

RAYMOND CENTRAL ELEMENTARY STAFF 2011-2012

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	Steven Rose; BS*	5 th Grade
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BA, BFA, MFA, Art	BA, BFA, MFA, Art	
Georgia Johnson(K-3)	Georgia Johnson(K-3)	Computer
BA, BFA, MFA, Art	BA, BFA, MFA, Art	
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		P.E.
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*Elementary Education Endorsed

RAYMOND CENTRAL STRATEGIC PLAN AND SCHOOL IMPROVEMENT

Raymond Central has completed the development of a strategic plan. With the assistance of community, staff, and administration, the Planning Task Force established a school MISSION and accompanying values. These are noted on the top of the principal's letter at the front of this handbook. School Improvement plans are currently in place.

STAFF QUALIFICATIONS

The No Child Left Behind Act of 2001 gives parents the right to get information about the professional qualifications of their child's classroom teachers. If you have any questions regarding the qualifications of your child's teacher(s) or paraprofessional(s) working with your child, please contact your building administrator.

THE ORGANIZATION OF INSTRUCTIONAL SERVICES

Raymond Central Public Schools has designated its objectives the following:
Our school shall enable each student to react to his environment as a total being by:

- A. Aiding each student in acquiring fundamental skills and knowledge that will engender in each student a sense of personal worth and direction most beneficial to himself and society. This shall be accomplished through:
 - 1. Selection and using subject matter and facilities appropriate to the development of specific skills and knowledge.
 - 2. Setting standards of achievement so that every student can experience some degree of success.
 - 3. Providing equal opportunities for all students, fully realizing that not all students have the same talents and capacities for learning.
 - 4. Finding relationships which exist among the curricular studies.
 - 5. Finding relationships which exist between the curricular studies and the extra curricular activities.
 - 6. Aiding the student to recognize the value of the past as a developmental influence on aesthetic, humanistic and creative ideals for the future.
 - 7. Recognizing scholastic achievement and marks of improvement.
 - 8. Recognizing social and civic contributions made by students.

- B. Providing an environment in which freedom is regarded as a responsibility for administrators, teachers, and students. This shall be accomplished through:
 - 1. Providing direction and substantial meaning whereby respect for each other shall be paramount and reciprocal.
 - 2. Emphasizing the necessity of respect for public and private property as well as dignity of all work.

- C. Maintaining an environment conducive to good physical and mental health. This shall be accomplished through:
 - 1. Providing activities which have as their goal the development of physical fitness.
 - 2. Providing activities in which all students can experience some measure of success.
 - 3. Allowing for creative response through music, art, dramatics and physical education.
 - 4. Providing programs of specialization to meet specific needs of the student; such as speech therapy, remedial reading, guidance counseling and student health.

- D. Providing a means of public relations. This shall be accomplished through:
1. Keeping the public informed as to current happenings in all phases of the school's activities.
 2. Allowing the public to participate in the development of the school policies and programs.
 3. Making available to the public opportunities to discuss current educational interest.
 4. Attempting to develop good relationships among students, teachers, administrators, parents and the community at large.
- E. Selecting for employment, administrators and teachers who have the inspiration, dedication and factual competence to put into effect the philosophy and objectives of Raymond Central Public Schools. This shall be accomplished through the auspices of the administration and the Board of Education as designated by the procedures set forth in the Board Policies of the Raymond Central Public Schools.
- F. Establishing a program of continuous evaluation of the entire school system that it might determine the measure of success of the philosophy and the objectives of Raymond Central Public Schools. This will be accomplished through coordinating the evaluative efforts of the students, teachers, administrators, specialists, and the entire community.
(Policy #6200)

DISCLAIMER

This Handbook does not equate to an irrevocable contractual commitment to the student. It reflects the current statutes of the rules and policies. As district and school policies and procedures change, parents will be kept informed via the Board of Education minutes, The Mustang, and other newsletters or through letters from classroom teachers. BOE policy supersedes Handbook guidelines.

* All references to parents shall mean parent or legal guardian.

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RAYMOND CENTRAL ELEMENTARY SCHOOLS
THE SCHOOL DAY

Ceresco

Kindergarten	8:25 a.m. to 11:10 a.m.	11:55 a.m. to 3:20 p.m.
Grades 1-3	8:25 a.m. to 11:20 a.m.	12:10 p.m. to 3:20 p.m.
Grades 4-5	8:25 a.m. to 11:40 a.m.	12:30 p.m. to 3:20 p.m.

Valparaiso

Kindergarten	8:15 a.m. to 11:15 a.m.	11:50 a.m. to 3:10 p.m.
Grades 1-3	8:15 a.m. to 11:20 a.m.	12:10 p.m. to 3:10 p.m.
Grades 4-6	8:15 a.m. to 11:40 a.m.	12:30 p.m. to 3:10 p.m.

ARRIVAL

All students should arrive at school no earlier than 8:00 a.m. each day in Valparaiso; 8:15 a.m. in Ceresco. Supervision will not be provided before that time unless required by the district transportation schedules. Upon arrival children should line-up at designated entrances. Students are not to enter the building before the first morning bell (8:10 a.m. in Valparaiso; 8:20 a.m. in Ceresco) unless teacher permission is granted, or a student is ill or injured. In the case of inclement weather or severe cold, students do line up inside the building. Teachers will escort students to their classrooms. If students participate in the breakfast program, they will enter upon arrival. Please refer to BUS loading zones and going to and from school for additional information. Parents or visitors should never enter or exit the parking lot while buses are loading or unloading students. It is against the law to pass a school bus that is stopped to load or unload students.

BUS LOADING ZONES

Ceresco

The bus-loading zone is located along the entire south side of the building. This street is designated as **ONE WAY** going from East to West then continuing South. Parents bringing students to school or picking them up following dismissal should park along the south and east side next to the curb or use the lot on the north side.

Valparaiso

The bus-loading zone is located on the south side of the school facility. This street is designated as **ONE WAY** access going west during bus loading times. Parents are asked to drop off or pickup students along the sidewalk located on the east side of the loop or in the diagonal parking located west of the loop, especially when buses are in the loop. Do not stop to visit or impede traffic when dropping off or loading students. Buses are **NOT** to be passed when dropping off or loading students, this is against the law and charges may be filed.

ABSENT/TARDY

If a child is going to be absent from school, parents are expected to call the school between 8 a.m. and 9 a.m. explaining the reason the child will be absent. Students will be counted tardy at 8:15 a.m. in Valparaiso and 8:25 a.m. in Ceresco when the second morning bell rings. Students, who arrive at school within 60 minutes after the start of the school day, due to illness, doctor appointments, serving at funerals, etc., will be counted tardy. Thereafter, they will be counted absent for ½ of a day. Students who leave school less than 60 minutes prior to the end of the school day will be counted tardy. Students who leave school prior to 60 minutes before the final bell will be counted absent 1/2 of the day. A half day of absence will be counted when a student tallies three tardies. Tardiness and absences are perfectly legitimate and often necessary, but they must be counted.

Nebraska law mandates attendance at school. If absenteeism becomes excessive (5 days or more per quarter), parents/guardians will be notified in writing. Additional procedures may be implemented. Parents are encouraged to support student attendance on a daily basis. Active learning time that is missed because a student is absent is often impossible to make up.

- If a student is absent for five (5) days or more in one quarter, a notification letter is sent to parents/guardians and to the county attorney documenting all dates of concern.
- According to Nebraska Revised Statutes 79-201 through 79-210 attendance laws, non-attendance will be reported.

Two school days will be allowed to make up the work for each day missed with a maximum of 10 days allowed to make up work. If requested, assignment sheets will be prepared for students who are ill. (Policy #5008)

HOMEWORK/GRADING POLICY

The nature of assignments given to students may necessitate children spending varying amounts of time in home study to complete them. The amount of homework will depend on such things as absences, time of year, course of study, etc. Normally children would not have an assignment that would entail more than an hour's work for elementary students. If school assignments and/or homework are not completed, teachers will contact parents and develop action plans as necessary.

Homework is a learning activity related to the experience within the school. Its purposes are to supplement and to enrich work done in the classrooms; to provide for individual interests; and to promote competency in skills; to use resource materials; to integrate learning and to teach the proper budgeting of time. Homework should be assigned at the discretion of the classroom teacher. Work not completed during the school day is not considered homework, but rather, the completion of assigned school work. (Policy #6240)

TESTING PROCEDURES

Raymond Central Elementary Schools conduct a testing program to assist in the identification of each student's unique abilities and to monitor academic growth. Below is a list of tests given each year:

- a. Individual assessments as required.
- b. Norm Referenced Tests - Grades 3-6
- c. Math Criterion Reference Assessments (CRAs)-Grades K-6
- d. Language Arts-Criteria Reference Assessments(CRAs) - Grades K-6
- e. Science Assessments - Grades K-6
- f. Social Studies assessments
- g. Dynamic indicators of Basic Early Literacy Skills (DIBELS)
- h. State Reading Test (NeSA-R) – Grades 3-6
- i. State Math Test (NeSA-M) – Grades 3-6
- j. State Science Test (NeSA-S) – Grade 5
- k. State Writing Test (NeSA-Writing) – Grade 4

Contact the principal or counselor for specific details regarding each type of test/assessment. An assessment/testing matrix is available for any parent requesting one. A copy is also available on the school website.

RECORDS AND GRADING

STUDENT ACADEMIC AND DISCIPLINE RECORDS

The Raymond Central Public Schools Board of Education authorizes the school staff to collect, maintain, secure and disseminate information of a personal nature on students and former students in compliance with the provisions of the "Family Educational Rights and Privacy Act of 1974" and Nebraska State Statutes.

No staff member, other than the Superintendent or principal, shall release information from a student's personal file and then only when the provisions of state and federal law have been followed.

Release of student records to anyone other than professional staff, other schools, parents or guardians shall require a signed release of information. (Policy #5202)

Student Progress/Grading-Academic

The evaluation of student progress within each subject area shall be primarily the responsibility of the classroom teacher.

Communicating student progress to parents shall be the responsibility of the building administrator and classroom teacher. Written reports of student progress should be sent to parents at the conclusion of each quarter. Additional reporting of student progress is encouraged whenever progress or lack of progress is of an unusual nature.

Academic Integrity

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

Cheating and plagiarism violate the standards of academic integrity. Academic integrity offences are a violation of school rules. Sanctions will be imposed against students who engage in such conduct. Sanctions may include a grade of zero, notification to parents/guardians, disciplinary measures up to and including expulsion. (Policy #5101)

PUPIL PROGRESS

Parent-Teacher Conferences

Conferences for elementary children will be held a minimum of twice yearly. During these conferences, report cards will be distributed and the student's progress will be discussed. Prior to each conference date, a letter will be sent home stating the day and time of the individual conference. We feel strongly that parent-teacher conferences are vital to the communication and understanding between home and school. All parents are encouraged to attend school-initiated conferences. If questions and/or concerns arise during the school year, please contact your child's teacher and request a conference.

Student-Led-Teacher Conferences

Some teachers may use this conference format. The strength of this format encourages the student to take more responsibility for his/her achievement. Generally a student portfolio will accompany this conference format where specific samples of student work show growth over time.

Report Cards/Portfolios

The report card is only one means of informing parents about their child's development in school. Grading periods of approximately nine (9) weeks shall be used four (4) times per year. Report cards are distributed at parent-teacher conferences or are sent home with the student. A portfolio is a collection of your child's work. These collections will be shared with both parents and students. Portfolios and other types of authentic assessments will be used to provide more information about your child's academic progress.

Promotion and Retention

Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the Principal, in consultation with the student's teachers and counselor, to be appropriate for the educational interests of the student and the school's educational program. (Policy #5201)

WEBSITE FOR NEWSLETTERS AND BULLETINS

To keep parents informed, newsletters and bulletins will be mailed or sent home with the children. The FYI is also available on the web. We encourage all parents to read the information sent

in order to be informed about school events or important announcements. The interest parents show in reading the written communications sent from the school will encourage the students to make a special effort to bring them home. WEBSITE: This communication method will allow you to gain additional information about our K-12 district. Our web address is as follows:

www.rcentral.org

TEXTBOOKS/LIBRARY BOOKS/COMPUTER/SCHOOL PROPERTY

The Raymond Central School District provides textbooks and library books. It is the student's responsibility to properly care for books issued to them. Students will be charged for books lost or damaged. The fine schedule is as follows:

- a. Broken binding -- \$4.00
- b. Broken cover -- \$2.00
- c. Torn, but repaired page -- \$.50
- d. Non-removable ink marks -- \$.10
- e. Lost -- Replacement cost

If damage or loss occurs to computer hardware or software, appropriate fines will be issued.

Vandalism

Students and their parents shall be responsible for all damage to equipment or school property. This responsibility applies in the matter of books and supplies of all kinds, as well as equipment, buildings and grounds. (Policy #5407)

SCHOOL ORGANIZATION

The Raymond Central Elementary Schools provide educational opportunities for children in grades K-6. The classroom teacher is responsible for instruction in all academic areas. Specialized teachers instruct students in the areas of art, vocal music, instrumental music (grades 5 and 6), computer and physical education. Additional programs and personnel are provided for students with special needs. These programs include:

Title I Reading

This program is offered to students in grades 1-3 who have specific needs in the area of reading. The program is designed to help each student gain and retain basic skills in reading. The program targets students in grades 1-3 but also supports students in grades 4-6. Both pullout and inclusion practices are used. The program is federally funded and meets all federal guidelines.

Resource Program

The Resource Program is offered to students in grades K-6 who have an identified disability. The students are instructed in a variety of ways. Individual instruction, small group pullout, and inclusion practices are all used.

Speech Therapy

Speech Therapy is offered to students in grades K-6 who need assistance in the area of articulation or language development.

Psychological Services

The psychologist is available through the area ESU to administer appropriate tests to students who are referred and to provide a resource to teachers and parents.

School Counselor

The school counselor is available to students in grades K-6. The counselor provides individual, group, and classroom services to district students.

Gifted Program

In accordance with Neb. Rev. Stat. §§ 79-1106 to 79-1108.0 NDE Rule 3, each school shall identify learners with high ability. Raymond Central developed an identification process for district students. We are currently in compliance with the law. (Policy #5414)

For more information about any of the supportive programs, parents are encouraged to contact the building administrator.

SCHOOL BREAKFAST

Breakfasts are available to elementary students and patrons visiting the school. Information concerning menus and prices will be disseminated to parents at the beginning of the school year. Breakfast cost will be billed to student accounts. We encourage student participation in this program. On late start days, no breakfast will be served.

SCHOOL LUNCH

Lunches are available to students and patrons visiting the school. Students wishing to leave school grounds for lunch may do so with parent permission. Students eating at school may not leave the school grounds without permission of the administration. School meals are available for those who wish to purchase meals on a weekly or monthly basis. Milk may also be purchased. Information concerning lunch and milk prices will be disseminated to parents at the beginning of the school year. Our computerized accounting system informs parents when accounts are low. If a memo comes home noting a low account, please remit additional funds immediately. **If an account is not paid, students will be denied participation in the hot lunch program. Upon parental notification, parents should provide a cold lunch for their child/children.**

A supervised lunch room is maintained for children who eat hot or cold lunch at school. However, those students who are unable to conduct themselves properly during the lunch period may be required to eat lunch elsewhere. Lunchroom rules are reviewed with students. Sharing is not permitted. Parents and/or visitors are welcome to join their children for lunch. However, Raymond Central Elementary requests that the school hot lunch be purchased or a sack lunch be brought in. Lunches from fast food restaurants and soda are not permitted. Soda drinks are not allowed in the lunchroom. If parents/guardians would like to visit school and have lunch with students, please call the school to order lunch on that day.

SCHOOL ENTRANCE AND REGISTRATION

Kindergarten

An orientation meeting will be held each spring for parents who wish to enroll their child in kindergarten in the fall. Letters stating the specific day and time will be sent to parents of pre-kindergartners. All registration and immunization materials will be disseminated at this meeting. The kindergarten program will also be outlined for parents. All students entering kindergarten in Nebraska schools must have reached their 5th birthday before the 15th of October. If a student wishes to enroll early, the student must be tested and qualify under legislative guidelines.

New Pupils (Other than Kindergarten)

Parents of new pupils must complete the enrollment forms, which are available in the building offices. Parents of incoming pupils will be asked to sign a form to permit the school to obtain records from their previous school. Immunization records must be on file prior to the student attending school. If a student enrolls from another state, a physical is required prior to enrollment.

Change of Address/email/phone

It is the responsibility of parent/guardian to notify the school office of all changes of address, home phone numbers, emergency phone numbers, and email etc. Changes should be reported to the school office by a written note or a telephone call as soon as they occur. Failure to do so jeopardizes the safety of a student should an emergency occur.

Students Moving From the District

If you anticipate moving out of the district, please notify your child's teacher and the office as soon as possible. Early notice of an impending move will enable the classroom teacher to assist in making the change smooth both academically and emotionally. Once the student is enrolled in another school and a release of information sheet is received, student records will be sent to the new enrolled district/school.

VISITORS

Parents

Parents are welcome and encouraged to visit school at any time. In accordance with state law, we ask that you please check in at the principal's office and sign the Visitor's Log before proceeding to your child's classroom. If possible, we ask that you call in advance to notify us about your intended visit.

Friends and Relatives

School age friends or relatives from out of town may visit school for one day if the visitation will positively coincide with learning activities planned for that day. Arrangements must be made well in advance with the classroom teacher and principal.

Pets

Children must ask permission from the teacher prior to bringing animals to school. The teacher and parent can arrange a time for the visitation. The parent or guardian must accompany pets and remain while the pet is on school grounds. All pets must be current on shots and vaccinations.

DRESS AND PERSONAL APPEARANCE

Proper dress is basically a concern of the student and his/her parents, however, within a school setting certain guidelines must be established to insure a proper learning environment. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Toward this goal, the following dress guidelines have been established. (Policy #5101) Please refer to illustrations that follow.

1. The health and safety of the individual will not be jeopardized in favor of personal preferences as to appearance and attire.
2. Shoes and shirts are essential items of appropriate school dress.
3. Heelys are not permitted at school.
4. Hats are not to be worn in the school.
5. Hair color is restricted to natural colors.
6. Pictures and/or printed words on clothing that in the view of the administration violate Raymond Central's standards of acceptability will not be permitted.
7. School dress should reflect an attitude of respect and courtesy towards others.
8. Clothing that shows an inappropriate amount of bare skin or underwear i.e. halter tops, midriffs, oversize tank tops with large arm holes, tank tops with straps less than 2 inch width, fishnet clothing, sagging pants, cut-off shirts and blouses, purchased jeans with intentional holes and fraying are not acceptable. Shorts/skirts of reasonable length may be worn. Generally shorts/skirts should be as long as the reach of the wearer's fingertips. Biker shorts may be worn if another pair of shorts is worn over them. Chains or gang attire is unacceptable.
9. Personal grooming and appearance that may not be conducive to the educational process of Raymond Central schools will not be allowed. Final decisions on appearance matters will be determined by the building administration.

ELECTRONIC DEVICES

“Electronic devices” include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another. Such devices are not allowed in school during school hours. Cell phones and pagers may be stored in a student’s locker during the school day. They cannot be used or turned-on from the time the student arrives at school until the end of the day. Cell phone use includes voice usage, digital imaging, or text messaging. Violators will be sent to the office and dealt with accordingly. The District is not responsible for the security and safekeeping of students’ electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices. A confiscated electronic device may be susceptible to a search.

BODY PIERCING

The Administration and Faculty at Raymond Central have 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 asked to remove this adornment.

RECESS

Children will be expected to go outdoors for recess periods. Parents’ cooperation in seeing that children dress according to the weather is requested. In most cases if children are not well enough to play outside, they are not well enough to be in school. A child who must remain indoors due to a cold or other illness should bring a note daily to that effect.

During winter months, either temperatures and/or ground conditions will dictate in or out play. Playground supervisors will use their judgment in deciding upon ground cover, wind-chill, and temperature.

COLD WEATHER

All students will be required to button, zip, or snap coats and tie hoods. Wearing hats and gloves are important when cold temperatures are here. The same rules apply for recesses. For playing outdoors in wet and snowy weather, children need to be equipped with boots and snow pants. Be sure both boots are marked as well as gloves, caps, coats, scarves, etc.

CORRELATED SCHOOL ACTIVITIES

Field Trips

Educational field trips within and outside of the community may be taken by various classes during the school year. A permission slip signed by the parents or guardian is required before a child may go on an excursion. Parents are often asked to accompany classes on trips. It should be noted that preschool children may not attend class field trips. Parents may be encouraged but not required to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. (With administrative approval, the requested donation may be up to \$100.00 for special field trips). Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students. *****SEE student fee POLICY ATTACHMENT K-12** (Policy #54.16)

Community Resources

If you have a talent in a special area, a collection, films, filmstrips, videos, or slides of visits to foreign countries or historical areas of the world that might be of interest to class study, the school would appreciate hearing from you.

CELEBRATIONS/PARTIES

Celebrations and/or parties may be held during the year. The times and dates will be arranged before each event. Room parents may be asked to assist with these celebrations.

Out-of-School Parties

Party invitations should not be distributed in the classroom or on school property unless the party includes all children in that room. Gifts should not be sent to school unless the above conditions are met.

PERSONAL PROPERTY

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school. Student lockers, desks and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding items placed in or on school property because school property is subject to search at any time by school officials. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process may be removed from student possession. (Policy #5406)

LOST AND FOUND

Each student should check at the office to recover lost articles or to turn in articles that are found. It is stressed:

1. That you encourage your child to be responsible for personal property.
2. That all articles are labeled.
3. That valuables and money are left at home.

The students are encouraged to take home all personal articles each evening. The school will not be responsible for items left in the building overnight.

FUND RAISING

According to Board Policy (5303), solicitation of funds from or by students will be restricted at the Raymond Central Public Schools. **Students should not approach staff members or other students during school regarding the purchase of any items.**

STUDENT FEES

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. (Policy #5416)

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. 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 "I," which provides further specifics of student fees and materials required of students for the 2009-2010 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, chemical or chemical-physical 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 & 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, erasers, notebooks, trappers, protractors and math calculators. 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 any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments 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 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 extra curricular 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 student 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 trip 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 and (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) postsecondary education costs, and (3) summer school or night school.

HEALTH

Immunizations

In 2011, state officials instituted new immunization requirements for Nebraska schools, this amended past school and immunization requirements. The law now states:

1. All students, kindergarten through grade 12, must now furnish proof of adequate immunization to the school prior to enrollment. This includes transfer students from outside the state, regardless of grade (includes foreign students).
2. Mumps immunization is now required.
3. Other requirements include:
 - A) 3 or more doses of DTap,DTP, DT or Td vaccine, one given on or after the fourth birthday
 - B) 3 or more doses of polio vaccine
 - C) 2 doses of MMR, given on or after 12 months and separated by at least one month
 - D) 3 doses of hepatitis B vaccine
 - E) 2 doses of varicella or written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted.
4. All records must contain the month and year of immunization.

Official immunization cards are available in the office.

5. If for some reason parents are unable to or do not want to supply the immunization information to the school, a waiver must be signed by the parents. Waivers are available in the building office.

In 1994 the legislature passed a new law requiring updated immunization cards to be submitted to the school prior to enrollment. **Any student who does not comply with the law will not be permitted to attend school until he/she complies, or the parent signs the waiver.**

Physical & Vision Examinations

According to Nebraska law prior to the entrance of a child in kindergarten, evidence of a physical and vision examination by a qualified physician must be submitted to the school. This physical and vision exam must have been given within six months prior to the enrollment date.

Students who transfer from out-of-state to any grade in the school must also comply with the physical and vision examination requirements.

A physical and vision examination will not be required of any child whose parent or guardian objects in writing on the grounds that such immunization is contrary to religious tenets of an established church of which he is a member or adherent.

The cost of the physical and vision examination is the responsibility of the parent or guardian of each child who is examined.

Both waiver and physical and vision examination forms are available in the office.

Medical and Dental Screenings

The Nebraska legislature has enacted laws requiring screenings to be provided to school-age children. Height, weight, vision, hearing and scoliosis screening are done at our school in the fall. Dental screenings are also required for all students, 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. Vision screenings must be completed by all students. After the vision exam, the optometrist will complete a vision form. Forms for dental and vision screenings are available in the office.

Asthma, Diabetes or Systemic Allergic Reaction Plan including Food Allergies

An Emergency Care Plan, Asthma Action Plan, Allergy Action Plan or Diabetes Medical Management Plan must be completed and on file for students known to have one of the previously stated conditions. It is required that parents submit a medical statement each year. Parent's notes or telephone calls are not adequate documentation. Only licensed health care providers may sign the medical statement forms (in most cases, a short note from a physician on a prescription pad does not contain the required information), and these must be kept on file for all students who require individualized medical treatment(s) or diet modifications.

Communicable Diseases (Policy #5409)

Raymond Central Public Schools shall cooperate with county and state health department officials in developing procedures for the control of communicable diseases in the schools. All procedures shall conform to the regulations for communicable disease control set up by the state health department.

In general, a student with a communicable condition will only be allowed to attend school in the student's usual class setting after written approval has been secured from the student's physician stating that the disease is not in a communicable stage. Without such a written statement, a student with a communicable condition is subject to an emergency exclusion. The school reserves the right to consult with a second physician to secure another opinion if a second opinion is deemed necessary by school personnel.

Fevers, sore throats, coughs, vomiting, diarrhea, and skin rashes are signals for parents to consider keeping their children home.

After a fever, we encourage parents to keep children home for 24 hours with the absence of a fever or without treatment of fever-reducing medication.

Lice

Students will be screened for lice as needed. If nits or lice are found the parents will be notified to pick students up from school. Students may reenter school after treatment. You **MUST** provide evidence of treatment (empty container, box, etc.). A child who is sent home from school for head lice must come to the office for inspection before returning to class. A no nit policy has been adopted. County Health Services will be notified of reoccurring cases.

Illness at School

Should your child become ill or injured at school, the school will contact the parents. If the parents cannot be reached, the adult listed on the enrollment card will be contacted. Please let your child know where you can be reached if you will not be at home during the day. In the event that arrangements cannot be made for your child to go home, the child will be isolated from the other students.

The school will not send a student home unaccompanied unless specific instructions are given to the principal by the parent at the time the illness is reported.

Emergency Numbers

Parents are required to provide the school with the name and telephone number of a responsible adult who can be contacted in the event that the parents cannot be reached should their child become ill or injured at school. This individual must reside in the community or be able to reach the school within a reasonable amount of time. It is the responsibility of the parent/guardian to keep notification information up to date.

Medicines

Medicines, including aspirin, will not be provided by school staff. Prescription or over-the-counter drugs are not permitted in school unless parents contact the principal's office. If medication is required to be dispensed during the school day, a signed permission form must be on file with the district. Prescription medication should be kept in original containers.

SAFETY

Transportation

All students are subject to the following rules when riding on a Raymond Central School's bus:

1. When leaving the bus, students should cross the street from 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 drivers as they would a teacher or administrator.
3. Students must always be seated when the bus is moving.
4. Students should not put arms, 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. Students should be courteous and use no profane language.
7. The driver is authorized to assign seats.
8. While waiting for the bus at an attendance center, all bus rules are to be enforced and appropriate behavior is expected.
9. If your child is not riding the bus home as usual, written notes **MUST** be sent to the school regarding the change. Parents/guardians are asked

to inform your bus driver(s) also. Riding a different bus is **NOT** an option. Also, students who are having a guest coming to their house or going to another student's house, must have two (2) notes, one from their parents and one from their guest's parents. They will not be allowed to ride without the notes. Last minute phone calls are also discouraged.

10. Riding the bus is a privilege. 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. The first offense will be a warning. The second offense will be a 2-day bus suspension. The third offense will be a 5-day bus suspension. The fourth offense will be a 20-day bus suspension. The fifth offense will result in bus suspension for the remainder of the school year. If the offense is of a severe nature, bus privileges may be suspended immediately. If this occurs, parents will be contacted to arrange alternate transportation prior to the initiation of the suspension.

Going To and From School

Pupil conduct and safety on the way to and from school should be a matter of concern to parents. The school will cooperate with parents on these matters. Parents should discuss the safest route to school emphasizing the use of sidewalks, crossing at corners, and not trespassing on private property. Bike Safety: Students should walk bikes on school grounds at all times and park bikes in appropriate places. As a safety precaution, bike riders are encouraged to wait to depart until busses and congestion around the school diminishes.

Fire, Tornado and Safety Drills

Students are trained in proper evacuation procedures through monthly fire drills as required by State Law. Tornado drills are also conducted during the year. All students must closely follow all directions given by the school staff to assure safe and orderly evacuation procedures. Raymond Central Elementary also practices school safety drills for a variety of safety issues-intruder, bomb threat, violence, etc.

Inclement Weather

During the winter, weather conditions may necessitate a change in normal hours that school is in session. The decision to close schools, delay starting times, or dismiss early is made by the Superintendent. The final decision on whether or not a child should attend or stay at home is the responsibility of the parent.

1. School Closing and Delayed Starting Time -- If a decision is made to close school or delay the starting time, the decision will be broadcast on local radio and television stations as soon as reasonably possible.
2. Early Dismissal -- Weather conditions may force the closing of school before regular dismissal time. In the event of an early dismissal, the information will be announced on local radio and television stations. Buses will run accordingly. At the beginning of each school year or upon enrollment of new students, parents/guardians are requested to outline instructions for their children to follow in the event of an emergency school closing. The school will instruct the students to follow the directions outlined by parents/guardians unless the school is contacted with revisions or changes.

STUDENT RESPONSIBILITIES AND RIGHTS

Each student as a citizen of the United States has those rights guaranteed to all citizens by the Constitution and the Bill of Rights. With those rights, however, each student also has certain responsibilities not to interfere with other students' constitutional rights. A student's basic responsibility in school is to act in a manner that enhances rather than hinders the total learning environment. (Policy #5415 Anti-Bullying Policy)

Affirmative Action

A. Elimination of Discrimination.

This school district hereby gives this statement of compliance and intends to comply with all state and federal laws prohibiting discrimination. This school district intends to take any necessary measures to assure compliance with such laws against any prohibited form of discrimination. The Superintendent shall be the ADA, 505, Title II, VI, and IX Coordinator, and Coordinator for any other anti-discrimination laws. Complaints or concerns involving discrimination or needs for accommodation should be addressed to said Coordinator.

B. Preventing Harassment and Discrimination of Employees and/or Students.

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

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

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

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

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

(i) Sexual harassment may exist when:

(a) Supervisors or managers make submission to such conduct either an explicit or implicit term and condition of employment (including hiring, compensation, promotion, or retention);

(b) Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignment, etc.

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

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

2. **Procedures:**

a. Employees or students should initially report all instances of discrimination or harassment to their immediate supervisor or teacher. However, if the employee or student is uncomfortable in presenting the problem to the supervisor or teacher, or if the supervisor or teacher is the problem, the employee or student is encouraged to go to the next level of supervision.

b. If the employee or student's complaint is not resolved to his or her satisfaction within five (5) to ten (10) working days, or if the discrimination or harassment continues, please report your complaint to the Superintendent of Raymond Central Public Schools. If a satisfactory arrangement cannot be obtained through the Superintendent of Raymond Central Public Schools, the complaint may be processed to the Board of Education.

c. The supervisor, teacher or the Superintendent of Raymond Central Public Schools for complaints which are brought to and reach the Superintendent will thoroughly investigate all complaints. These situations will be treated with the utmost confidence, consistent with resolution of the problem. Based on the results of the investigation, appropriate corrective action, up to and including discharge of offending employees, etc., may be taken. Under no circumstances will a supervisor or teacher threaten or retaliate against an employee or student for alleging a violation of this policy.

Discipline

It is the mission of Raymond Central Public Schools to provide a safe, secure, drug-free and welcoming environment for all students, staff and community members. The administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the board of education to advance the mission of providing safe schools. The essence of "good discipline" in a school or classroom is the establishment of an appropriate atmosphere, which is interesting, yet controlled. The two main components of the development of a good working atmosphere are the teacher and the students. While the teacher has an obligation of promoting, establishing, and directing learning through a well-managed environment, each student also has responsibilities to others and themselves. Students must follow established guidelines of classroom and school behavioral standards as well as outlined procedures. Any student not doing so is infringing on the rights of fellow classmates.

If consequences are necessary, they will be related, respectful, and reasonable. Consequences will be used as a corrective measure to modify or change an inappropriate behavior, impressing upon the student the necessity of working within the framework of the school.

Communication between the home and school becomes vital when attempting to correct a discipline problem. The teaching staff will keep parents informed if problems do occur and will work with them in order to solve any problem as quickly and effectively as possible.

Discipline Philosophy

Safe Schools Policy (Policy #6120)

It is the mission of Raymond Central Public Schools to provide a safe, secure, drug-free and welcoming environment for all students, staff and community members. The administration is authorized and directed to adopt such regulations and take such actions as determined appropriate by the board of education to advance the mission of providing safe schools. Such regulations and actions may include, but not be limited to, school security measures, such as use of metal detectors, surveillance, searches and seizures, and security officers, as well as staff training and student educational programs.

Raymond Central Elementary follows the “Respect Shines Through!” lifelong guidelines:

1. Be Trustworthy
2. Be an Active Listener
3. Do Your Personal Best
4. Be Truthful
5. Be Encouraging (no put downs)

Raymond Central Schools believe that all people make choices in regard to their behavior and are responsible for those choices. Students are expected to use appropriate behaviors at all times. When a student chooses to use an inappropriate behavior, he/she is encouraged to identify the reason for his/her actions and begin to focus on alternative, appropriate behaviors.

Teachers may assist by helping a student construct a plan to modify his/her behavior. Contingency plans must be constructive and positive. Logical consequences should be related to the behavior, respectful, and reasonable to both the child and adult. A child's self worth must remain intact throughout the process. Our overall goal is to develop age appropriate self-discipline in all our students and work together to provide a safe and positive learning environment.

Discipline Plans

At the beginning of each school year, teachers and students will develop classroom discipline plans or codes. All students will understand these plans/codes and a copy will be sent home to parents. If plans or codes are broken, teachers and students will dialogue about the problem and determine appropriate consequences that are related, respectful, and reasonable. Parents will be informed as needed. Alterations to classroom plans/codes may occur on an individual basis. If a modified plan is developed, teachers and/or the principal will inform parents. If a modified plan is developed, privileges maybe taken away (field trips/parties). If a student is sent to the office for disciplinary reasons, school personnel document behavior on an office discipline referral form (green sheet).

If a student is sent to the office for aggressive or non-compliant behavior, the following procedures will most likely be put into place:

First Offense: Verbal warning, recorded in discipline log, future consequences explained, loss of one/two recesses (spend in time out room), other consequences as deemed necessary. Parent contact possible.

Second Offense: Parents notified, counseling to determine the cause of the problem, up to one week suspension from recess (spend in time out room), other consequences as deemed necessary. Detention possible.

Third Offense: Parents notified and brought in for a conference, counseling as necessary, up to a 2 week suspension from recess (spend in time out room), and other consequences as deemed necessary.

Severe Offense: Immediate parent/guardian phone call and appropriate consequences.

These procedures will be followed and additional student discipline policies will be implemented as required by Raymond Central Public Schools policy and the Nebraska State Law. Administrative and teaching personnel may take actions regarding student behavior short of suspension which are reasonably necessary to aid the student, further school purposes, or prevent interference with educational processes. Such actions may include counseling of students, parent conferences, rearrangement of schedules, requirements that a student receive counseling or restricting participation in other activities.

Student Discipline: Suspension and Expulsion

Student Discipline

- A. **Discipline System.** The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

Suspension

1. **Short-Term Suspension:** Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

- a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
- b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
 - b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
 - c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
 - d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
 - e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. **Long-Term Suspension:** A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.

3. Expulsion:

- a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.
- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, 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, 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.
- c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
- d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
- e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
- f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled

from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.

- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, 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, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of an intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.

4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or 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 alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
8. Public indecency or sexual conduct.
9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.
10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. 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, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the

expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:

- a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

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

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:

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

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

Coaches, sponsors or teachers may have additional requirements for students who are in special lab classes, students who are participants in performing groups or students who are representing the school as part of an extracurricular activity program.

On a first offense of the dress code, the student may call home for 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. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

2. Academic Integrity.

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

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

- b. Definitions: The following definitions provide a guide to the standards of academic integrity:
- (1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such

misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

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

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

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

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

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

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

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

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

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

(3) Assistance from Others: Having another person assist with the paper to such an extent that the work does not truly reflect the student's work. For

example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

(4) Failure to Contribute to Group Projects.

Accepting credit for a group project in which the student failed to contribute a fair share of the work.

(5) Misrepresenting Need to Delay Paper.

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

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

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

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

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

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

c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:

(1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.

(2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.

(3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

a. Philosophy and Purpose. The District strongly discourages students from bringing and/or using electronic devices at school. The use of electronic devices can be disruptive to the educational process and are items that are frequently lost or stolen. In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.

b. Definitions. "Electronic devices," include, but are not limited to, cell phones, Mp3 players, iPods, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, lap top computers, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another.

c. Possession and Use of Electronic Devices.

(1) Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.

(2) Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (d)(1). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.

(3) Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).

(4) Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

d. Violations

(1) Students shall not use electronic devices at any time or place for: (a) activities which disrupt the educational environment; (b) illegal activities in violation of state or federal laws or regulations; (c) unethical activities, such as cheating on assignments or tests; (d) immoral or pornographic activities; (e) activities in violation of Board or school policies and procedures relating to student conduct and harassment; or (f) activities which invade the privacy of others. Such student misuses will be dealt with as serious school violations, and immediate and appropriate disciplinary action will be imposed, including, but not limited to, suspension and expulsion from school.

(2) Electronic devices used in violation of this policy may be confiscated by school personnel and returned to the student or parent/guardian at an appropriate time. If an electronic device is confiscated, the electronic device shall be taken to the school's main office to be identified, placed in a secure area, and returned to the student and/or the student's parent/guardian in a consistent and orderly way.

(3) First Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student personally comes to the school's main office and retrieves the electronic device.

(4) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(5) Third Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school administration, a conference between the student and his/her parent/guardian and the school principal or assistant principal, and suspension of the student from school. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

(6) Subsequent Violations: Students who are repeat offenders of this policy shall be subject to the imposition of any appropriate disciplinary action, which may include suspension and expulsion from school.

e. Responsibility for Electronic Devices. Students or their parents/guardians are expected to claim a confiscated electronic device within ten (10) days of the date it was relinquished. The school shall not be responsible, financially or otherwise, for any unclaimed electronic devices. By bringing such devices to school, students and parents authorize the school to dispose of unclaimed devices at the end of each semester. The District is not responsible for the security and safekeeping of

students' electronic devices and is not financially responsible for any damage, destruction, or loss of electronic devices.

E. Inappropriate Public Displays of Affection (IPDA): Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be embarrassing or a distraction to others. Students will face the following consequences for IPDA:

1. 1st Offense: Student will be confronted and directed to cease.
2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
3. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator(s) and/or counselor.

If this type of behavior continues, or if the IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:

1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
2. Students in the hallway during class time must have a pass with them.
3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
4. Students are expected to bring all books and necessary materials to class. This includes study halls.
5. Assignments for all classes are due as assigned by the teacher.
6. Students are not to operate the mini-blinds or the windows.
7. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
8. Students are to be in their seats and ready for class on the tardy bell.
9. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
10. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
11. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
12. Snow handling is prohibited.

G. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law. When appropriate it shall be the responsibility of the referring administrator to contact the student's parent of the fact that authority have been or will be made.

Child Abuse/Neglect

Nebraska State Law (Neb. Rev. Stat. 28-711) mandates school personal to make a report to the proper law enforcement agency or the Department of Health and Human Services (Child Protective Services) when there is reasonable cause to believe that a child has been abused or neglected, or a child is in a situation which would reasonably result in abuse or neglect. Our first obligation is to the safety and well being of our students.

Police Interview

Students may be subject to an interview and/or arrest at school by a police officer. Parent(s) will be notified by the principal or the designee of an interview and/or arrest as soon as reasonably possible, excluding child neglect/ abuse cases. School officials do not have the authority to refuse police officers access to students. School personnel will be present during interviews.

Anti-Bullying Policy

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually. (Policy #5415)

DRUG-FREE SCHOOLS (Policy #5104)

The District shall implement regulations and practices which will ensure compliance with the Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District's safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

Education and Prevention

The District promotes comprehensive, age appropriate, developmentally based drug and alcohol education and prevention programs, which will include in the curriculum the teaching of both proper and incorrect use of drugs and alcohol for all students in all grades of this School District. Further, the District will have proper in-service orientation and training for all employed staff.

Standards of Conduct; Notice to Students and Parents

Students are to be provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or as a part of any of the school's activities. It shall be the further policy of the District to keep a file showing receipt of standards of conduct and a statement of disciplinary sanctions that may be taken for violations of such standards of conduct. The receipt shall be signed by both student and parent and returned to the respective Principal. It shall contain in prominent letters the following language:

"RECEIPT SHALL SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING RAYMOND CENTRAL PUBLIC SCHOOLS HAVE RECEIVED NOTICE OF THE STANDARDS OF CONDUCT OF THIS DISTRICT EXPECTED OF STUDENTS CONCERNING THE ABSOLUTE PROHIBITION AGAINST THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF ANY OF THE SCHOOL'S ACTIVITIES AS DESCRIBED IN BOARD POLICY OR ADMINISTRATIVE REGULATION. THIS NOTICE IS BEING PROVIDED TO YOU PURSUANT TO P.L. 101-226 AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN ANY FEDERAL FINANCIAL ASSISTANCE. YOUR SIGNATURE ON THIS RECEIPT ACKNOWLEDGES THAT YOU AND YOUR CHILD OR CHILDREN WHO ARE STUDENTS ATTENDING THIS DISTRICT FULLY UNDERSTAND THE DISTRICT'S POSITION ABSOLUTELY PROHIBITING THE UNLAWFUL POSSESSION, USE, OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL ON SCHOOL PREMISES OR AS A PART OF THE SCHOOL'S ACTIVITIES AS HEREIN ABOVE DESCRIBED AND THAT COMPLIANCE WITH THESE STANDARDS IS MANDATORY. ANY NON-COMPLIANCE WITH THESE STANDARDS CAN AND WILL RESULT IN PUNITIVE MEASURES BEING TAKEN AGAINST ANY STUDENT FAILING TO COMPLY WITH THESE STANDARDS."

Drug and Alcohol Education and Prevention Program of the District Pursuant to The Safe and Drug-Free Schools and Communities Laws and Regulations

Students are to be provided an age appropriate, developmentally based drug and alcohol education and prevention program. The program educates on the adverse effects of the use of illicit drugs and alcohol, with the primary objective being the prevention of illicit drug and alcohol use by students.

Drug and Alcohol Counseling, Rehabilitation and Re-entry Programs

Students are to be provided information concerning available drug and alcohol counseling, rehabilitation, and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska. Information concerning such resources shall be presented to all of the students of the District upon request by the counselor.

In the event of disciplinary proceedings against any student for any District policy pertaining to the prohibition against the unlawful possession, use, or distribution of illicit drugs and alcohol, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug and alcohol counseling, rehabilitation, and re-entry programs that appropriate school personnel shall consider to be of benefit to any such student and his or her parent or parents or guardian.

SCIP

SCIP stands for **S**chool **C**ommunity **I**ntervention **P**rogram. A SCIP team has been trained. The purpose of SCIP is threefold:

1. To identify students exhibiting high-risk behaviors which interfere with their ability to learn.
2. To provide alternative approaches to helping students deal with these problems.
3. To provide a support system for students and parent to address problems areas both within and outside the school setting A referral process is in place for students in need.

Raymond Central Schools also believe that a successful preventive alcohol and drug program must involve a partnership with the community and parents. To support this concept, a Toward A Drug-Free Nebraska Team and a School/Community Drug Advisory Committee have been established for several years. These teams are comprised of parents, community members, school staff and administrators. The goal of these committees is to provide input and set goals for the establishment of successful alcohol and drug programs in the schools.

Safe and Drug-Free Schools-- Parental Notice of Right to Withdraw

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

Standards of Student Conduct Pertaining to the Possession, Use, or Distribution of Illicit Drugs, Alcohol or Tobacco.

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

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

Disciplinary Sanctions

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

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

Intervention

The Raymond Central School District does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational climate or activity, the school then has the right and responsibility to refer the student for a formal chemical

dependency diagnosis based on behavior observed by school staff. The school will issue a statement to all students and employed staff that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The school shall make available to students and employed staff information about any drug and alcohol counseling, and rehabilitation and re-entry programs, which are available to students.

Administration

The administration is authorized to adopt such administrative rules, regulations or practices necessary to properly implement this policy. Such regulations, rules or practices may vary the procedures set forth herein to the extent necessary to fit the circumstances of an individual situation. Such rules, regulations and practices may include administrative forms, such as checklists to be used by staff to record observed behavior and to determine the proper plan of action. (Policy #5406)

Locker, Property, and Desk Searches

School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or rule violation. The search must be conducted in a reasonable manner under the circumstances. Random searches of student lockers, desks, and other similar school property provided for use by students may be conducted at the discretion of the administration. (Policy #5406)

Parental/Community Involvement in Schools (Policy #6400)

Lancaster County School District No. 55-0161 a/k/a Raymond Central Public Schools, after having conducted a public hearing concerning parental involvement and participation, declares that it shall be the policy of the District:

1. In the event any parent has a complaint or objection to textbooks, tests, curriculum materials, and any other instructional materials, the parent may request a personal conference with the parent and appropriate school personnel to discuss such concerns as the superintendent or designee may deem appropriate. The Superintendent or designee shall prepare a complaint form which may be used by a parent to express objections to any such instructional material. Such complaint forms shall seek information including, but not limited to, the specific instructional material complained of, the reason for the complaint, and a proposed resolution of the complaint by the parent.
2. Upon reasonable advance request a parent will be permitted to attend and monitor courses, assemblies, counseling sessions, and other instructional activities unless the school determines that such attendance would substantially interfere with a legitimate school interest, which includes the interests of the parent's child, other students, and the educational staff.
3. Parents are encouraged to communicate to school staff when the parent believes it to be appropriate for their child to be excused from testing, classroom instruction, and other school experiences that the parent finds objectionable. The Superintendent or designee shall make a provision on the complaint form hereinabove referenced for receiving information from a parent concerning what specific testing, classroom instruction, or other school experience the parent finds objectionable, the basis for the parent's objection and a proposed solution for dealing with the objection that would be satisfactory to the parent and consistent with the mission of the District and legitimate school interests.
4. Upon request of a parent, the District will provide access to the education records of their child consistent with applicable law. Access will be provided during regular business hours of the school.
5. The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests such as but not limited to the Iowa Test of Basic Skills or the California Achievement Test. When reasonable to do so or required by law the

parents will be notified of where a sample of such test might be observed and the date upon which such test will be administered. As to all testing by the District, experimental evaluation methodologies, experimental testing instruments and any testing instrument which would tend to inquire into the values, beliefs, or privacy rights of any student, or parent or guardian of such student shall be prohibited unless a parent requests in writing that such tests be administered to their child.

6. Prior to any school sponsored survey being administered to the students of the District, it shall be the responsibility of the Superintendent or designee to notify the parent or parents of each student involved in the survey of the nature of the survey, the date and time when such survey shall be administered, and the purpose for which and the uses of which survey exist from the school's perspective.
7. As a general matter substantive decision-making processes will be left to the judgment to the professional staff, administration and the Board of Education, subject to an effort to receive information from parents as to any concerns, objections, or other information such parents would wish to provide to the school district concerning a parent's access, involvement, and participation in activities of the school.

PARENT TEACHER ORGANIZATION (PTO)

Raymond Central Elementary has established a Parent Teacher Organization (PTO). The purpose of this organization is to provide support for the elementary schools. ALL parents are members in the organization. All parents are welcome to participate in the PTO. The leadership team plans yearly activities for the PTO. PTO Meetings are held at 7 PM on the first Tuesday of each month. Please watch the FY for details.

COMPUTER/TECHNOLOGY RELEASE FORMS

Parents will be given an opportunity to sign a release regarding student technology use.

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.

Raymond Central Values....

- We will promote a quality education as the cooperative responsibility of its students, staff, parents, and community.
- We will provide a safe learning environment where all individuals are treated with dignity and respect.
- We will encourage parents to reinforce skill building at home.
- We will promote life-long learning and responsible citizenship.
- We will empower students to be problem solvers and independent learners.
- We will provide each student with the opportunity to learn and achieve success.
- We will meet the needs of individual students through a variety of approaches to learning.
- We will use available time and resources to stay on top of current educational practices.
- We will continuously evaluate, update and assess our district's goals.

Fall 2011

Dear Parents and Guardians:

Welcome to Raymond Central Public Schools, a North Central Association accredited school and a Blue Ribbon School of Excellence, where students and success are synonymous. The learning climate established in our classrooms provides your children with the opportunities to be challenged academically while building positive self-esteem. We are very proud of our accomplishments and look to the future with anticipation.

This handbook provides you with a guide for the procedures and programs for the Raymond Central Elementary Schools located in Ceresco and Valparaiso. In order to facilitate excellent educational opportunities for students within our district, it is important that open lines of communication exist between the home and school. It is our hope that this handbook will assist you in understanding our expectations, rules, and procedures. If revisions occur in current policy or procedures, parents will be notified through school bulletins and newsletters. We also encourage your attention to the FYI, which is sent home with students (usually on Friday), and to The MUSTANG, the district's monthly newsletter. Also, check the Raymond Central website for information. Go to: www.rcentral.org. On the elementary web pages, you will find important information relevant to our schools. We also put the weekly FYI on the web.

Please take the time to carefully review this handbook. It is your guide to information and procedures about Raymond Central Elementary School. If you have any questions about the information contained on the following pages, please feel free to contact us.

It is our goal to provide a quality education for each child. Multiple types of assessments are used to assist in the evaluation of educational goals. All students in grades 3-8, and 11 will be assessed using the Nebraska Statewide Assessment for Reading and the Nebraska Statewide Assessment for Math. Students complete a writing assessment in multiple grades and take the Nebraska Writing Assessment in the 4th grade. Students in grade 5 will be assessed with the Nebraska Statewide Assessment for Science. By using multiple assessments/tests, teachers understand student strengths and areas needing improvement. In addition, the district will continue using NWEA MAP (Northwest Evaluation As Measures of Academic Progress) as a norm referenced assessment for grades 3-6. During 2011-2012, new math materials call EnVision will be implemented. A district wide reading program called Treasures was implemented in 2009-2010.

Our motto, VISIONS FOR SUCCESS, supports our educational philosophy. We believe that all students can learn and achieve success. Parents and community are integral members of the learning team. We invite you to join with us in providing the BEST learning for your child/children. Together we can make a difference.

Sincerely,

***Mrs. Shelly Dostal and Mr. Dan Ingwersen
Elementary Principals***