and the penalty which the principal or his or her designee has recommended in the charge.

3. A statement explaining the student's right to a hearing upon request on the specified charges.
  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 or request for hearing to be signed by such parties and delivered to the principal or his or her designee in person or by registered or certified mail.
- 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 to the hearing stage.
  - e. In the event that the principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the principal, or his or her designee shall automatically go into effect.
  - f. If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
  - g. If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
  - 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 school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
- 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 Raymond Central Public Schools Board of Education 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 form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian, 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 or guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination nor will any conclusion be drawn therefrom. Any person giving evidence by written statement or in person shall be given the same immunity from liability as a person testifying in a court case. A single hearing may be conducted for more than one student if in the discretion of the hearing examiner a single hearing is not likely to result in confusion or prejudice to the interest of any of the students involved. If during the conduct of such a hearing, the hearing examiner concludes that any of such Student's interests will be substantially prejudiced by a group hearing, or that confusion is resulting, the hearing examiner may order a separate hearing for each or any of said students.

- 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 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 of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
- j. Review by superintendent. The superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the superintendent may not impose a more severe sanction than that imposed by the hearing officer.
- k. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents or guardian, the determination of the superintendent shall take immediate effect.
- l. Appeal to Board. The student, student's parents or guardian may, within seven school days. Following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Raymond Central Public Schools Board of Education.
- m. Review by Raymond Central Public Schools Board of Education. Upon receipt of the the request for review of the superintendent's determination, the Raymond Central Public Schools Board of Education or a committee of not less than three members shall, within ten school days, hold a hearing on the matter. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence.

Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the

school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The board may alter the superintendent's disposition of the case if it finds his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

The final decision of the 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 mail.

B. Special Education – Discipline Actions for Special Education Students

See, Policy 5140

C. Corporal Punishment - Defined

Corporal punishment is not to be used as a form of discipline. A staff member may use physical force against a pupil only for the following reasons:

1. Protection of the Educator;
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. (Adopted October 17, 1988).

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 shall be the policy of the Raymond Central Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - a. Knowingly possessing illegal drugs or alcohol.
  - b. 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 student and/or staff.

It shall be the responsibility of the referring administrator to make every reasonable effort to contact the student's parent prior to notifying legal authorities. In the event a parent cannot be contacted prior to referral, parental notification should take place as soon after the referral as reasonably as possible.

**ATTIRE AND GROOMING** Raymond Central maintains a dress code to assist in establishing a proper atmosphere for learning and to prepare students for the world of work. This code is governed by three words: neat, modest, and appropriate. Neat refers to clothing being in good repair (without tears, frays, or holes.) Worn neatly refers to shoes being tied, and shirts being buttoned and not hanging off the shoulder. Modest means dressing in a manner that is considered proper or decent, not extreme or pretentious. Appropriate means fitting properly (shirts, waist, and crotch, etc., fit properly, neither too tight nor overly baggy). Clothing that student's wear should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Teachers are to make

observations related to students' attire throughout the day and inform the principal if they feel the attire is inappropriate. The fact that a school will permit a wide variety in school clothes does not mean that all styles are equally appropriate for all students. The final decision in those situations of disagreement will be resolved by the school administration. If chronic violations occur, certain items of dress may be banned.

The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail.

Students are permitted to wear shorts of moderate length (6" or more inseam) (brief athletic shorts and biker shorts are not permitted). Outfits such as slacks and blue jeans are acceptable along with outfits of decent and modest length. Tank tops may be worn, but they must be worn over or under an appropriate blouse or shirt. The following do not constitute acceptable school attire:

1. Articles which are unwashed and in appropriately soiled or ragged
2. Articles displaying indecent writing, pictures, or slogans;
3. Articles which could cause damage to other individual property; Example: cleats on shoes;
4. Bare feet. Some type of footwear must be worn, bedroom slippers cannot be worn;
5. Clothing made of the open-mesh material unless it is worn over other non-mesh material;
6. Jewelry (necklaces, rings, bracelets, chains, etc.) that may pose a safety hazard will be removed at the request of the classroom instructor or principal
7. **No caps, hats, bandannas or sun glasses, may be worn during the school day;**
8. Any type of attire that advertises, promotes, or make reference to drugs, alcohol, sex or tobacco;
9. Clothing with tears or holes that expose flesh (bare midriffs) or underclothes are not acceptable.

The school dress code will be in effect during school hours and at school activities unless a sponsor of an activity gives permission to a student to wear something different.

On first offense of a dress code, a student may call home for a parent to bring proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Violations of the dress code will result in disciplinary action under A.4.a. (14) of this policy.

The final decision regarding attire and grooming will be made by the principal or the superintendent.

**BUILDING AND ENTRY MOVEMENT** Students involved in special activities before 8:00 a.m. or after 4:00 pm must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. If a student needs to enter the building prior to 8:00 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in front entrance area. Failure to do so will be referred to the principal.

During school time students may be permitted to leave classroom or study for specific purposes. A school issued Assignment book signed by a teacher is required before a student may leave the classroom. The first Assignment book will be given to the students. Each additional Assignment book will cost the students \$3.00. Every student needs an Assignment book. **Each teacher will maintain a sign out sheet in their room.**

**RESPECT FOR PERSONS PROPERTY** Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school Personnel, or District property.

**TOBACCO/ALCOHOL AND OTHER DATA** As a participant in Toward a Drug Free Nebraska Program, certain training level and standards are present in Raymond Central Public Schools policies. A comprehensive, age-appropriate, developmentally based, alcohol and other drug education and prevention program for all students in all grades is in place. The education and prevention program includes information of the legal, social, and health consequences of alcohol and other drug use. The program includes teaching students effective techniques for resisting peer pressure to use alcohol and other drugs.

The district takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to 1) determine program effectiveness and implement any necessary changes, and 2) to ensure that the policy sanctions are consistently enforced.

Any Raymond Central Public Schools student who is found to be in violation of school policy, relating to the possession (including “under the influence”) use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco) controlled substances, or “look-alikes,” on school property, at school sanctioned activities, (either on Raymond Central Public Schools property or at other community sites), or when being transported in vehicles dispatched by the school district may face notification of legal authorities. All sanctions or disciplinary actions will be consistently enforced according to the following guidelines:

1. Disciplinary Actions for Use/Possession, Sale, or Distribution of Tobacco Products:
  - a. First Offense: The student will be assigned (1) day in school suspension without 0’s or (2) days out-of-school suspension with 0’s.
  - b. Second Offense: The student will be assigned two (2) days in-school suspension with no credit allowed for make-up work.
  - c. Third Offense: The student will be assigned three (3) days in-school suspension with no credit allowed for make-up work.
2. Disciplinary Action for Possession/Use/Under the Influence of Alcohol and/or Controlled Substance:
  - a. First Offense:
    1. The student shall be placed on a 19 day out –of-school suspension, but shall be given the option of having the long-term suspension reduced to a 3 day in-school suspension providing the student undergoes an evaluation for substance abuse and follows those recommendations made by a certified substance abuse evaluator. Any evaluation is at the expense of the student and/or parent/guardian. The school will provide a list of agencies providing evaluation services when requested.
    2. If a student fails to follow treatment recommendations, the remainder of the 19 day out-of-school suspension shall be enforced.
    3. Prior to re-admission to school, the student, along with the parents, must meet with the principal or his or her designee and counselor.
  4. The involved student shall be ineligible to participate in any co-curricular activities during the suspension.
  - b. Second Offense: The student will be placed on a 5 day out-of-school suspension pending a recommendation for expulsion for the remainder of the current semester
3. Disciplinary Actions for Students Selling, Giving, or Exchanging Alcohol and/or Controlled Substance:
  - a. First Offense: The student will be placed on a 5 day out-of-school suspension pending a recommendation for expulsion for the remainder of the current semester.
  - b. Second Offense: The student will be placed on a 10 day out-of-school suspension pending a recommendation for expulsion for the remainder of the current semester.

**ASSIGNMENTS/INCOMPLETE HOMEWORK** Work assigned to students is expected to be done as it is important for their educational development. The **STAFF** will no longer accept students choosing **NOT** to do their work. We **EXPECT** students to **DO** all work assigned by a teacher. For work to be graded, a student must legitimately complete at least 50% of the assignment. If the student turns in an assignment completed to the 50% or better level, then it is graded and given the appropriate grade for the work the student earned. Any work done at less than 50% completion level receives an “I” or incomplete. All incomplete grades will turn to an “F” on the last day of each semester unless prior arrangements have been made with the teacher and the principal.

**BODY PIERCING** The Administration and Faculty at Raymond Central Public School Jr/Sr High School has determined that it is inappropriate for students to wear tongue adornment or facial body piercing jewelry (excluding ears) during the school day or when students are participating in a school sponsored activity. If a student attends school or a school activity with a tongue or facial piercing, the student will be ask to remove this adornment. If the student fails to remove the prohibited adornment, the student may be placed in (In-School-Suspension) or sent home for the remainder of the day or the activity. **Students will not be allowed to attend school or school-sponsored activities until they have removed the objectionable pierced jewelry from the tongue or facial area.** Absences caused by inappropriate piercing will count as part of the eight period absence rule. **Failure to comply with the**

directive, or a violation of the policy on a repeated basis, he/she shall be subject to such disciplinary action as determined appropriate by the school administrator.

**ELECTRONIC DEVICES** Compact disc players/radios/tape players/iPods, cell phones, pagers, beepers, and/or any other electronic devices are not allowed in school during school hours (8:15 am to 3:21 pm). **They cannot be used from the time the student arrives at school until 3:21 pm. Students who are caught using cell phones or other electronic devices, the 1st offense, during school hours will have the item taken to the office and can pick it up at the end of the day. Multiple offenses will result in the loss of item for a longer time and a parent conference may be required.**

**2nd offense – 30 minute detention will be served before phone/device is returned.**

**3rd offense - 60 minute detention will be served before phone/device is picked up by a parent.**

**4th offense and subsequent offenses – 60 minute detention will be served and phone/device will be kept for two weeks in office**

**SKATEBOARDS, ROLLER-SKATES AND ROLLER-SHOES** Skateboards, roller-skates, roller-shoes any type of roller apparatuses are prohibited at all times on Raymond Central Public School property including schools, playgrounds, parking lots, driveways and buses. They are to be left at home.

**YOUTH GANG APPAREL, POSSESSIONS, AND BEHAVIORS** For the safety and welfare of students and the continued maintenance of a positive and secure learning environment, the following rule relative to youth gang apparel, possessions and behaviors applies to all students on school grounds or at school activities. Dress as identified by the administration as gang related apparel is not allowed. Any item worn or carried to identify a person, as a gang member, is not allowed.

**FIGHTING AT SCHOOL** All fights that occur at Raymond Central Public Schools will result in notification of legal authorities. This includes spontaneous as well as premeditated or planned fights. Scuffling and horseplay at school will not be tolerated and the students involved may be sent home for the remainder of the school day. If the incident is serious, the suspension will be for a longer period of time.

**ANTI-BULLYING POLICY** The Raymond Central Public Schools Board of Education recognizes the negative potential impact of bullying of one individual, or bullying of one group of individuals, by a second individual, or by a second group of individuals. The District Anti-Bullying Policy reads as follows:

One of the missions of the District is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. Strategies and practices are to be implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors.

The terms “bullying” and “harassment” are similar in many instances, and interchangeable in other circumstances. Bullying is the verbal, or physical, or simultaneous verbal and physical action(s) of one individual or group directed at a second individual, or second group of individuals, meant to (1) create an intimidating, hostile or offensive school environment; (2) have the effect of substantially or unreasonably interfering with a student’s school performance; or (3) otherwise affects a student’s school opportunities educationally and/or socially/emotionally. Examples of “bullying practices” would include, but not be limited to . . .

- A. Explicit and offensive sexual or other name calling references or gestures;
- B. Name calling or taunting;
- C. Unwelcome intentional touching, grabbing, pushing, tripping, elbowing, punching, knocking objects out of the hands or arms of another person, physically blocking the path of others, purposely taking (and/or) destroying the property of others, or other such acts meant to physically harm or psychologically demean another individual or group of two or more individuals.

#### Jurisdictional Statement

Policies regarding student behavior (including bullying) are in effect: while students are on school grounds, school district property, or on property within the jurisdiction of the school district; while on school-owned and/or school operated transportation which may include from the time students leave their residential doorstep; while attending or engaged in school activities; and while away from school

grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

#### Code of Conduct and Applicable Forms of Disciplinary Action

The school district response to inappropriate behaviors on the part of any student may include, but is not limited to, any of the following, either singly or in combination:

After an investigation, individuals determined to be guilty of bullying practices, may be subject to such forms of disciplinary action, either singly or in combination (but not limited to) as:

1. provide an apology;
2. serve a detention of time before, or after, school hours for one, or several days;
3. serve a detention of time at Saturday school for one, or several Saturdays;
4. serve an in-school suspension for a prescribed period of time deemed by the principal (or administration) to be commensurate with the offense;
5. serve an out-of-school suspension for a prescribed period of time deemed by the principal (or administration) to be commensurate with the offense;
6. be reassigned to an alternate placement of educational program;
7. enter into "expulsion proceedings" if the bullying practices constantly recur and are determined to be physically and/or psychologically damaging, and/or severe in nature; and
8. have the case turned over to legal authorities for adjudication if the action, or actions, are determined to be physically and/or psychologically damaging, and/or severe in nature.

IT SHOULD BE NOTED THAT THE ABOVE FORMS OF DISCIPLINARY ACTION MAY, OR MAY NOT, BE ADMINISTERED IN THE ORDER LISTED ABOVE. EACH CASE OF BULLYING WILL BE DEALT WITH ON THE MERITS OF THE NATURE/SEVERITY OF THE BULLYING, AND/OR ON THE NUMBER OF REPEAT OFFENSES BY THE OFFENDING PERSON OR PERSONS.

ALL STUDENTS AND ALL EMPLOYEES OF THE RAYMOND CENTRAL PUBLIC SCHOOL DISTRICT ARE TO ATTEMPT TO INTERVENE AND STOP ANY OBSERVED BULLYING PRACTICES, AND REPORT ANY AND ALL SUCH OBSERVATIONS TO THE PROPER SCHOOL AUTHORITIES.

**SEXUAL HARASSMENT** Students and staff should be provided with an environment that is free from unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct constituting sexual harassment. The Board of Education unequivocally prohibits sexual harassment of students or employees even when the affected student or employee does not complain to the faculty or the administration.

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

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational opportunities/working conditions or creates an intimidating, hostile or offensive learning or working environment.

A complainant who feels he or she has been sexually harassed should directly inform the offending party that the conduct or communication is offensive and must stop. If the complainant does not wish to communicate directly with the offending party, or if direct communication has been ineffective, the complainant should report the conduct or communication to a teacher, principal, counselor, or supervisor with whom the complainant feels comfortable.

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

Any party who sexually harasses a student or employee will be subject to discipline up to and including expulsion, or loss of job depending on the severity of the misconduct. A decision to take disciplinary action under this policy may be based on the statements of a complaining student or employee, statements, observations of educators, or any other credible evidence/witness.

This policy pertains to sexual harassment of students or employees by students or employees. **Students or employees are highly advised to refrain from engaging in any sexual harassment activities.** Upon completion of a complaint and investigation, if individual(s) is judged to be guilty of sexual harassment that judgment may be placed in the student's file for an indefinite number of years. The same is true of employees. Form located at back of book.

**CANDY BEVERAGES AND CONSUMPTION OF FOOD** The pop and candy machines in the building are available to students after regular school hours. These machines will be turned off from 10:00 pm to 3:15 pm. Students will not be allowed to drink beverages in the classroom areas unless it is part of a specific learning objective/class activity. All food items will be consumed in the school cafeteria. **Due to federal guidelines, students will not be allowed to take food out of the lunchroom or place personal food orders for delivery to the school for lunch. Individual classes or organizations can not have food parties between the hours of 10:45 AM to 1:00 PM.**

**EXCHANGE STUDENTS** Foreign exchange students provide an opportunity to enrich the learning at Raymond Central Public Schools. For further information, see Board Policy 6.25.

### **ROUTINE PROCEDURES**

**ANNOUNCEMENTS** Daily announcements will be read from each teacher at the beginning of second period, will be available on the internet, and will be placed in several locations on the hallway walls.

**BAD WEATHER** Whenever bad weather occurs, arrangements have been made with Radio Stations KFOR, 96 KX, KFAB, along with KOLN-KGIN TV Channel 10/11, to alert patrons of procedures. In the event our school will be closed for any reason, the above sources of news will be informed.

**CAFETERIA/LUNCH** A student lunch is available each lunch period at the price of \$2.10. Money for lunch will be deposited in the student's personal account. **A positive balance must be kept in the account at all times. If an account has a zero balance, the student will be denied school lunch until the account is replenished.** In addition, ala carte items will be offered at an additional price. Applications for free or reduced lunches are available through the office.

The State School Food Service program regulation forbids any competitive food or beverage service. The same regulations forbid the sale of food or beverage items by other school organizations over the lunch hour. Students are not allowed to order fast food by delivery during lunch period. Students are allowed to bring lunch from home. All lunches or food must be consumed in the cafeteria or in designated outdoor areas with administrative permission.

**CHANGE OF RESIDENCE, TELEPHONE NUMBER OR TRANSFER** If you change your address or your telephone number, please report this information to the office at once. If you move to another city or if you transfer to another school, you must obtain a withdrawal form from the office. This form must be signed by each of your teachers, your counselor, activity sponsors, the Media Specialist, and the office. All textbooks and other materials belonging to the school must be returned before you will be given a transfer slip for admission to the new school. Your records will be sent to your new school upon request of the principal of the school you will be attending.

**CHECKS** The school will not cash any type of check unless it is for payment of items purchased from or through a school fund.

**LOCKERS** Students will be assigned lockers prior to the start of the school year. Students may not move to another locker without the permission from the principal's office. If a student damages a locker, they will be responsible for the damage.

**LOST AND FOUND** The loss of an article of high value should be reported to the school office. Other items found will be kept in the lost and found located near the cafeteria. All accumulated articles will be cleared at the end of the school year. **The school discourages students from bringing large amounts of money and valuable property to school.**

**MEDIA CENTER INFORMATION** Students may obtain access to the Media Center before and after school and with a pass issued by the student's instructor or media specialist. (These times may vary according to class reservations and/or media specialist schedule.)

**CONDUCT** The purpose of the Media Center is to provide information and resources to students, staff, and administration. Because of the unique service that the Media Center provides, it is essential that all users treat the materials and equipment with care. The Media Center is a place for casual reading, academic study, utilization of resources, and meetings. It is not for the purpose of rough play or inappropriate socialization. When a staff member for a class or other purposes reserves the Media Center, other students may not be allowed in the Media Center without permission of the staff member present. Students are not allowed behind the circulation desk or in the A-V room without permission.

**FINES & FEES** Students have the potential of having a book checked out to them for a maximum period of five weeks (1-two week check-out plus a renewal of another two weeks plus the one week grace period). At the end of the checkout period, the material must be returned so that someone else may access the material. Students who fail to return materials and have not made any other arrangements will be subject to a posted fine schedule ranging from 50 cents to five dollars. After seven weeks students may be placed on restriction list, and the office will be notified. Placement on the restriction list means that the student may lose their media center privileges.

**COPIES** A copy can be made in the Media Center for classroom use only. Personal copies will cost 25 cents per page. **\*All copying must be in compliance with Federal Copyright Laws.**

**CLASS FEES** Referring to the Raymond Central Public School policy on Student Fees (6.9.1), students will not be charged a fixed fee for classes or labs that the students take for graduation credit. Students who are on or qualify for free and reduced price meals must file a Sharing Information Student Waiver form in order to receive a waiver. This form will be available at any administrative office for any school district parent who wishes to apply for the waiver. If the student qualifies for the waiver, the district will waive all fees. If a fee waiver student makes a project in a class and wants to take that project home, the student will be subject to pay for the cost of the materials in the project before they are allowed to take the project home. Fees for activities are covered in the co-curricular area of the handbook.

**POSTERS AND SIGNS** *An administrator must approve both the design and placement of all posters and signs before they can be displayed.* Thumbtacks may be used to fasten posters to bulletin boards; however, masking tape must be used to attach posters to the wall and to lockers. Do not use scotch on or in lockers.

**PROGRESS REPORTS** Progress reports are a means of communicating learning performance with students and with parents. Progress reports will be mailed out to the parents of all students for all classes at mid-term of each quarter. Grades will be presented to the students at the end of each week, except during mid-term week when progress reports will be mailed to parents/guardians. At the end of each quarter, the students will receive report cards, instead of grade reports. Parents are encouraged to ask their son/daughter for the grade reports, and if they have any questions, they need to contact the teachers. Parents who have questions of a teacher concerning their child's progress are encouraged to call the teacher ½ hour before school, during the teacher's plan period, or ½ hour after school.

**REPORT CARDS** Listed below is a schedule for the disbursement of report cards:

End of 1 <sup>st</sup> Quarter	October 16, 2009
End of 1 <sup>st</sup> Semester	December 23, 2009
End of 3 <sup>rd</sup> Quarter	March 11, 2010
End of 2 <sup>nd</sup> Semester	May 19, 2010 (If no snow days)

#### **TEACHER/PARENT CONFERENCE SCHEDULE**

October 26 & 28	JH/SH PTC – 4:00 PM – 8:00 PM
March 16 & 18	JH/SH PTC – 4:00 PM – 8:00 PM

**SCHOOL VISITORS** All parents and visitors are to check in at the principal's office after they enter the building. We encourage parent visitation of classes and often allow others to observe classes. **However, interruption of classroom processes to confer with a teacher or student is forbidden without proper authorization. Teenage visitors are allowed only with administrative permission. No parents or visitors are to enter a class in session without the permission of the principal's office.** Parents are welcome and encouraged to visit school at any time. In accordance with state law, we ask that parents please check in with the principal's office.

**STUDY HALL** A study hall period is available each period of the day. Rules and regulations for study hall decorum are standard and will be addressed the first week of the semester/quarter by the study hall teacher. **NOTE:** Students who are on the down list are not allowed passes except for make up work. Junior high students do not have pass privileges except under direct request of a classroom teacher to work on subject matter.

**SUPPLIES** Each pupil is expected to provide supplies required in specific classes. This will greatly facilitate the operation of all classes and assure the pupil greater success in schoolwork.

**TELEPHONE CALLS** Phone calls for students during school hours should be kept to a minimum. Messages will be written down, and the students will be called to the office at the end of a class period. Pupils will not be called to the telephone while in a class except in an emergency situation. The school telephone is primarily for school business and should not be used for personal calls. No long distance call, regardless of its urgency, is to be made from the office telephone at any time without the specific approval of the office. Pay phones are provided for students' personal use. **Students should not use class time for phone calls.** Phone use should be appropriate and respectful.

**TEXT BOOKS** Text books are provided by the Raymond Central Public Schools. Students have the responsibility to give textbooks proper care. Book covers should be used at all times. The students must pay for excessive wear and damage to books. At the beginning of every class, students will be required to complete a 3x5 card to record the condition of the specific book assigned. Textbooks must be returned at the conclusion of the course, **if not returned the student will be charged to replace the book. If damage is done to the book the fine schedule is as follows:** Broken Binding -\$20.00, Pen Marks - \$ .25, Broken Covers -\$ 15.00, Torn, but repaired \$ .50. Failure to pay fines and/or return other equipment will result in the student not being allowed to checkout books and/or equipment for the next semester. Teachers will not accept books that can be repaired by the student (including erasing pencil marks) until those repairs have been completed.

## **TRANSPORTATION**

**USE OF VEHICLES** If bus service is not utilized transportation to and from school is the responsibility of the individual student. Senior High students should be aware of the following expectations:

1. Observe all traffic and safety laws related to the various modes of transportation \*\*\*Note: Bus stop arms are to be strictly observed.
2. Careless or reckless driving on school property will result in suspension of the privilege of driving on school property.
3. A parking area for student vehicles is located on the south side on the building.
4. Do not loiter in the parking lot before or after school; returning to a car during school hours requires permission of an administrator/authority. Failure to comply will result in a warning for the 1st offense and a detention for the 2<sup>nd</sup> offense.
5. Drivers who are sophomores or younger must park in the lower parking lot. If a violation occurs, the privilege of driving to school will be suspended for one week/or more. If violations continue, further sanctions will be considered.
6. A zone painted yellow or blue means Restricted Parking. Police will be called for anyone parking illegally in the handicapped parking facilities.

**CLOSED CAMPUS** Students are not allowed to leave the school building during the school day unless permission is granted through the principal's office. Once a student arrives at school, they are not permitted to leave school grounds without approval from the principal's office. Parked cars and parking lots are definitely off limits during school hours. Violations are as follows:

- 1<sup>st</sup> infraction – warning
- 2<sup>nd</sup> infraction – one (1) 45 minute detention
- 3<sup>rd</sup> infraction – two (2) 45 minute detentions
- 4<sup>th</sup> or more infraction – 1 day ISS or OSS

Students must sign out when leaving school; however, approval must be given before a student can leave. The school must have verification from a parent for a student to leave.

**BUS SAFETY** All students are subject to the following rules when riding on a Raymond Central Public School Bus:

1. When leaving the bus, students should cross the street in front of the bus after carefully checking traffic.
2. The bus driver is responsible for controlling the behavior on the bus. Students must obey the driver as they would a teacher or administrator.
3. Students must always be seated when the bus is moving.
4. Student should not put arm, hands, etc. outside of windows.
5. Students should assist in keeping the bus clean by using the trash receptacles available in each of the buses.
6. Student should be courteous and use no profane language.
7. Students should not eat or drink on the bus.
8. Students should not be destructive.
9. The driver is authorized to assign seats.
10. The bus is an extension of the classroom with the same rules of behavior. If students choose not to follow the rules, appropriate discipline will be administered. If a student violates a rule, the bus driver will file a Discipline Report to the appropriate administrator. Violations are as follows:
  - 1<sup>st</sup> offense – warning
  - 2<sup>nd</sup> offense – may result in a suspension of bus privileges for three (3) or more days.

If the offense is of a severe nature, bus privileges could be suspended immediately. If this occurs, parent (s) will be contacted to arrange alternate transportation prior to the initiation of the suspension.

**BUS ROUTES** Following are procedures that are to be followed in the event a parent requests a change or alteration in an already established bus route.

**SHORT TERM ROUTE CHANGES** Request involved a change or alteration for one day or less

1. Short-term changes will be made only if the new pick-up or drop-off points are already an established stop on the present bus route.
2. Parents wishing to change the pick-up or drop-off point of their children on a “short term” basis must write a note to their respective bus drivers indicating the requested change.
3. Should a bus driver receive a written parent request for a change in a student’s pick-up/drop-off point and the requested change is already an established stop on their route, the driver may initiate the change without further approval. Once the driver approves a change, the driver must notify the office and place a written parent request in the gas log folder to be turned in monthly.

**LONG TERM ROUTE CHANGES** A change in a pick-up or drop-off point for more than one day and not less than six days. Long-term changes will be granted only if the requested change is already established stop on the present route, or the change does not substantially alter the present route. Parents wishing to change a child’s pick-up or drop-off point on a “long term” basis must submit the request in writing to the superintendent.

Once received by the superintendent, the request will be reviewed and a response sent to the parents in writing. This written response, if one of approval, shall include the new pick-up or drop-off point and the starting and ending date of the change. A notice of an approved change (copy of the parent notice) shall be placed in the master route files with copies sent to the respective principal and bus driver.

The purpose behind these procedures is to standardize the alteration of bus route in a way that will provide for the safest possible operation of our transportation system. In instances where these procedures have not been followed by parents, bus drivers are advised to contact the transportation director for direction on handling the situation on an individual basis. When the problem is of an immediate nature, the bus radio can be used to contact the principal.

## **COUNSELING AND GUIDANCE**

**ORGANIZATION** The Guidance Department was 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 increasingly and wisely self-directive individuals. The Guidance Counselor, with the cooperation of all other faculty members, carries on the work of the department. Any student may apply to the Counselor for aid or advice on whatever problem occurs, or any faculty member

may refer a student to this department for necessary aid and advice. If a student is seeking the help from the School Counselor, arrangements should be made with the teacher to make an appointment with the counselor for an interview. Most interviews should be scheduled during a study hall period, if possible. Before school and after school are also good times for interviews.

**JUNIOR HIGH PROMOTION REQUIREMENTS** A junior high student must complete the total number of credits from each of the following subject areas before enrolling in the corresponding freshman class. One credit is earned from passing one semester of a course, regardless of the number of times the class meets per week.

Math	3 credits
Social Studies	3 credits
PE/Study Skills	3 credits
English	3 credits
Science	3 credits
Music/Art	3 credits Vocational Credits

**SENIOR HIGH GRADUATION REQUIREMENTS** Students must have 230 hours of credit in order to graduate. Students must also be in attendance for 8 semesters and registered for 8 classes every semester with no schedule containing more than one study hall. The hourly requirements are as follows:

English	40 hours
Speech/Drama	5 hours
Social Studies	30 hours (must pass 10 hours of American History, 5 hours of American Government, and 5 hours or Economics/Issues)
Math	30 hours
Science	20 hours
PE/Health	10 hours
Vocational	10 hours (must include 5 hours of Business and 5 hours of Family Consumer Science)
Fine Arts	10 hours
Additional	10 hours (from either fine arts or vocational)

A class that meets 5 days per week for one semester earns 5 hours of credit, and one class cannot satisfy two or more requirements.

Register requirements for each grade level are:

1. Freshman must register for: Math, English, Social Studies, PE/Health, and Science.
2. Sophomore must register for: Math, English, American History and Science.
3. Juniors must register for: English, Math and American History
4. Seniors must register for: Issues/Economics/American Government, and English.

**Minimum grade requirement:** Students taking a foreign language class or a math class should receive a grade of 80% or higher per semester before they may continue with the next class.

**All students are required to register for seven class per semester.**

It is the policy of Raymond Central Public Schools that the Valedictorian and Salutatorian will be determined by overall GPA only, figured through the end of the 12<sup>th</sup> grade. The person with the highest overall GPA will be named Valedictorian, and the person with the second highest overall GPA will be named Salutatorian. In case of a tie, there will be more than one named for the level where there is a tie. (ie if the top two people in the class had the exact same GPA, they would both be named Valedictorian) If the tie is for Valedictorian, no Salutatorian will be named.

**CLASS CLASSIFICATION** The following credit requirements must be meet in order for a student to advance to the following grade:

<b>Sophomore</b>	55 Credits
<b>Junior</b>	115 Credits
<b>Senior</b>	170 Credits

## GRADING SCALE

Letter Grade	Numeral Grade	Grade Point Average
<b>A</b>	<b>94-100</b>	<b>4.0</b>
<b>B+</b>	<b>93</b>	<b>3.9</b>
<b>B+</b>	<b>92</b>	<b>3.8</b>
<b>B+</b>	<b>91</b>	<b>3.7</b>
<b>B</b>	<b>90</b>	<b>3.6</b>
<b>B</b>	<b>89</b>	<b>3.5</b>
<b>B</b>	<b>88</b>	<b>3.4</b>
<b>B-</b>	<b>87</b>	<b>3.2</b>
<b>B-</b>	<b>86</b>	<b>3.0</b>
<b>C+</b>	<b>85</b>	<b>2.9</b>
<b>C+</b>	<b>84</b>	<b>2.8</b>
<b>C+</b>	<b>83</b>	<b>2.7</b>
<b>C</b>	<b>82</b>	<b>2.6</b>
<b>C</b>	<b>81</b>	<b>2.5</b>
<b>C</b>	<b>80</b>	<b>2.4</b>
<b>C-</b>	<b>79</b>	<b>2.2</b>
<b>C-</b>	<b>78</b>	<b>2.0</b>
<b>D+</b>	<b>77</b>	<b>1.9</b>
<b>D+</b>	<b>76</b>	<b>1.8</b>
<b>D+</b>	<b>75</b>	<b>1.7</b>
<b>D</b>	<b>74</b>	<b>1.6</b>
<b>D</b>	<b>73</b>	<b>1.5</b>
<b>D-</b>	<b>72</b>	<b>1.4</b>
<b>D-</b>	<b>71</b>	<b>1.2</b>
<b>D-</b>	<b>70</b>	<b>1.0</b>
<b>F</b>	<b>69</b>	<b>0.9</b>
<b>F</b>	<b>68</b>	<b>0.8</b>
<b>F</b>	<b>67</b>	<b>0.7</b>
<b>F</b>	<b>66</b>	<b>0.6</b>
<b>F</b>	<b>65</b>	<b>0.5</b>
<b>F</b>	<b>64</b>	<b>0.0</b>

**HONOR ROLL** At the end of each semester, honor roll lists will be published. These lists will recognize students' academic successes. They are as follows:

Special Commendation	Grades are all A's
Honor Roll	Two A's and no grade below an 86% (B)
Honorable Mention	No more than one (1) C and it must be no lower than 80%

**TEST PROGRAMS** The Raymond Central Junior-Senior High School conducts a complete testing program to aid in the identification of each student's unique abilities and to monitor academic growth. Following is a list of tests given each year:

1. Achievement – K-12
2. Nebraska Battery Essential learning Skills – K-12
3. Vocation Aptitude - 7-12

Contact the school counselor for specific details regarding each type of test.

**National Honor Society** – Any student in grades 10-12 who qualify in the four areas based on Scholarship, Service, Leadership and Character. After completing the application process, a Faculty Council comprised of five teacher appointed by the principal, will meet to select members for the Raymond Central Chapter of National Honor Society. If a student is not selected, he/she can appeal the selection first to the sponsor and then to the principal. The principal will look into to see if the process in selecting the recipients was followed set by the guidelines of the National Honor Society.

## **HEALTH SERVICES**

**ILLNESSES** Students showing definite signs of illness should be kept home. The specified number of days as recommended by the State Health Department should be observed. Should students become ill during the day, the school office will telephone the parent or person specified. Parents, who are away from home during school hours, should provide the school with telephone numbers where they can be reached should it become necessary. An ill student cannot leave school until permission of the parent, or the person designated by the parent, has been received.

**HEALTH EXAMINATIONS** Students in the Raymond Central Public Schools will receive an exam screening of their vision, hearing, height, weight, and scoliosis through the Lion's Club health services. Referral notes will be mailed to the parents of those students who at the time of the examination and/or re-examination appear to need further evaluation. It should be understood that these referrals are only a suggestion to parent that a problem may exist. It is the responsibility of the parent to follow up with an evaluation by a physician or eye doctor. The school is especially concerned when a health condition has an impact on the student's work.

**TAKING MEDICINE AT SCHOOL** If the student is to have prescription medication administered by school officials, please send it in the original container from the pharmacy with the directions intact. A permission form must be completed and returned to the office before medication can be administered from the office. If a student requests to take "over-the-counter" medication, a permission form must be signed by the parents and must be returned to the office before the medication can be administered. If a form has not been completed, the office must obtain verbal consent via phone from the parent/guardian. Students are encouraged to bring their own "over-the-counter" medication. **The school does not supply any medication.**

**COMMUNICABLE DISEASES** Your cooperation in the prevention and control of communicable diseases is requested. Obviously a student with a communicable disease at the stage where it may be contagious to others should not be in school. The following signs and symptoms should be looked on with suspicion before sending him/her to school: fever (flushed face), sore throat, red watery eyes, nasal discharge, coughing, sneezing, headache, earache, nausea and vomiting, rash, pain anywhere on the body. The student should be kept home if you observe any of these symptoms. If it should be a contagious disease, the student will have protected others by not coming to school, and will have been protected by not taking the chance of being exposed to something else due to a lowered resistance. The welfare of the student who has the disease and preventing the spread of diseases are of highest interest.

The Nebraska Department of Health recommends the following:

### **DISEASES**

### **EXCLUSION FROM SCHOOL**

Measles	May return to school in a minimum of 4 days after the appearance of rash (Rubella)
German Measles	May return to school in a minimum of 4 days after the appearance of rash. (Rubella)
Mumps	May return to school after a minimum of 9 days, or after swelling has subsided
Chicken Pox	May return to school after a minimum of 6 days after onset of skin eruption
Diphtheria	Must have doctor's written permit to return to school
Influenza	Excluded for duration of illness
Strept	Infection Excluded until no fever and under treatment for 24 hrs (Scarlet Fever,Scarlatina, Strept Throat)
Pinworm	Excluded until treatment as documented by a physician
Pinkeye	To be excluded for a minimum of 24 hours, may be readmitted following Treatment by a physician, and when eyes have cleared

### **SKIN AND SCALP CONDITIONS**

**Impetigo:** Excluded upon recognition by teacher. Readmitted following treatment by physician.

**Ringworm:** Excluded upon recognition by teacher. Readmitted following treatment with over the counter medication (Tinactin) and with affected area covered with dressing, until treated for 2 days.

**Head-Lice:** Excluded upon recognition by teacher. Readmitted following treatment and the product used, MUST accompany student upon return to school. All affected members of the household should be treated at the same time.

**Scabies:** Excluded upon recognition by teacher. Readmitted 24 hrs after treatment by physician.

If a written permit from the doctor indicates that it is satisfactory to return to school prior to the number of days listed, the school shall honor this request. School staff members will adhere to Infection Control Procedures regarding precautions against transmission of disease for all students and faculty.

**IMMUNIZATIONS AND PHYSICALS** School boards require that each student be protected against measles, mumps, rubella, poliomyelitis, diphtheria, whooping cough, tetanus and Hepatitis B. If parents object to having a child immunized, they must sign a refusal of immunization form. If this is signed, it should be understood that during a disease outbreak your child might be excluded from school for the duration of the outbreak. According to LB59, a physical examination by a qualified physician is required within six months prior to the entrance of a child into kindergarten and seventh grade, in the case of a transfer from out of the state to any other grade unless a parent of a child objects thereto in writing.

**DENTAL** The Nebraska legislature has enacted laws requiring screenings to be provided to school-age children. Height, weight, vision, hearing and scoliosis screenings are done at our school in the fall. Dental screenings are also required for all students, and we ask that you use the summer months to schedule a dental exam. Following the exam, the dentist is to complete a dental form, and parents are to return the form to the school. Many dental offices have a supply of these forms, or they may be obtained from the school office.

**INFORMATION FOR STUDENTS** Nebraska Revised Statute 71-6909 requires that on or before October 1 of each school year, each school district shall provide written information to all students in grades seven through twelve explaining the provisions of Nebr. Rev State 71-6902 with regard to the requirements for parental notification as a condition for obtaining an abortion and the provisions of Nebr. Rev. State. 71-6903 and 71-6904 with regard to seeking a judicial waiver of notification. If a woman under the age of 18 who is not self-supporting or married becomes pregnant and decides to have an abortion in Nebraska, certain laws apply to her.

### **CO-CURRICULAR ACTIVITIES**

**CO-CURRICULAR ACTIVITY POLICY** The expectations for the students given the opportunity to participate in co-curricular activities include not only behavior at school or school functions or events, but go beyond the school day and into the community. A participant needs to remember that they are not only representing themselves but also their school and community in all their actions. Co-curricular participants are special in that certain responsibilities are expected of them.

Participants in co-curricular activities derive some individual values and benefits of the programs. Students in these activities assume a leadership role when participating in these events. The student body, the community, and other communities judge the school by the student's conduct, attitudes and how they contribute to our school spirit and community image. The students' performance and devotion to high ideals make their school and community proud of them. Co-curricular activities have an important place in the educational scheme and are a privilege. Students accepted into the program (s) are asked to demonstrate support, cooperation, patience, pride, character, self-discipline, teamwork, sportsmanship, and respect for authority at all times. It is the belief that accepting responsibility for one's actions is a part of the co-curricular philosophy.

**ACTIVITY PASSES** Students may buy activity passes at the principal's office. The cost is \$20.00 dollars and entitles that student to attend any activities sponsored by the school district. Students who are on free or reduced lunch may apply for a fee waiver and receive a free activity pass. Adult passes are available for \$40.00 and family passes for \$100.00. There will be a replacement charge of \$5.00 for lost or damage activity passes.

**STUDENT FEES AND ACTIVITY POLICY** The Board of Education of Raymond Central Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal laws. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1", which provides further specifics of student fees and materials required of students for the 2009-10 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

- (1) Guidelines for non-specialized attire required for specified courses and activities.

Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemistry and physics classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.
- (2) Personal or consumable items and miscellaneous
  - (a) Extracurricular Activities' Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.
  - (b) Courses
    - (i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, and erasers. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.
    - (ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.
    - (iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instrumentals for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students may be required to pay for parking on school grounds or at school-sponsored activities, and may be subject to payment of fines or damages for damages caused with or to vehicles or for failure to comply with school parking rules

- (3) Extracurricular Activities-Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extracurricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.
- (4) Extracurricular Activities-Fees for participation. Any fees for participation in extracurricular activities for the 2009-2010 school year are further specified in Appendix "1". Admission fees are charged for extracurricular activities and events.
- (5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase "postsecondary education costs" means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.
- (6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.
- (7) Copies of student files or records. The superintendent or the superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or students who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.
- (8) Participation in before-and-after school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

- (9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.
- (10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a "school store," a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trips lunches and similar activities.
- (11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities, (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.
- (12) Distribution of Policy. The superintendent or the superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be provided to every student of the District or to every household in which at least one student resides, at no cost.
- (13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) post secondary education costs, and (3) summer school or night school.

If your K-12 student(s) is (are) on Free or Reduced Lunch status, he/she may qualify for a "waiver" (No payment required) for student dues and fees listed below. Please return the Student Fees Wavier Request form with your Free or Reduced Price Lunch Application Form to your student's respective principal's Office.

**ADDITIONAL SPECIFICATIONS OF REQUIRED MATERIALS AND FEES**

<b>PROGRAM</b>	<b>Fee/Materials, Anticipated/Specific</b>	<b>\$ Amount of Fee</b>
ELEMENTARY.....	Materials/Miscellaneous for Summer School.....	\$ 30.00
SECONDARY.....	Materials/Miscellaneous.....	\$ 200.00
EXTRACURRICULAR/OTHER.....	*Student Activity Card .....	\$ 20.00
	*Admission to home extracurricular events	

**Dues for Expenses of Local, and/or State, and/or Nationals**

AG ED	\$ 15.00
Art Class	\$ 10.00
Art Club	\$ 10.00
Band Dry Cleaning	\$ 10.00
Band Repair/Rental	\$ 25.00-\$100.00
Cheerleading( alterations, cleaning & replacement)	\$100.00
Drama Club	\$ 10.00
FBLA	\$ 10.00
FFA	\$ 20.00
FCCLA	\$ 8.00
Mock Trial	\$ 8.00
NFL	\$ 15.00
SADD	\$ 5.00
SkillsUSA	\$ 15.00
Spanish Club	\$ 8.00
Camp	\$ 20.00

Equipment/Transportation/Salaries \$30.00  
(fee will be charged to each student, grades 7-12, participating in one and/or more activities)

Softball		
JH & SH Basketball	JH & SH Wrestling	JH & SH Football
Cross Country	Speech & Debate	JH & SH Track
JH & SH Volleyball	Competitive Drama	

**Baseball** (Cooperative Program – Each student will be prorated a percentage of the district’s total cost of the cooperative program which may include coaching salaries, equipment, and transportation.)

**Example: If the cost of the program is \$3,000.00 and six (6) students participate then each student would pay \$500.00 each unless fundraisers defray part of the total cost.**

**CITIZENSHIP** Participants are expected to model good citizenship at all times by conducting themselves in a manner that reflects positively upon themselves, the school, and the central community. (Behavior representative of a good citizen shall generally mean, the following definition: “One who gives special emphasis to common honesty, morality, obedience to law, respect for the Constitution of the United States, respect for the Constitution of the State of Nebraska, and respect for parent (s), school home and other lessons of a steadying influence which tend to promote and develop an upright and desirable citizenry.”)

**CONDUCT** Participants shall refrain from engaging in activities that constitute a violation of the laws of the community, State or the United States. This shall include any and all unlawful activity other than a minor traffic offense (3 point violation or less). The principal/ reserve the right to add or change anything in the student handbook in order to provide for the safety of students and staff.

**ATTENDANCE AND ACADEMICS** Participants are expected to attend school regularly and show evidence of sincere effort towards scholastic achievement. Participants are expected to be on time for all scheduled practices, contests, and departure for contests. In the event a participant is unable to attend a practice or contest, they should contact their sponsor in advance.

**ACADEMICS** Participants are expected to attend school regularly and show evidence of sincere effort towards scholastic achievement.

1. Eligibility will be determined weekly for all students.
2. If a student is below 70% in two or more classes per week, the student is then ineligible to participate or compete until he/she remains below 70% in only one subject during a week. A week is defined as Monday through Sunday.
3. It will be the duty of the sponsors of the activities the student is involved in to inform the student when they become ineligible.
4. The Activities Director will inform the student and the sponsor when a student becomes eligible to participate in activities.

**APPEARANCE** Participants will dress appropriately for the activity in which they are involved and will at all times maintain a neat, clean and, well groomed appearance.

**PARTICIPATION AND ATTENDANCE** All students participating in co-curriculum activities must maintain a good attendance. A student may be withheld from co-curricular activities because of poor attendance. The coach/sponsor is responsible for monitoring a student’s attendance.

The following applies to the students’ eligibility:

1. The student must be in classes on the day of the activity, periods 5-8 in order to participate.
2. A parent may contact the principal prior to 8:30 am for the student to be excused because of an unexpected situation, which will keep the student out of school all, or part of the school day.
3. If the activity falls on a Saturday or a non-school day, the participant must be in school the last half of the day preceding the activity.

Any student in violation of this policy will not be allowed to participate in the next activity of a similar nature. (If violation involved a practice, the student cannot take part in the next practice and the sponsor will refer to procedures for an un-waived absence; if the violation involved a contest, the student will not be allowed to participate in the next contest). Students may not participate in a contest or a scheduled activity if they have been truant from school. All detention time assigned by the office because of truancy needs to be made up prior to a practice or an event.

**ACTIVITY INSURANCE** It is required that all students who participate in athletics be covered by insurance. (Not all co-curricular activities require insurance.) When parents'/guardians insurance cover the student adequately, that coverage is acceptable. (Check with your agent or check your policy to be certain your students are covered.) Any student wanting insurance may purchase coverage. The district deals with Mutual of Omaha and Student Insurance Services. Prices vary and policies are numerous. Information may be requested from the office.

**SPORTSMANSHIP, ETHICS AND INTEGRITY** The Raymond Central Board of Education recognizes the value of co-curricular activities in the educational process and the values that young people develop through the opportunity to participate in an organized activity outside of the traditional classroom.

Participants and responsible adults involved in Board approved co-curricular activities are expected to demonstrate the same level of responsibility and behavior at practice and competitions as in the classroom. The Board further encourages the development and promotion of sportsmanship, ethics and integrity in all phases of the educational process and in all segments of the community, including administrators, participants, adult supervisors, parents, fans, spirit groups, and support/booster groups.

**STUDENT CONDUCT AT ACTIVITIES** The Nebraska School Activities Association has approved the following guidelines. Raymond Central High School is a member of the NSAA, and these guidelines will be implemented. Students should:

1. Not go onto the playing surfaces at any time including after the end of the game
2. Realize that school authorities will take the proper action against anyone who disobeys rules and regulations.
3. Know and demonstrate the fundamentals of sportsmanship.
4. Cooperate with cheerleaders and band.
5. Exert peer pressure on fellow students whose conduct is unbecoming.
6. Respect property
7. Respect the judgment of the coach and game officials.
8. Avoid abusive and profane language and obnoxious behavior.
9. Censure fellow students whose behavior is unbecoming.

The above guidelines parallel those of the Nebraska Capitol Conference of which Raymond Central is a member. The NCC Guidelines are printed on all co-curricular programs.

**CONSEQUENCES FOR MISCONDUCT FOR CO-CURRICULAR ACTIVITIES** The enforcement of this policy will begin with the official starting day of the fall sport season established by the Nebraska School Activities Association and will end the last official day of school in a given year as established by the Raymond Central Board of Education, unless the activity extends beyond the last official day of school. All suspensions do not carry over to the next year.

**ACTIVITY PARTICIPATION IN REGARD TO ILLEGAL DRUGS, ALCOHOL AND TOBACCO** It is essential to a successful activity program that the participants condition themselves both physically and mentally year around. In order to help promote the most successful activity program possible at Raymond Central, and to develop and maintain better students, the following participation rules in regard to illegal drugs, alcohol, and tobacco use have been adopted. These rules apply to any student associated with any activity program. Activities which are after dismissal time (outside the normal classroom time) will be affected. All NSAA, Nebraska Capitol Conference activities and Raymond Central 7-12 activities will be affected (See page 3, Section 4 a-c, for examples).

**ACTIVITIES COVERED:** Any activities outside the school day and/or outside regularly scheduled class(es), and any activities occurring during the school day.

No student who is involved in extracurricular activities (participation and spectator) shall:

1. Use or possess tobacco;
2. Consume or possess alcoholic beverages;
3. Use or possess illegal drugs or illegal drug paraphernalia.
- 4.

If school officials determine, after a reasonable investigation, that a student has violated this policy by consuming or possessing alcohol, or using or possessing tobacco or using or possessing an illegal drug, the student shall be subject to the following consequences:

1. **(A) First Offense (Non-Self Reported):** If the student does not self report his/her violation of this policy within one school day, or two consecutive non-school days, to either the appropriate sponsor, activities director, athletic director, or a junior-senior high school administrator, this will result in an automatic 42 day suspension from all activities if the student admits his/her violation by the second school day following such a violation. If the violation is not reported by the second school day following the violation and it is later reported to school authorities, the suspension shall be 42 days plus the number of days between the violation and the actual date the violation was reported to school officials. These 42 calendar days will continue into the summer if necessary at the end of the school year. If the violation occurs on or after June 1, the 42 calendar days will be enforced into the summer until the days are all gone. Any violation after June 1 will be applied toward the next year in regard to two violations in one year. Thus, any violations during the summer would be in effect during the summer, and would apply toward the next school year. Summer time activity suspension would start when reported and confirmed by the athletic director/principal.

**OR**

1. **(B) First Offense (Self Reported):** If the student admits (self-reports) his/her violation within one school day to one of the above listed school personnel following such a violation, the student suspension from affected activities will be reduced to 21 days, provided that the student also agrees to enroll in and complete an approved drug education program within a prescribed time frame as approved by the high school principal and /or other designated administrator/activities director.
2. **Second Offense:** Removal from all activities with no options available for the remainder of the year. The period for determining first and second offenses runs from June 1 to May 31. If a student commits a second offense during the period from June 1 to May 31, he or she will be removed from all activities through May 31 of the year that the offense was committed or for 42 calendar days, whichever is longer. For example, a student who commits a second offense on May 31, the last day of the year-long period, would serve a 42 calendar day suspension.
3. **Other Stipulations:**
  - a. Any student suspended under the Activity Participation Code will forfeit any appointed or elected position for the remainder of the year.
  - b. Awards: (1) A student will not receive a letter award if the violation occurs during the actual season. (2) A student will not be nominated or eligible for any awards during the season for which the violation occurs. Awards outside of school control would not be affected.
  - c. Any coach or sponsor may require additional standards which are applicable to a certain sport or activity; provided the standards are approved by the administration and are communicated in written form to the student and parents at the beginning of each particular sport/activity season.
  - d. Students may be allowed to practice for an activity during a suspension time if it is the first offense, unless unusual, or "activity specific" circumstances exist.
  - e. Students deemed ineligible due to infraction in the alcohol/drug/academic eligibility policy will be ineligible for all activities during or after the general school day. Band and vocal music concerts will apply to this rule. No grade deduction will be enforced due to a student's ineligibility status.
  - f. Students will be ineligible to participate or perform in all activities during in-school and out-of-school suspensions as a result of violations of this policy.
  - g. This Twelve Month (Year Round) Activity Participation Policy will not generally affect a senior student physically participating in Graduation or Commencement Ceremonies, unless illegal drugs, alcohol, or tobacco were involved on that specific date. All other, non-graduating students, grades 7-12, will be subject to the Participation Policy requirements for Graduation or Commencement Ceremonies. Any non-graduating student under suspension for violation of the Participation Policy may attend the Commencement Ceremony but cannot actively participate in the Ceremony (Examples: could not be a marshal, usher, member of the band or choir, etc.)

4. **A Partial (non-comprehensive) listing of examples of activities that may be affected by these rules:**
  - a. All 7-12<sup>th</sup> grade boys and girls athletic activities
  - b. All non-athletic activities that fall under the jurisdiction of the Nebraska School Activities Association (NSAA) such as Instrumental Music, Vocal Music, One-Act Plays, Speech/Drama/Debate and Cheerleading
  - c. All non-athletic activities/clubs that place students in positions of student/school leadership but do not fall under the jurisdiction of the Nebraska School Activities Association. As representatives of the school district, these positions do require students to exhibit positive character and leadership behaviors. Examples of non-athletic activities/clubs would include, but not be limited to, such organizations/clubs as FFA, FBLA, FCCLA, SkillsUSA, Mock Trial, National Honor Society, National Art Honor Society, SADD, Quiz Bowl, NFL, Drill Team, Student Council, Destination ImagiNation, Trap, Art Club, Spanish Club, and Close Up.
  
5. **A participant shall be considered to be in violation of one or more training rules if any of the following apply:**
  - a. the student reports the violation voluntarily to the appropriate school personnel
  - b. a school employee witnesses the violation and reports the violation to the appropriate school personnel
  - c. a parent/guardian of the participant reports the violation to the appropriate school personnel
  - d. law enforcement personnel report a citation or incident constituting a training rules violation.

**APPEAL PROCESS PROCEDURES:**

1. The school administration must inform all participants in interschool activities of the rules and standards regarding conduct and their eligibility to participate, as well as the penalty if these rules and standards are violated.
2. All rules and regulations should be enforced without exception.
3. In the event of an alleged infraction, an administrator shall investigate the alleged infraction.
4. If the investigation disclosed the probability of an infraction, a hearing should be held by the activities director or principal. Notice of the hearing should be given to the student. The notice should contain an outline of the alleged infraction. Witnesses should testify; the student should be given an opportunity to confront such witnesses. The student may be allowed counsel if he/she desires it, and the student should be given the opportunity to call witnesses.
5. The administrator, and/or hearing officer, and/or legal counsel shall make a decision on the case and prepare a statement of findings of fact from the hearing which shall be compiled and the student and parents provided a copy.
6. If the student and his/her parents are not satisfied with the findings of the hearing, a second hearing may be requested before the next highest administrative level of the school system (building principal, superintendent, board of education). The school administrator must receive in writing a request for such a second hearing within fourteen days of the notification of the decision of the first hearing.
  - a. The student will be provided with an opportunity to testify, question, and present other evidence on his/her behalf at the hearing. A counsel may be present.
  - b. The decision will be put in writing, and a copy of the decision will be mailed to the student's parent(s) and/or guardian.

**GENERAL INFORMATION FOR ATHLETICS:**

Each student who expects to participate in athletics shall once each year present a physician's certification stating that he/she is physically fit to participate prior to competing in practice or competition.

If an athlete is under medical advice not to participate he/she will not be allowed to do so regardless of feelings of the athlete's parents or coaches. Upon returning to practice he/she must have written doctor's report to that nature.

Each student must have a parental permit slip signed prior to competing in practice or competition.

Each athlete must be covered by accident insurance. The school will make available a group policy at a nominal fee for all athletes. Those students who do not wish to participate with the school group must have a signed statement from their parents that they have other insurance.

Team members travel to and from out-of-town events as a unit. Any exceptions to this rule must be put in writing and must receive prior approval by the principal. Parents can still pick up their students after an event by personally notifying the sponsor.

Dress of team members making trips should be clean, neat, and in good taste.

A team member is not allowed to practice or compete on a day he/she is unable to be in school because of illness, or unexcused absence, unless participation is approved by the Athletic Director and/or principal. Students are to be in school for the last four (4) periods of the day unless they have prior permission for a doctor's appointments, etc.

All athletes are to be in school at the start of the next school day following an athletic event in which they participated in unless they have administrative approval beforehand. Oversleeping will not be tolerated.

There will be no **mandatory** practice sessions held on days when school has been called off because of inclement weather. If a practice is held, the coach should encourage the student to call the parent for permission to stay/not stay for the practice.

Raymond Central Athletic Department has a no cut policy in all sports. No student will be cut or dropped from a team because of lack of ability.

All athletes will be charged for athletic equipment and uniforms which were checked out to them but not returned because they were lost, stolen, damaged, etc. This will be decided by the coach, athletic director and or principal.

**EMERGENCY EXCLUSION/EXPULSION FROM CO-CURRICULAR ACTIVITIES** Any student engaging in and convicted by a court of law of prohibited conduct, as listed below, will be ineligible for participation in co-curricular activities including practices for the remainder of the semester during which ineligibility is initially imposed and for the next semester. The disciplinary action prescribed by these rules may be supplemented by disciplinary action permitted by another policy or practice of the Raymond Central Public Schools. The enforcement period for Emergency Exclusion/Expulsion for the co-curricular Activity Policy will relate to the calendar year.

**THE FOLLOWING BEHAVIOR WILL CONSTITUTE PROHIBITED CONDUCT:**

1. Assault on a staff member.
2. Intentionally or knowingly causing serious bodily injury on any person.
3. Use or the attempted use of a weapon to injure another person.
4. Sexual assault on any person.
5. Felonious conduct deemed serious enough in nature to warrant emergency exclusion.

**HEARING PROCEDURE FOR CO-CURRICULAR ACTIVITY POLICY** Any student suspended or expelled from participation in the co-curricular activity program, may appeal the suspension/expulsion through the grievance procedure detailed on page 16. When other concerns arise, the RAYMOND CENTRAL SCHOOL ACTIVITY CONCERN FORM may be used. (See back of Student Parent Handbook.)

Should a question arise regarding a rule or regulation of the Nebraska School Activities Association and the need arises for an individual to know the due process procedures of the NSAA yearbook, it can be obtained from the superintendent, principal or activities director of the Raymond Central School.

**GENERAL PARTICIPATION AND ATTENDANCE IN ORGANIZATIONS**

**ATTENDANCE AT AN ACTIVITY (Includes Dances and Social Events)** Students attending a school activity may not leave and re-enter the activity. School activity will include but not be limited to, athletic events, dances, concerts, etc. This includes school dances and all athletic events except when the athletic contest is being held in multiple sites on the same date. Length of dances will always be established well in advance. If early departure from a school activity occurs, the student is expected to leave school property immediately.

**ACTIVITY CALENDAR** Schedules of co-curricular activities are posted throughout the building, on www:rcentral.org and on a monthly basis through the newsletter – **The Mustang**.

**ACTIVITIES ON CHURCH NIGHTS AND SUNDAYS** The school wishes to work cooperatively with the churches of the community. Therefore the school will attempt to avoid scheduling activities on Wednesday evenings or on Sundays. When a scheduled practice or activity conflicts with a worship or church event on a Wednesday evening or Sunday, any student whose parent request said student be excused from the practice, rehearsal or activity, shall be excused. The excused student shall not be discipline or punished for his or her excused absence. Exception: When a senior high activity of the co-curriculum is required to compete interscholastically, or when in athletics they must compete interscholastically the first part of the week, the superintendent of Schools might approve a Sunday practice.

**ASSEMBLIES** Assemblies will be scheduled periodically throughout the school year in cooperation with the administration and the student council. One week’s notice must be provided to students and teachers before an assembly program will be scheduled by the principal’s office. All students are encouraged to communicate with student council members as to their express desires for types of Assembly programs.

**STUDENT COUNCIL/CLASS OFFICERS/CLASS GOVERNMENTS** The general purpose of Student Council is to represent the student body, keep the lines of communication open between the students and the administration, and to plan and organize activities that promote school climate. The Student Council will be comprised of three elected representatives from each class (Freshman, Sophomore, Junior and Senior), the class president of each class, and a student body president. Election of members: The three representatives and the class officers from each class will be elected in May for the upcoming year. The student body president will join the Student Council following their election in September.

As a fundraiser for student council, parking spaces in the upper paved parking lot will be available for twenty (\$20.00) dollars for the school year to seniors first and then to juniors. If seniors do not want to buy a parking space in the upper paved parking lot, they may park in the lower parking lot with the rest of the student body.

**CO-CURRICULAR CLUBS AND ACTIVITIES** New organizations may be formed during the school year providing:

1. There is sufficient interest among the students
2. Competent staff is available to sponsor the organization
3. The purpose and objectives of the organization are part of the overall philosophy of the school.

Organizations may also be deleted from the co-curricular based upon the preceding three requirements. The following groups/clubs are available for students at Raymond Central Public Schools.

NSAA Sanctioned	Club	Age Group	NSAA Sanctioned	Club	Age Group Offered
	Art Club	HS	*	Speech	JH/HS
*	Basketball-Girls/Boys	JH/SH	*	Track	JH/HS
*	Cheerleading	HS		FCCLA	HS
*	Cross Country	HS		Flag Corp	HS
*	Drama/One Act Play	HS	*	Football	HS
	Drill Team	HS	*	Softball	HS
	FBLA	HS		Mock Trial	HS
	FFA	HS		VICA	HS
*	Music-Band/Choir	JH/HS	*	Volleyball	JH/HS
	NFL	HS	*	Wrestling	JH/HS
	NHS	HS		Yearbook	HS

	DI				Trap Club	JH/HS
	Quiz Bowl	HS				
	SADD	HS				

**PHYSICAL FORM** Any Raymond Central student who wishes to participate in any athletic activity (drill team and cheerleading are included) are required to obtain a physical before practicing or playing in that activity. Included on the physical form, is a place for a parent(s)/guardian signature granting permission for the student to participate in the activity. The parent signature is required. NOTE: Only one form per year per participant needs to be completed. Physicals must be dated after May 1 in order to be in compliance with state law before a student may participate in a school activity. This requirement also applies to the 7<sup>th</sup> grade required physicals. A copy of a current health insurance card covering the student must accompany the physical.

**CO-CURRICULAR ABSENCES** The sponsor/coach of the activity will notify all teachers of the respective building prior to the absence by putting a list of the students to be absent for the activity in each teacher's mailbox at least five (5) school days prior to the absence. The make-up work will be the responsibility of the student.

**ELIGIBILITY (GRADES 9-12)** In order to represent a high school in interscholastic athletic competition, a student must abide by eligibility rules of the Nebraska School Activities Association. A summary of these rules is listed below. If you need an explanation of other requirements, consult the high school principal or activities director.

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance in accordance with the school's attendance policy.
3. Student must be enrolled in some high school on or before the 11<sup>th</sup> day of the current school year.
4. Student is ineligible if 19 years of age before August 1 of current school year.
5. After a student's initial enrollment in grade nine, eligibility will extend through eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester
7. Student must have received twenty semester hours of credit the immediate preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport that are scheduled by the school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first practice as permitted by NSAA rules. The fall sports season begins August 13, 2001, and ends with the state meets in the fall sports. The winter sport begins November 25, 2001 and ends with the state meets in the winter sports. The spring sports season begins February 26, 2002, and ends with the state meets in the spring sports.
9. A student shall be excluded from sports camps or clinics in the sport of involvement during the recognized season, either as an individual or as member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, eligibility is established for high school. If the student elects to attend another high school upon entering ninth or tenth grade, ineligibility will exist for ninety school days.
12. A student is ineligible to participate for ninety schools days if parents/guardian change of domicile to another school district and the student has remained in former school that is in a different school district. EXCEPTION: If parents have moved after school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade twelve and has attending the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved).
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is illegible in the school district where the natural parent (s) has their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.

14. A student shall not participate in a contest under an assumed name.

15. A student must maintain amateur status.

Requests for the consideration representatives of the NSAA shall act upon such exceptions of Nebraska School Activities Association requirements.

The activities director and the principal, with the coaching staff, shall reserve the right to withhold any student from participation should the classroom work indicate at any time that they are not working up their ability.

**TRAVEL TO AND FROM ACTIVITIES** Raymond Central Junior-Senior High School staff members and activity group's travel to and from all contests/events by school bus or school vehicle. School transportation by private cars is discouraged, but when used, strict insurance standards are adhered to and adult drivers are used. Students who go to an event/contest as spectators are allowed to participate in the pep band while at the contest/event. All members of an activity group will return from a contest/event by the same transportation provided for taking them to the contest/event.

**EXCEPTIONS:**

1. A participant may continue on a trip with parents or remain at the site when they remain with their parents.
2. If returning to Raymond Central causes a hardship upon the family, such as if the participant lives between the site of the event and Raymond Central.
3. If a participant must return home early because of another obligation or emergency situation then transportation must be with parents.

In any of the exceptions above, the participants may be released from transportation at the site, if a note from parents is provided to the sponsor/coach personally after the contest/event.

Should students be in violation of the above policy on transportation, they will be suspended for a period of one calendar week from all events/contests of the activity.

Should students be in violation of the above policy for the 2<sup>nd</sup> time during any activity season, they will be suspended from this activity for the duration of the activity season.

When traveling by school bus, students should remember the following:

1. Always be on time for departure.
2. There will be no loud or boisterous talking
3. All riders will always be seated.
4. There will be complete silence when the bus stops for railroad crossings.
5. There will be no yelling out windows or waving of arms out the window.
6. Students will always leave the bus by the front door.
7. There will be no food or drink taken on the bus unless given permission by the sponsor.

**K-12<sup>TH</sup> FIELD TRIP POLICY FOR**

The field trip policy for 2009-2010 is as follows:

1. Whenever possible, classroom teachers and/or sponsors are to seek parent volunteers (of students going on the field trip) that would be willing to drive their personal vehicles and provide rides for those students. Parents of the students on the field trip would be requested to provide a pre-determined monetary donation to the field trip to reimburse the cost of gas for the parent volunteer drivers. If this method of conducting field trips is used, arrangements for drivers need to be made approximately 10 working days in advance to allow the school district time to conduct a necessary driving record background check on each driver and to have the volunteer drivers submit a "proof of insurance" card on the vehicle they will be driving. This method will prevent the cost of bus gasoline and the cost of a bus driver (or drivers) from going through the District's General Fund of expenditures. Using this method last year (2008-2009) for a full day field trip usually cost parents \$5.00 per student or slightly less, depending on total distances traveled.\*

2. If #1 above cannot be enacted due to such reasons as (1) lower elementary students being under the required weight and height guidelines required to be in front seat, seatbelts with airbags; (2) the destination of the field trip requires driving through congested urban areas that makes driving too hazardous for parents and/or makes it hard to keep the field trip students and sponsors together due to anticipated "same parking vicinity problems", or other similar circumstances, then a school bus (or

buses) might be used to allow the field trip to occur. If school buses are used, then parents are again requested to provide a pre-determined monetary donation to defray the costs of the field trip which would include the cost of the gasoline and the cost of the bus driver(s). This method is least preferred due to the monetary donations having to be placed in the district fund receipts and paid out of the district fund, thus being counted against our state spending and receipt limitations. By law, bus drivers receiving compensation must be paid through the school district's accounting system. Using this method last year (2008-2009) for a full day field trip usually cost parents \$5.00 per student, or slightly more or less, depending on size of the group on bus, and total time, and total distances traveled.\*

\*- If your student(s) is (are) on Free/Reduced lunch status and the above cost causes a hardship, please contact the respective building principal's office and arrangements will be made to allow participation in the field trip(s).

\*\* - The past/present participation of parent volunteers, parent donations, and the Parent Teacher Organization donations to make the transportation budget savings and continued field trips possible are greatly appreciated!!

**FUND RAISING ACTIVITIES** The Board of Education highly discourages excessive money-raising activities in connection with school projects, with the exception of those projects involving sale of tickets to school activities, and limits organizations to one fund-raiser per year. All fund-raising activity involving more than the sale of tickets is to be approved by the principal a month before the occurrences of the activity. Staff members may not be solicited during the teaching day.

**RAYMOND CENTRAL SCHOOL ACTIVITY CONCERN FORM**

It will be the standard practice of each and every employee at Raymond Central to refer any and all individuals who have a concern regarding any particular activity to the head coach/sponsor of that activity. If, upon making this statement to that particular individual, the person expresses reservations about going directly to the person in charge of the activity, their option shall be to fill out the following "Concern Form.

Date\_\_\_\_\_

I (name)\_\_\_\_\_ have a concern regarding what  
has been occurring in (activity)\_\_\_\_\_.

Has your child discussed the concern with the coach? \_\_\_\_Yes \_\_\_\_ No

If you need to talk to the coach/sponsor, check one.

\_\_\_\_\_ Please keep my concern as confidential as possible.

\_\_\_\_\_ If necessary to help in finding a resolution to my concern, you may use my name.

My concern is as follows: (please type or print)

Recommendation for solution to my concern:

Signed\_\_\_\_\_

This concern will be discussed with the proper individual(s) to try and determine if a problem does exist and if so, to try to arrive at a solution. The undersigned person, to whom you presented your concern, will respond to you in writing within (7) days of the receipt of the form.

Accepted Signature\_\_\_\_\_Date\_\_\_\_\_

## **RAYMOND CENTRAL PUBLIC SCHOOLS ELECTRONIC NETWORK POLICY**

The Raymond Central Public School District provides electronic access to local, state, national, and international networks. These networks provide students and staff with access to information, collaboration, and activities that support learning and teaching. The Internet is an uncensored, worldwide, communication network. It is possible for any user of the Internet to access information that may not be considered to be of educational value in the context of the school setting and/or appropriate for a minor. Raymond Central Public Schools cannot prevent the availability of or identify all inappropriate materials on the Internet. We do reserve the right to install software to limit the student and staff access to sites which carry inappropriate material.

Every Raymond Central Public School user has the responsibility to respect and protect the right of every network user. Raymond Central Public Schools account holders are expected to act in a responsible, ethical and legal manner in accordance with the missions, purposes and regulations of Raymond Central Public Schools, ESU #2, local area network regulations, and the laws of the state and the United States.

The use of these networks is a privilege, not a right. Inappropriate use, including any violation of the aforementioned rules, regulations, and laws may result in cancellation of the privilege. The building principal or his/her designee, is delegated the authority to determine inappropriate use and may deny, revoke, or suspend the user of computers by students who violate this policy. School personnel shall have the authority to impose additional disciplinary action as he/she deems necessary. Inappropriate use

Which results in an expense incurred by the district to repair or replace computer hardware or network functions will become a financial obligation of the user.

The Raymond Central Public Schools believe that the valuable information and interaction available on the local and worldwide networks far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district. Ultimately, parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their child or ward should follow. To that end, Raymond Central Public Schools supports and respects each family's right to decide whether or not to apply for network access.

### **Consequences for Inappropriate Use of Internet**

**First Offense:** User will not have access to Internet for one month

**Second Offense:** User will not have access to Internet for remainder of semester or 90 days.

**Third Offense:** User will not have access to Internet for remainder of school year. (Any school personnel may make decision as to what is inappropriate use.)

**Consequences for Inappropriate Use of Network and Hardware** 1. Any vandalism will result in user paying for repair/ technician time to restore network/equipment to previous condition. 2. User will not have access to computers and/or Internet for same timeline as stated above per each violation. 3.

Students may have to complete attentive class assignments if their privilege of using the equipment and Internet are revoked.

## **RAYMOND CENTRAL COMPUTER NETWORKS PARENTAL PERMISSION FORM**

Your child has requested access to the Raymond Central computer network. This access includes connections to computers through the Internet, which would connect your child with educational resources all over the world.

Please read Raymond Central's Electronic Network and Acceptable Use Policy with your child. In accepting an account, your child accepts responsibility of using the network and computer system in an appropriate manner. It is important that you understand their responsibility as well.

**Free and reduced lunch letter.**



**STUDENT NAME** \_\_\_\_\_ **CURRENT GRADE** \_\_\_\_\_

## **NETWORK POLICY**

I have read the Student Electronic Network and Acceptable Use Policy for Network Access at Raymond Central Public Schools and agree to use the school network and Internet in an appropriate manner. I realize inappropriate use or destruction of the network will result in financial obligation for technician time to repair the network, legal prosecution for violation of any state or national laws, and or loss of suspension privileges.

**I give** \_\_\_\_\_ **do not give** \_\_\_\_\_ (check one) the school permission to issue a network and Internet account to my child. I realize inappropriate use will result in financial obligation for technician time to repair the network, legal prosecution of my child for violation of any state or national laws or loss of privileges, and/or suspension of privileges.

If you do not fully understand any part of this policy, please contact Jim Marsh, Technology Director.

## **STUDENT AND PARENT HANDBOOK ACKNOWLEDGMENT**

In accordance with the Nebraska State Law, Section 79-4, 176 par (3) which states in part: "Rules for standards which form the basis for discipline shall be distributed to each student and their parent or guardian at the beginning of each school year or at the time of enrollment..."

Parents/Guardian: I have received and have knowledge of the regulations in the Raymond Central Junior-Senior High School Student and Parent Handbooks.

I have read and understand the Raymond Central Junior-Senior High School Student and Parent Handbook. I agree that I will abide by the rules while in school or when involved in school related activities. I further understand that should there ever be a time whereby I am not in accordance with these guidelines, I may request a conference within three calendar days of such time with school personnel to discuss the matter further.

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**THIS FORM MUST BE RETURNED TO THE OFFICE FOR EACH  
STUDENT BEFORE SEPTEMBER 1, 2010**

**FAILURE TO RETURN IT WILL RESULT IN RETENTION OF QUARTER  
GRADES UNTIL THIS FORM IS COMPLETED.**



