



# JR-SR HIGH SCHOOL

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## STUDENT HANDBOOK 2021-2022

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1800 W Agnew Rd  
Raymond, NE 68428  
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[www.rcentral.org](http://www.rcentral.org)

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## MISSION

**The Raymond Central community is committed to providing a positive, challenging learning environment, which prepares each individual to be a responsible citizen in an ever changing society.**

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

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

## WELCOME

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

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

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

## 2020-2021 ADMINISTRATION AND STAFF

### **ADMINISTRATION**

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Dr. Lynn Johnson	Superintendent
Cheryl Rieck	Superintendent's Secretary
Peggy Breikreutz	Business Manager
Allison Stansberry	Principal
Brian Gralheer	Asst Principal/Athletic Director
Trisha Fletcher	Principal's Secretary
Torie Oldfield	Office Secretary
Tasha Osten	Counselor

### **6<sup>TH</sup> GRADE**

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Johanna Jackson	6 <sup>th</sup> Grade
Adison Kenning	6 <sup>th</sup> Grade
Abby Spangler	6 <sup>th</sup> Grade

### **BUSINESS**

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Alexandra Bastian	Business/Computers/WEB
Keely Schaffer	Business/Technology
Ben Svehla	Business/Accounting/Econ

### **ENGLISH**

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Carolyn Enevoldsen	Speech/SCC English
Jill Huck	English 7-8
Alisha Starner	English 9-11
Jenna Winfrey	English 10-12

### **FINE ARTS**

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Taylor Craig	Art
Jordan Luke	Band
Laura Hill	Spanish
Aliya Spale	Vocal Music

### **MATH**

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Greg Wilmes	Algebra/Geometry 9-12
Daryl Lange	Algebra/Math 7-8
Celia Newman	Algebra/Calculus/Pre-Calc

### **MEDIA**

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Janet Dannelly	Media/Library
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### **PHYSICAL EDUCATION**

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Frederick Spale	PE/Strength and Conditioning/6th Grade
Harold Pester	PE/Health/ Strength and Conditioning/6th Grade

### **RESOURCE**

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Court Croghan	Resource-HS
Andrea Hicks	Resource-HS
Jen Highstreet	Resource-HS
John Kliment	Resource-JH
Stacey Doan	Resource-JH

### **SCIENCE**

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Nicole Hummel	Science/Biology
Keaton Henry	Chemistry/Physics
Sydney Paige	Science-JH

### **SOCIAL STUDIES**

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Michael Henderson	Social Studies-JH
Andrew Placke	World St/Am Government
Courtney Polak	AM St/Geog/Sociology

### **VOCATIONAL**

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Rebecca Parks	Family & Consumer Science
TBD	Industrial Technology
Kathryn Donahue	Ag/Electricity/Welding

Jody Albrecht	Para
Miranda Basel	Para
Brad Breikreutz	Para
Teresa Pester	Para
Laura Tvrdy	Para
Heather Potter	Para

# RAYMOND CENTRAL PUBLIC SCHOOLS

## 2021-2022

### SCHOOL CALENDAR

**School Start and End Times:** Elementary: 8:15 AM - 3:15 PM  
 Junior/Senior High School: 8:10 AM - 3:30 PM PreSchool: 8:45 AM - 3:00 PM

AUGUST						ST	Tch	AUGUST 2021	Tch	ST	JANUARY						
M	T	W	T	F	M						T	W	T	F			
2	3	4	5	6		2	5 Thursday - New Teacher Meeting & Teacher Flex Day (July 20-August 6)	4	3	3	4	5	6	7			
9	10	11	12	13	2.5	5	6, 9, & 10 Fri, Mon & Tue - K-12 Staff PD / Workdays 8 am - 4 pm	5	5	10	11	12	13	14			
16	17	18	19	20	5	5	11 Wednesday - FIRST DAY OF SCHOOL - NOON DISMISSAL	5	4	17	18	19	20	21			
23	24	25	26	27	5	5	11 Wednesday - Teacher Workday - Noon - 4:00 pm	5	5	24	25	26	27	28			
30	31	2	2				<b>SEPTEMBER 2021</b>	1	1	31							
SEPTEMBER								<b>OCTOBER 2021</b>			FEBRUARY						
M	T	W	T	F							M	T	W	T	F		
		1	2	3	3	3	8 Friday - End of 1st Qtr	4	4		1	2	3	4			
6	7	8	9	10	4	4	11 Monday - NO SCHOOL - Teacher Professional Development Day	5	5	7	8	9	10	11			
13	14	15	16	17	5	5	19 & 21 Tues & Thurs - K-5 PT Conferences Valparaiso and Ceresco 4:15 - 8 pm	4	4	14	15	16	17	18			
20	21	22	23	24	5	5	20-21 Wed & Thurs - 6-12 PT Conferences 4:15 - 8 pm	5	5	21	22	23	24	25			
27	28	29	30	4	4	22 Friday - NO SCHOOL - PK-12 Staff Comp Day	1	1	28								
OCTOBER								<b>NOVEMBER 2021</b>			MARCH						
M	T	W	T	F							M	T	W	T	F		
				1	1	1	24-26 Wednesday, Thursday & Friday - NO SCHOOL - Thanksgiving Break	4	4		1	2	3	4			
4	5	6	7	8	5	5	<b>DECEMBER 2021</b>	5	5	7	8	9	10	11			
11	12	13	14	15	4	5	21 Tuesday - End of 2nd Qtr - Dismissal at 1:45 pm	5	5	14	15	16	17	18			
18	19	20	21	22	4	5	22-26 NSAA Moratorium - Gyms Closed	5	5	21	22	23	24	25			
25	26	27	28	29	5	5	22-31 NO SCHOOL - Winter Break	4	4	28	29	30	31				
NOVEMBER								<b>JANUARY 2022</b>			APRIL						
M	T	W	T	F							M	T	W	T	F		
1	2	3	4	5	5	5	3 Monday - NO SCHOOL - Winter Break	1	1					1			
8	9	10	11	12	5	5	4 Tuesday - NO SCHOOL - Teacher Professional Development Day	5	5	4	5	6	7	8			
15	16	17	18	19	5	5	5 Wednesday - School Resumes for Students	4	4	11	12	13	14	15			
22	23	24	25	26	2	2	17 Monday - NO SCHOOL - Teacher Professional Development Day	5	5	18	19	20	21	22			
29	30	2	2				<b>FEBRUARY 2022</b>	4	4	25	26	27	28	29			
DECEMBER								<b>MARCH 2022</b>			MAY						
M	T	W	T	F							M	T	W	T	F		
		1	2	3	3	3	14 Monday - NO SCHOOL	5	5		2	3	4	4	6		
6	7	8	9	10	5	5	4 Friday - End of 3rd Qtr - NO SCHOOL - Teacher Professional Development Day	5	5	9	10	11	12	13			
13	14	15	16	17	5	5	15 & 17 Tue & Thurs - 6-12 PT Conferences 4:15 - 8 pm	4	4	16	17	18	19	20			
20	21	22	23	24	2	2	16-17 Wed & Thurs - K-5 PT Conferences Valparaiso and Ceresco 4:15 - 8 pm	5	5	23	24	25	26	27			
27	28	29	30	31	2	2	18 Friday - NO SCHOOL - PK-12 Staff Comp Day	3	2.5	30	31						
JANUARY								<b>APRIL 2022</b>			JUNE						
M	T	W	T	F							M	T	W	T	F		
							15 & 18 Friday & Monday - NO SCHOOL - Spring Break										
							<b>MAY 2022</b>										
							14 Saturday - Graduation Ceremony at 2:00 pm										
							18 Wednesday - LAST DAY OF SCHOOL - NOON DISMISSAL										
							18 Wednesday - End of 4th Qtr / Teacher Workday - Noon - 4 pm										
							30 Monday - Memorial Day										
AUGUST						88.5	95.0			94.0	87.5	SEPTEMBER					

-3 -3 built in snow days  
91.0 84.5

- First Day of School - End of Quarters - Last Day of School
- NO SCHOOL - Inservice / Work Days - School Breaks - Teacher Comp Days
- Parent / Teacher Conferences
- **Professional Development- 2 HR LATE START unless Inservice Day**

$88.5 + 84.5 = 173 \text{ student days}$
$95 + 91 = 186 \text{ teacher days}$

- Wednesday Late Starts**

  - August 25
  - September 15
  - September 29
  - October 27
  - November 17
  - December 8
  - January 26
  - February 9
  - March 23
  - April 27
  - May 11

## **PARENT RIGHTS AND RESPONSIBILITIES**

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

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

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

1. Make every effort to provide for the physical needs of the student.
2. Strive to prepare the student emotionally and socially to be receptive to learning.
3. Strive to have the student attend school regularly and on time.
4. Encourage and lead the student to develop proper study habits at home.
5. Know school requirements and procedures.
6. Speak up to prevent misunderstandings.
7. Discuss problems with appropriate persons following a proper chain of command (Teachers, Principals, Superintendent of Schools, Board of Education).
8. Work for the success and improvement of the school program.
9. Treat all members of the Raymond Central Public Schools with courtesy and respect.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

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

1. Be ready to learn.
2. Attend school regularly and on time.
3. Develop proper study habits at home.
4. Discuss problems with appropriate persons following the proper chain of command (Teachers, Principals, Superintendent of Schools, Board of Education).
5. Treat all members of the Raymond Central Public Schools with courtesy and respect.

## **PARENT INVOLVEMENT POLICY**



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

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

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 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.

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 educational staff.

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 referenced above 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.

Upon request of a parent, the District will provide access to the educational records of their child consistent with applicable law. Access will be provided during regular business hours of the school.

The District will notify parents when their child may be subjected to a standard norm referenced or criterion referenced test or standard tests. 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.

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 parents of the nature of the survey, the date and time when such survey shall be administered, and the purpose and uses of the survey.

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.

## **REGULATORY PROCEDURES**

**ATTENDANCE:** Students have a right to learn; teachers have a right to teach. Nebraska School Law (79-201, 79209), requires regular attendance for school age students. The statutes are very specific and leave little option with schools to excuse their pupils. In addition to this, schools have found that irregularity in attendance negatively affects a student's academic performance. Parents will greatly aid the school in promoting the welfare of their students if absences are held to a minimum.

**MANDATORY AGES OF ATTENDANCE:** A child is of mandatory age if the child will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age (per LB 966 and RC policy 5008).

**ATTENDANCE POLICY AND APPEALS:** An absence is defined as missing more than 15 minutes of any class. If absences become excessive, the administration will call an attendance review board meeting consisting of administration, teachers, school counselor, and parents/guardians. At this time, a plan will be developed to create a plan for the student moving forward. The office will try to mail letters timely to the parents/guardians of the students when they reach 5, 8, and 10 absences, respectively. Students who miss 5 or more times the 1st quarter, or 7 or more times the 2nd, 3rd, or 4th quarters, will be referred to the county attorney. School activities will not be counted toward this policy. When a student accumulates 10 absences per class per semester for reasons other than co-curricular activities they will be referred to the county attorney.

Students enrolled in Dual Credit Courses will need to follow the guidelines of the College. See Dual Credit Guidelines on page 32.

The Principal has the right to waive absences and extend the number of allowable absences in the case of an extended illness or hospitalization (6 or more consecutive days absent from school in a row as a result of the same illness/injury). The student will be put on a "Home Bound" list until which time they may return to school. The staff will provide assignments and make-up work to keep students current and up to date. If a student wishes to appeal a Principal's decision on an attendance issue, an appeal may be made to the Superintendent. If this is not satisfactory, an appeal may be made to the Board of Education at their monthly meeting.

**REPORTING ABSENCES:** Parents are to call the school to notify the office of a student absence. Personnel are on duty at 7:15 AM to receive calls. When the office has not been notified by 9:00 AM regarding the student's absence, the attendance office will call the parents to verify the absence.

**BLUE SLIP:** Blue absence forms are to be used for individual advanced absences.

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

**HOMEWORK POLICY:** Students who come to class without assignments adequately completed will receive a 30% deduction. If the assignment is still not completed by class the following school day, the student will receive a zero.

**MAKE-UP HOMEWORK:** Students will be given two (2) days for every day of absence up to 10 to complete make-up homework. Beyond 10 days will require special arrangements. ***A student who gets sick during the school day or needs to leave for an appointment, must report to the school office and be released by the office staff. A parent/guardian must be notified by office staff prior to release; only school personnel or persons authorized on the student's emergency information may take the student home.***

Students enrolled in Dual Credit Courses will need to follow the guidelines of the College. See Dual Credit Guidelines on page 32

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

1. One or more meetings between a school attendance officer, school social worker, and other person designated by the school administration. If such school does not have a school social worker, the child's parent or guardian, and the child if necessary, are to report and to attempt to solve the truancy problem, unless the officer or worker has documented the refusal of the parent or guardian to participate in such meetings.
2. Education counseling to determine whether curriculum changes, including, but not limited to, enrolling the child in an alternative education program that meets the specific educational and behavior needs of the child, would help solve the truancy problem.
3. Educational evaluation, which may include a psychological evaluation with the written consent of the parent or guardian, to assist in determining the specific condition, if any, contributing to the truancy problem, supplemented by specific efforts by the school to help remedy any condition diagnosed.
4. Investigation of the truancy problem by the school social worker, or if such school does not have a school social worker, another person designated by the Administration, to identify conditions which may be contributing to the truancy problem. If services for the child and the student's family are determined to be needed, the school social worker or other person performing the investigation shall meet with the parent or guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the truancy problem.
5. Referral to community agencies for economic services.
6. Family or individual counseling.
7. Assisting the family in working with other community services.

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

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

**TARDIES FOR PERIODS 1-9 PER SEMESTER:** Students who are not in their assigned classroom at the beginning of class are tardy. A tardy is defined as arriving to class or not in their seats after the tardy bell has

rung. An absence to class is defined as arriving to class after the first 15 minutes of class. ***AFTER THE 2<sup>ND</sup> TARDY, EVERY TARDY ACCUMULATED DURING PERIODS 1-9 (each semester) WILL BE A 30 MIN DETENTION SERVED DURING LUNCH TIME, AFTER SCHOOL FROM 3:30-4:00 PM OR IN THE MORNING FROM 7:30-8:00 AM. EVERY TARDY AFTER 10, THE STUDENT MUST SERVE A 45 MINUTE DETENTION BEFORE OR AFTER SCHOOL. THE STUDENT WILL HAVE FIVE SCHOOL DAYS TO COMPLETE THE DETENTION OR AN ISS WILL BE SERVED.***

## **STUDENT DISCIPLINE**

A. **Development of Uniform Discipline System.** It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. 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.

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 district grounds or attend school district activities 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. ECigarettes will apply to this rule.

8. Public indecency or sexual conduct.
9. Engaging in bullying, that 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.
- E. Special Education - Discipline Actions for Special Education Students  
See Policy 6600
- F. Corporal Punishment - Defined  
Corporal punishment is not to be used as a form of discipline. A staff member may use physical force against a pupil only for the following reasons:
1. Protection of the Educator;
  2. Protection of other students or property from the student;
  3. Removal of the student from a situation that endangers the student, other persons, or property. (Adopted October 17, 1988).
- G. Law Violations - Reporting Student 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 will 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. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.



3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of the Raymond Central Public Schools to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
  - a. Knowingly possessing illegal drugs or alcohol.
  - b. 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, staff or other persons or which is required by law to be reported.

#### **TOBACCO/ALCOHOL AND OTHER DRUGS:**

**Drug-Free Schools** - 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 60 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.

**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 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.

### **Academic Integrity (Article 5 Policy No. 5101)**

**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.

**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):**

**(i) 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.

**(ii) 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.

**(iii) 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.

**(iv) Use of Another 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.

**(v) 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):**

**(i) 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.

**(ii) 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.

**(iii) 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.

**(iv) 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.

**(v) 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.

**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.

**(4) Dual Credit Courses.** Dual Credit Course instructors will follow college guidelines regarding academic dishonesty. See page 32 for guidelines.

**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 reinforce and encourage positive 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.

Code of Conduct and Applicable Forms of Disciplinary Action

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

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

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

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

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

**CYBERBULLYING:** The use of technology such as computers and cell phones to engage in repeated and hostile behavior by an individual or group that is intended to harm others. Consequences fall under the Raymond Central anti bullying policy.

**HARASSMENT:** 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, coworkers 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.

1. 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.
2. 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.
3. 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.
  - a. Sexual harassment may exist when:
    - (i) Supervisors or managers make submission to such conduct, either an explicit or implicit term and condition of employment (including hiring, compensation, motion, or retention);
    - (ii) 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.
    - (iii) 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.

- b. Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually oriented "kidding" or "teasing", "practical jokes", jokes about gender-specific traits, calling someone "gay" or "fagot", 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.

#### **Procedures:**

1. 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.
2. 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.
3. 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.

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

#### **INITIATIONS, HAZING, SECRET CLUBS AND OUTSIDE ORGANIZATIONS:**

**Initiations.** Initiations by classes, clubs or athletic teams are prohibited except with the approval of the administration. Any student who engages in or encourages initiations that have not been approved by the administration is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

The administration may only give consent to initiation activities that are consistent with student conduct expectations and that do not present a risk of physical or mental injury or belittlement.

**Hazing.** Hazing by classes, clubs, athletic teams or other student organizations are prohibited. Hazing means any activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any school organization. Such prohibited hazing activities include but are not limited to whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, sexual conduct, nudity, or any brutal treatment or the performance of any act which endangers the physical or mental health or safety of any person. Hazing is prohibited even though the person who has been the subject of the hazing consents to the activity. Any student who engages in or encourages hazing is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Secret Organizations.** It is unlawful for students to participate in or be members of any secret fraternity or secret organization that is in any degree a school organization. Any student who violates this restriction is subject to disciplinary action, up to and including denial of any or all school privileges and expulsion.

**Outside Organizations.** It is unlawful for any person, whether a student of the District or not, to enter upon the school grounds or any school building for the purpose of rushing or soliciting, while there, any student to join any fraternity, society, or association organized outside of the schools. Any person who violates this restriction is subject to criminal prosecution and removal and exclusion from school grounds.

**DATING VIOLENCE:** Raymond Central Public Schools strives to provide physically safe and emotionally secure environments for all students and staff. Positive behaviors are encouraged in the educational program and are required of all students and staff. Dating violence will not be tolerated. For purposes of this policy “dating violence” means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner. “Dating partner” means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term. Incidents of dating violence involving students at school will be addressed as the administration determines appropriate, within the scope and subject to the limits of the District’s authority.

**SEARCH AND SEIZURE:** The Board authorizes the use of video cameras and similar devices on District property, and the use of searches on school property, for the purposes of ensuring the health, welfare and safety of all staff, students and visitors, safeguarding District facilities and equipment, and maintaining student discipline and an appropriate educational and work environment.

The District shall comply with all applicable state and federal laws related to record maintenance and retention. When it is determined based on surveillance or searches that a person has violated a Board policy, administrative regulation, building rule, student conduct rule or personnel expectation, or the law, the person shall be subject to appropriate disciplinary action and a report to law enforcement may be made. 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. Periodic, random searches of student lockers may be conducted in the discretion of the administration.

The following procedures will be used for conducting 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 in the discretion of the administration.

Searches of the District’s computer system may be conducted in the discretion of the administration at any time. The following procedures will be used for the removal of personal property:

1. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be seized by school officials. Any illegal drugs, firearm or dangerous weapon shall be confiscated and delivered to law enforcement as soon as practicable.
2. 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.

The District is not responsible for the security or safety of personal property which employees, students, or other building users may bring to school.

**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.

## **ROUTINE PROCEDURES**

**ANNOUNCEMENTS:** Daily announcements will be read from the office at the beginning of the school day and will be available on the website as well as placed in several locations in the hallways.

**ATTIRE AND GROOMING - 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:

- Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants).
- Clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap.
- Any material that is sheer or lightweight enough to be seen through.
- Clothing of an appropriate size and fit so as to not be revealing or drag on the ground
- Shorts, skirts, or skorts that do not reach mid-thigh or longer.
- Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
- 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).
- Head wear including hats, caps, bandannas, and scarves.
- Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar content.
- Clothing or jewelry that is gang related.
- Bare feet. Some type of footwear must be worn, bedroom slippers cannot be worn.
- No pajama bottoms or clothing that resembles sleep wear including blankets.
- Any clothing that is deemed to have the potential to cause a disruption to the learning environment.

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 unless called out and excused by a parent/guardian. 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.

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

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

**BUILDING AND ENTRY MOVEMENT:** Students involved in special activities before 8:00 a.m. or after 4:00 pm must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. If a student needs to enter the building prior to 8:00 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in the commons area. Failure to do so will be referred to the Principal. During school time students may be permitted to leave classroom or study for specific purposes. A school issued Assignment book signed by a teacher is required before a student may leave the classroom. The first Assignment book will be given to the students. Each additional Assignment book will cost the students \$5.00. Every student needs an Assignment book. **Each teacher will maintain a sign out sheet in their room.**

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

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



**BEVERAGES AND CONSUMPTION OF FOOD:** The beverage and candy machines in the building will be turned off between 11:30 AM and 1:00 PM and available all hours on Saturday and Sunday. Students will not be allowed to drink beverages in the classroom areas unless it is part of a specific learning objective/class activity except water. All food items will be consumed in the school cafeteria. **Due to federal guidelines, students will not be allowed to take food out of the lunchroom or place personal food orders for delivery to the school for lunch. Individual classes or organizations can not have food parties between the hours of 11:30 AM to 1:00 PM. During school hours, the Wellness Policy Guidelines must be followed.**

**CAFETERIA/LUNCH:** A student lunch is available each lunch period at the price of \$2.80. Money for lunch will be deposited in the student's personal account. **A positive balance must be kept in the account at all times. If an account has a negative balance, the student will be denied school lunch until the account is replenished.** In addition, ala carte items will be offered at an additional price. Ala carte items will not be charged on the student's lunch account - cash only at the time of purchase. Applications for free or reduced lunches are available through the school office.

The Nebraska Competitive food policy regulation forbids any competitive food or beverage service. The same regulations forbid the sale of food or beverage items by other school organizations over the lunch hour. Raymond Central policy is that students are not allowed to order fast food by delivery during lunch period. Students are allowed to bring lunch from home. All lunches or food must be consumed in the cafeteria or in designated outdoor areas with administrative permission. Food brought from home/parent during lunch to celebrate a birthday/special event, will be eaten in a designated area assigned by the principal.

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

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

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

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

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

**COPIES:** A copy can be made in the Media Center for classroom use only. Students may only print school assigned material. **\*All copying must be in compliance with Federal Copyright Laws.**

**CLASS FEES:** Referring to the Raymond Central Policy on Student Fees, students will not be charged a fixed fee for classes or labs that the students take for graduation credit. Students who are on or qualify for free and reduced price, the district will waive all fees. If a fee waived student makes a project in a class and wants to take that project home, the student will be subject to pay for the cost of the materials in the project before they are allowed to take the project home. Fees for activities are covered in the co-curricular area of the handbook.

**ELECTRONIC DEVICES: (BOARD POLICY 5101)** “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, laptop computers, smart watches, and other electronic or battery powered instruments which transmit voice, text, or data from one person to another are discouraged during class time as to not disrupt the learning environment.

**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 Article 5 STUDENTS Policy No. 5101 Page 10 of 12 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 laptop 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).

**Violations:**

**(i) 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.

**(ii) 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.

**(iii) 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.

**EXCHANGE STUDENTS:** Foreign exchange students provide an opportunity to enrich the learning at Raymond Central Public Schools. For further information, see Board Policy 5007.

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

**FINAL EXAMS:** Raymond Central Jr-Sr High School will be implementing final exams at the end of each semester. The exams will be given over two or three days.

**FINES & FEES:** Students have the potential of having a book checked out to them for a maximum period of five weeks (one two-week check-out plus a renewal of another two weeks plus the one week grace period). At the end of the checkout period, the material must be returned so that someone else may access the material. Students who fail to return materials and have not made any other arrangements will be subject to a posted fine

schedule ranging from \$.50 to \$5.00. After seven weeks students may be placed on a restriction list and the office will be notified. Placement on the restriction list means that the student may lose their media center privileges.

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

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

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

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

**PARENT/TEACHER CONFERENCE SCHEDULE - GRADES 6-12:**

October 20th and 21st, 2021	4:15-8:00 PM
March 15th and 17th, 2022	4:15-8:00 PM

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

**Progress Reports/Report Cards** Grades will be available to students and parents on the internet. At the end of each quarter, the students will receive progress reports. At the end of each semester, a report card will be sent home. Parents who have questions concerning their child's progress are encouraged to contact the teacher via email or via phone call during teacher contract time. Teachers will respond within 24 hours within reason.

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

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

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

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

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

## **TRANSPORTATION**

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

1. When leaving the bus, students should cross the street in front of the bus after carefully checking traffic.
2. The bus driver is responsible for controlling the behavior on the bus. Students must obey the driver as they would a teacher or administrator.
3. Students must always be seated and facing forward when the bus is moving.
4. Student should not put arms, hands, etc. outside of windows. The aisle must be kept clear at all times.
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. Students should not be destructive.
8. The driver is authorized to assign seats.
9. While waiting for the bus at a designated bus stop, all school rules and regulations will apply and appropriate behavior is expected.
10. A student who is having a guest coming to their house or going to another student's house, must have two notes, one from their parents and one from their guest's parents granting permission. The notes must be signed by the principal prior to getting on the bus. Permission may be denied due to the lack of room on the bus.
11. Riding the bus is a privilege. The bus is an extension of the school day. All rules and regulations will apply. If students choose not to follow the rules, appropriate discipline will be administered. If a student violates a rule, the bus driver will file a Discipline Report to the appropriate administrator.

Violations are as follows: 1st offense - warning

2nd offense - may result in a suspension of bus privileges for two (2) or more days.

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

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

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

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

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

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

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

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

Violations are as follows:

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

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

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

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

## **COUNSELING**

**ORGANIZATION:** The Counseling Department was organized for the purpose of helping each student adjust to present environments, to enjoy all educational opportunities that meet interests and learning capacities, and to aid in becoming increasingly and wisely self-directive individuals. The School Counselor, with the cooperation of all other faculty members, carries on the work of the department. Any student may apply to the Counselor for aid or advice on whatever problem occurs, or any faculty member may refer a student to this department for necessary aid and advice. If a student is seeking the help from the School Counselor, arrangements should be made with the teacher to make an appointment with the counselor for an interview. Most interviews should be scheduled during a study hall period, if possible. Before school and after school are also good times for interviews.

**JUNIOR HIGH PROMOTION REQUIREMENTS:** 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.

**SENIOR HIGH GRADUATION REQUIREMENTS:** Students must have 230 hours of credit in order to graduate. Students must also be in attendance for 8 semesters and registered for 8 classes every semester. The hourly requirements are as follows:

English	40 credits
Math	30 credits (Must pass Algebra)
Science	30 credits
Social Studies	40 credits (Must pass 10 hrs of Geog, World History, American History, American Government)
Economics	5 credits
Business/Technology	15 credits
Fine Arts	10 credits
Health	5 credits
PE	5 credits
Business	5 credits
FCS	5 credits
Speech	5 credits
Additional	10 credits (from Vocational or Fine Arts)
Choice Electives	40 additional credits

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

Register requirements for each grade level are:

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

### **SPECIAL EDUCATION Certificate of Attendance**

Students who have an IEP (Individualized Education Plan) according to Public Law (PL) 94-142 and Nebraska Department of Education (NDE) Rule 51 may receive Special Education services. Following are the graduation options that are offered to Special Education students. The program is arranged so that the qualified student receives individual instruction based upon his/her needs. Each student is mainstreamed as much as possible. The student is provided assistance with regular education classes and receives remedial instruction for material in a specific area.

#1 - Standard Diploma 240 hours - a student completed the required credits

- It is recommended that the IEP team review and document that all requirements for receipt of a signed, regular high school diploma have been met.

#2 -Certificate of Attendance - the student completed or progressed toward IEP/transition goals, but not the standard course of study.

- It is recommended that graduation be addressed in all transition plans. Plans for graduation should be considered in the development of the course of study and reviewed annually.
- A student on a Certificate of Attendance path shall receive a pass/fail grade for any courses where the curriculum is modified.
- The receipt of a signed, regular diploma terminates the service eligibility of students with special education needs.
- It is recommended that all diplomas awarded by a school district be identical in appearance, content and effect, except that symbols or notations may be added to individual student's diplomas to reflect official school honors or awards earned by students.
- A student who receives a document such as a certificate of attendance, unsigned diploma, or blank folder is eligible to continue receiving special education services until receipt of a signed, regular diploma or until the end of the school year in which the student turns 21.

**Valedictorian/Salutatorian** - It is the policy of Raymond Central Public Schools that the Valedictorian and Salutatorian will be determined by overall GPA only, figured through the end of the 12<sup>th</sup> grade. The person with the highest overall GPA will be named Valedictorian, and the person with the second highest overall GPA will be named Salutatorian. In case of a tie, there; will be more than one named for the level where there is a tie (i.e. if the top two people in the class had the exact same GPA, they would both be named Valedictorian). If the tie is for Valedictorian, no Salutatorian will be named. Students must have attended Raymond Central for a minimum of 4 full semesters in order to be named Salutatorian or Valedictorian. Students who have a record of academic dishonesty will forfeit consideration for Valedictorian or Salutatorian. Administration will notify student and family when the forfeit is in effect. A copy of that official letter will remain in student file.

**High Distinction/Distinction:** Students with a GPA of 97-100 will graduate with High Distinction and receive a medal. Students with a GPA of 94-96.99 will graduate with Distinction and receive a medal.

**Academic All-Conference:** Seniors with a GPA of 3.5 or higher and an ACT score of 25 or higher will be named to Academic All-Conference and will receive a medal.

**GRADING SCALE:**

Letter Grade	Numeral Grade	Grade Point Average
A	94-100	4.0
B+	93	3.9
B+	92	3.8
B+	91	3.7
B	90	3.6
B	89	3.5
B	88	3.4
B-	87	3.2
B-	86	3.0
C+	85	2.9
C+	84	2.8
C+	83	2.7
C	82	2.6
C	81	2.5
C	80	2.4
C-	79	2.2
C-	78	2.0
D+	77	1.9
D+	76	1.8
D+	75	1.7
D	74	1.6
D	73	1.5
D-	74	1.4
D-	71	1.2
D-	70	1.0
F	0-69	0.0

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

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

**NATIONAL HONOR SOCIETY:** Any student in grades 10-12 who qualifies in the four areas based on Scholarship, Service, Leadership, and Character is eligible for selection. After completing the application process, a Faculty Council comprised of five teachers appointed by the principal, will meet to select members for the Raymond Central Chapter of National Honor Society. If a student is not selected, he/she can appeal the

selection first to the sponsor and then to the Principal. The Principal will determine if the process for selecting the recipients was followed according to the guidelines of the National Honor Society.

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

1. Achievement – 3-10 (NWEA)
2. Pre-ACT 10<sup>th</sup>
3. ACT – 11<sup>th</sup>
4. ASVAB 11<sup>th</sup>
5. PSAT 10-11<sup>th</sup>

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

### **Dual Credit Guidelines**

#### **Dual/Online Credit Opportunities Types:**

1. **Students can take courses with our Raymond Central faculty who are approved to teach college equivalent courses.**
  - a. Students must meet the requirements set by the college and the high school to take these courses.
  - b. These classes will be scheduled into a student schedule.
  - c. Students will be granted high school credit for a passing grade in the course.
  - d. Students must follow the college requirements to earn the college credit.
2. **Students can take online college credit courses via an online format through colleges.**
  - a. Students must meet the requirements set by the college and the high school to take these courses.
  - b. Students must be on track to graduate to take online college credit courses.
  - c. Students can receive an online college period in their schedule to work on this course during the school day.
  - d. Students must follow the college requirements to earn the college credit.

#### **Dual/Online College Credit fees**

1. Dual/College Credit tuition fees will be paid by the student.
  - a. Students who qualify for free or reduced lunch can see the school counselor for scholarship opportunities.
2. Classes that are taught by Raymond Central Faculty will have books and supplies provided by the college.
3. Classes that are not taught by Raymond Central Faculty, students will be responsible for purchasing all books and supplies.

#### **Attendance/Homework/ Deadlines for Dual/Online College Credit Classes**

1. Students will follow all attendance policies provided by the college to earn college credit. College schedules may not align with the Raymond Central District calendar. It is the responsibility of the student to know their own college schedule.
2. It is the student's responsibility to make up any late assignments as soon as possible. When absent, THE STUDENT must see THE INSTRUCTOR about what was covered in class. Obviously, unusual circumstances, extended illnesses, and/or prearranged absences will be handled individually. COLLEGE INSTRUCTORS are not obligated to give you any information that was covered during your absence. Any assignment that the student missed because of an absence is under faculty discretion as to whether the



student can make it up. THE STUDENT needs to personally reach out to the teacher to inform them of an absence in order for any make up work to be approved.

### **Drop Policy for Dual Credit and Online College Credit Courses**

1. Due to the impact of the college classes on the student's high school schedule, students who register are expected to commit to a full semester of the course.
2. Colleges offer withdrawal dates, however, the high school date for withdrawal from classes and a change of schedule is 1 week (7 days) after the start of the college credit course. (This means that if you, as a student, decide to withdraw from the college class, you must do so WITHIN the time requirements for RC.)
3. Any extenuating circumstances will need to be discussed with the school counselor and the principal.

### **PARENT/STUDENT FERPA PRIVACY NOTE:**

The purpose of FERPA is to ensure the privacy of educational records and access to those records. The aspect of FERPA that tends to take families by surprise is that "ownership" of the educational data switches from the parent/guardian to the student once a student turns 18, or younger than 18 upon enrollment in a postsecondary institution (regardless of who is paying the tuition or the presence of a disability). This means that once a student attends college, the parent/guardian no longer has an automatic right to see data such as grades. With this in mind, it is the STUDENT'S responsibility to communicate with the professor about assignments, grades, attendance, etc. The professor will NOT contact parents/guardians and is not under any obligation to answer any parental/guardian email, phone call, or any other form of communication. This policy excludes communication during Parent/Teacher Conferences.

### **Academic Integrity**

All coursework is essential to the integrity of the College and your credentials. Be mindful of your integrity as you prepare assignments and tests. Behaving in an immoral or unethical manner in the completion of your academic work is dishonest and jeopardizes your integrity, the integrity of the College and a violation of the SCC Student Code of Conduct. The core principles of integrity create a foundation for success in all of life's endeavors. Integrity in academic settings is a fundamental component of success and growth in the classroom. It prepares students for personal and professional challenges as well as providing a blueprint for future fulfillment and success.

### **Academic Dishonesty**

Examples of Academic Dishonesty include, but are not limited to the following:

1. Plagiarism
2. Intentionally or unintentionally presenting the ideas, words, information, or images of another as your own work by not properly citing the original sources. Allowing others to write or edit your work.
3. Fabrication/Falsification
4. Presenting altered or invented information as fact.
5. Cheating
6. Obtaining unauthorized materials or assistance for one's own academic benefit. Examples:
  - copying work of other students;
  - falsely identifying the student presenting the work;
  - submitting work created for another class or purpose;
  - attending class or taking a test for another student.

1812677280. Facilitating Misconduct

1812678160. Assisting others in actions considered dishonest. Giving unauthorized help on tests, labs or homework.

If you have a question about academic honesty, consult your instructor.

### **What can students do to avoid dishonesty?**

- Allow adequate time to study and complete assignments.
- Use available resources. Instructors, campus tutors, online tutoring services, and access to Turnitin.com (a plagiarism detection service) are available to help students prepare for exams and complete assignments.
- Never assume that collaboration is permitted unless the instructor specifically indicates you may do so.

- Read your Course Syllabus.
- Request written directions for assignments.
- Read the course grading practices and other documents provided by your instructor.
- Read deadlines and policies on late work.
- Retain all rough drafts, notes and graded work until final grade is posted.

### **Consequences of Dishonesty**

Southeast Community College is committed to Academic Integrity and the value of your education. Faculty will report violations to Student Services and penalties can include the following dependent upon the total number of reports or severity of the act in accordance with protocols detailed in the SCC Student Code of Conduct:

- Failure of the assignment or course
- Disciplinary warning or probation notice
- Suspension or expulsion

### **1. Credit Recovery Program**

2. Students who do not pass a required course will be reassigned to that course the following semester or school year depending on when that specific course is offered.
3. Students who need to make up a course that is not offered within the following year will be placed on Apex Credit Recovery.
4. Students taking Apex Credit Recovery will be given a class period to work on that course as their schedule allows.
  - a. 1 semester course is given 1 semester of a class period; 1 year course is given 1 year of a class period
  - b. If the course is not completed within the given amount of time, students must complete the course on their own time.
  - c. If that course is not completed within 1 year of the start date and needs to be continued the student and family will incur the cost of the Apex license for the following year.
5. Students and parents will sign a document prior to the start of the Apex Credit Recovery Program.
6. If you choose to take a class(es) over the summer, you will be charged a \$200 fee.

## **HEALTH SERVICES**

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

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

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

**COMMUNICABLE DISEASES:** 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 be allowed to attend school in the student's usual class setting only 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.

The Nebraska Department of Health recommends the following:

**DISEASES - EXCLUSION FROM SCHOOL:**

- Chicken Pox May return to school after a minimum of 6 days after onset of skin eruption
- Diphtheria Must have doctor's written permit to return to school
- Influenza Excluded for duration of illness
- Strep Excluded until no fever and under treatment for 24 hrs (Scarlet Fever, Scarletina, Strep Throat)
- Pinworm Excluded until treatment as documented by a physician
- Pinkeye To be excluded for a minimum of 24 hours, may be readmitted following treatment by a physician, and when eyes have cleared

**SKIN AND SCALP CONDITIONS:**

- Impetigo Excluded upon recognition by teacher. Readmitted following treatment by physician.
- Ringworm Excluded upon recognition by teacher. Readmitted following treatment with over the counter medication (Tinactin) and with affected area covered with dressing, until treated for 2 days.
- Head-Lice Excluded upon recognition by teacher. Readmitted following treatment and the product used, MUST accompany student upon return to school. All affected members of the household should be treated at the same time.
- Scabies Excluded upon recognition by teacher. Readmitted 24 hrs after treatment by physician. If a written permit from the doctor indicates that it is satisfactory to return to school prior to the number of days listed, the school shall honor this request. School staff members will adhere to Infection Control Procedures regarding precautions against transmission of disease for all students and faculty.

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

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

**INFORMATION FOR STUDENTS:** Nebraska Revised Statue 71-6909 requires that on or before October 1 of each school year, each school district shall provide written information to all students in grades 7-12 explaining the provisions of Neb Rev Stat 71-6902 with regard to the requirements for parental notification as a condition for obtaining an abortion and the provisions of Neb Rev Stat 71-6903 and 71-6904 with regard to seeking a judicial waiver of notification. If a woman under the age of 18 who is not self-supporting or married becomes pregnant and decides to have an abortion in Nebraska, certain laws apply to her.

**CO-CURRICULAR ACTIVITIES**

**ACTIVITY POLICY:** Participation in extracurricular activities is a privilege. The privilege carries with it responsibilities to the school, team, student body, and the community. Participants are not only representing themselves, but also their school and community in all of their actions. Others judge our school on the student participants' conduct and attitudes, and how they contribute to our school spirit and community image.

The student participants' performance and devotion to high ideals and values make their school and community proud. Consequently, participation is dependent upon adherence to this Code of Conduct and the school district's policies, procedures and rules.

Activities Subject to the Code of Conduct: The Code of Conduct applies to all extracurricular activities. Extracurricular activities means student activities or organizations which are supervised or administered by the school district which do not count toward graduation or grade advancement and in which participation is not otherwise required by the school.

Extracurricular activities include but are not limited to: all sports, cheerleading, dance team, Pep Band, vocal, band, speech and drama, One-Act, FBLA, Spanish Club, Art Club, Student Council, Student Advisory Board, National Honor Society, and other school sponsored organizations and activities. The Code of Conduct also applies to participation in school sponsored activities such as school dances and royalty for such activities.

A participant means a student who participates in, has participated in, or will participate in an extracurricular activity.

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

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal 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 2019-2020 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 2020-2021 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.

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

**2020-2021 STUDENT FEES POLICY  
RAYMOND CENTRAL PUBLIC SCHOOLS #161**

**Attention: K-12 Parents** - If your child is on Free or Reduced Lunch status, he/she may qualify for a “waiver” for the student dues and fees listed below (no payment required). Please return the Student Fees Wavier Request Form with your Free or Reduced Price Lunch Application to your child’s respective school.

**ADDITIONAL SPECIFICATIONS OF REQUIRED MATERIALS AND FEES**

<b><u>Program</u></b>	<b><u>Fee Amount per Year</u></b> (unless otherwise noted)
Preschool	\$540.00
Elementary Summer School	\$30.00
Secondary Summer School	\$200.00

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

K-12 Technology Fee	\$20.00
FBLA	\$25.00
Art Class Beginning	\$10.00/Semester
Art Class Advanced	\$15.00/Semester
Art Independent Study	\$15.00-\$25.00/Semester
Ceramics	\$25.00/Semester
Digital Photography	\$20.00/Semester
Band Dry Cleaning	\$11.00
Band Repair/Rental	\$50.00
Choir Dry Cleaning	\$12.00
Drama Class	\$10.00
Mock Trial	\$10.00
Competitive Speech Class Fees	\$25.00/Semester
NSDA	\$20.00 (One-time fee)
Spanish Club	\$8.00
Foods/Textiles/Culinary 1 & 2	\$25.00/Semester
Ag Ed Labs	\$20.00/Semester
Crop & Food Science	\$15.00/Semester
Horticulture/Plant Science	\$15.00/Semester
Metal Fabrication	\$25.00/Semester
Welding	\$30.00/Semester
FFA	\$25.00
Industrial Tech Labs	\$30.00/Semester
Introduction to Construction	\$45.00/Semester (Includes One-time fee of \$25.00 for OSHA testing)
Construction Projects	\$30.00/Semester
Autobody Class	\$30.00/Semester
SkillsUSA	\$25.00
Field Trips	Fee Set by Sponsor

**Activity Fee for Students in Grades 7-12 Participating in one/or more of the following activities:**  
**\$40.00 (One-time fee)**

- |                                      |                               |
|--------------------------------------|-------------------------------|
| - Baseball                           |                               |
| - Softball                           |                               |
| - Soccer/Golf (Cooperative Program*) |                               |
| - JH & SH Basketball                 | - JH & SH Football            |
| - JH & SH Cross Country              | - JH & SH Track               |
| - Cheerleading                       | - JH & SH Volleyball          |
| - Dance Team                         | - JH & SH Wrestling           |
| - JH & SH Speech & Debate            | - Competitive Drama (One Act) |

\*Each student will be assessed a participation fee to be determined by the host school. This fee must be paid to the host school prior to the first practice.

**ACADEMICS:** Participation in extracurricular school activities is encouraged and desirable for all students. At the same time, the primary mission and responsibility for each student is to establish a firm academic foundation.



A student participating in extracurricular school activities show evidence of sincere effort towards scholastic achievement. To be eligible for participation in extracurricular activities students must:

1. If a student is below 70% in two or more classes per week, the student will be declared ineligible to participate or compete until they have fewer than 2 classes under 70%.
2. It will be the duty of the sponsor/coach to notify the student that they are ineligible. It will be the duty of the student to notify their parents/guardians that they are ineligible.
3. A preliminary list will be run on Wednesday with a final list ran on Fridays. If you are on the list on Friday, you will be ineligible starting Monday of the following week.
4. Students will become eligible when teachers notify administrators, sponsors, and parents that the grade is at 70% or above.
5. If a student is to attend:
  1. Any instructional Field Trips which are a part of the scheduled course learning experience, students will be given an alternative assignment and the student will not attend the field trip that day.
  2. An activity/event which requires a student to compete/participate for a grade, students will be given an alternative assignment and the student will not attend that competition/event\

*\*\*Teachers will be allowed 2-4 school days to put in grades depending upon the extent of the assignment. Special circumstances may be reviewed by the administration.*

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

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

**ACTIVITY PASSES:** Students may buy activity passes at the Principal's office. The cost is \$25.00 dollars and entitles that student to attend any activities sponsored by the school district. Students who are on free or reduced lunch may apply for a fee waiver and receive a free activity pass. Adult passes are available for \$45.00 and family passes for \$115.00. There will be a replacement charge of \$5.00 for lost or damage activity passes.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. The student must be in classes on the day of the activity, periods 5-9 in order to participate. \*Exception Home School or Exempt school students.
2. A parent may contact the Principal prior to 8:30 am for the student to be excused because of an unexpected situation, which will keep the student out of school all, or part of the school day.
3. Activity departure before 12:00pm must be here the start of the day. Departure after 12:00 pm students must be here four periods prior to leaving on the bus.

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

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

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

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

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

The above guidelines parallel those of the Nebraska Capitol Conference of which Raymond Central is a member.

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

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

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

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

1. Use or possess tobacco; Vapor products as well.
2. Consume or possess alcoholic beverages;
3. Use or possess illegal drugs or illegal drug paraphernalia.

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

**Drugs, Alcohol, Tobacco, and Vapor Products Violation.** An activity participant who violates the drug, alcohol, tobacco, E-Cigarettes rules (other than steroids) shall be prohibited from participating in any extracurricular activity for the following minimum periods:

1. First Violation: 30 school days.
2. Second or Any Subsequent Offense: Student is ineligible to participate in any extracurricular activities for (1) calendar year from the date of offense. To return to participation, the student must complete substance abuse counseling as and to the extent determined appropriate by qualified professional and in any event for no less than four (4) hours. The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling.
3. Reduction for Self-Reporting: If the student has self-reported, the first violation shall be reduced to 20 school days. A commensurate reduction (approximately one-half, as determined by the administration) for a second or subsequent violation shall be given for self-reporting.
4. Reduction for Participation in Chemical Dependency Program: If the student enrolls in and completes an approved chemical dependency program as approved by the high school principal and/or other designated administration/activities director, prior to the expiration of the 20 days, the student may commence participation in the activities upon submitting evidence of completion of the program. All costs associated with the program are to be borne by the student/parent or guardian. The program must be administered by a certified alcohol and drug abuse counselor and be approved by the school authorities. The student will need

to successfully complete the approved chemical dependency program. Proof of successful completion of program must be submitted in writing to the Activities Director. Failure to participate and successfully complete the approved chemical dependency program may cause the participating student to be suspended from extracurricular activities for one calendar year.

5. **More Serious Violations:** In the event of more serious drug or alcohol violations, such as students engaging in use of especially serious drug offenses (cocaine, meth, etc.) or procuring alcohol for minors, the consequence of the violation is not limited by the foregoing, and may be established in the good discretion of the administration. First Violation: 45 School days.

**Steroid Offenses.** A student who possesses, dispenses, delivers, or administers anabolic steroids shall be prohibited from participating in any extracurricular activity for the following minimum periods:

First Violation: 20 school days.

Second or Any Subsequent Offense: One calendar year.

**1. Other Stipulations:**

- a. Any student suspended under the Activity Participation Code will forfeit any appointed or elected position for the remainder of the year.
  - b. Awards: (1) A student will not receive a letter award if the violation occurs during the actual season. (2) A student will not be nominated or eligible for any awards during the season for which the violation occurs. Awards outside of school control would not be affected.
  - c. Any coach or sponsor may require additional standards which are applicable to a certain sport or activity; provided the standards are approved by the administration and are communicated in written form to the student and parents at the beginning of each particular sport/activity season.
  - d. Students may be allowed to practice for an activity during a suspension time if it is the first offense, unless unusual, or "activity specific" circumstances exist.
  - e. Students deemed ineligible due to infraction in the alcohol/drug/academic eligibility policy will be ineligible for all activities during or after the general school day. Band and vocal music concerts will apply to this rule. Any graded performance missed by a student during a suspension will result in a separate assignment to complete the grade. Failure to do so in the allotted time will lead to loss of all points.
  - f. Students will be ineligible to participate or perform in all activities during in-school and out-of-school suspensions as a result of violations of this policy.
  - g. This 12 Month (Year Round) Activity Participation Policy will not generally affect a senior student physically participating in Graduation or Commencement Ceremonies, unless illegal drugs, alcohol, or tobacco were involved on that specific date. All other, non-graduating students, grades 7-12, will be subject to the Participation Policy requirements for Graduation or Commencement Ceremonies. Any non-graduating student under suspension for violation of the Participation Policy may attend the Commencement Ceremony but cannot actively participate in the Ceremony (Examples: could not be a marshal, usher, member of the band or choir, etc.)
- 2. A Partial (non-comprehensive) listing of examples of activities that may be affected by these rules:**
- a. All 7-12<sup>th</sup> grade boys and girls athletic activities
  - b. All non-athletic activities that fall under the jurisdiction of the Nebraska School Activities Association (NSAA) such as Instrumental Music, Vocal Music, One-Act Plays, Speech/Drama/Debate and Cheerleading
  - c. All non-athletic activities/clubs that place students in positions of student/school leadership but do not fall under the jurisdiction of the Nebraska School Activities Association. As representatives of the school district, these positions do require students to exhibit positive character and leadership behaviors. Examples of non-athletic activities/clubs would include, but not be limited to, such organizations/clubs as FFA, FBLA, FCCLA, Skills USA, Mock Trial, National Honor Society, National Art Honor Society, SADD, Quiz Bowl, NFL, Drill Team, Student Council, Destination ImagiNation, Trap, Art Club, Spanish Club, and Close Up.
- 3. A participant shall be considered to be in violation of one or more training rules if any of the following apply:**
- a. the student reports the violation voluntarily to the appropriate school personnel
  - b. a school employee witnesses the violation and reports the violation to the appropriate school personnel
  - c. a parent/guardian of the participant reports the violation to the appropriate school personnel
  - d. law enforcement personnel report a citation or incident constituting a training rules violation.

## **APPEAL PROCESS PROCEDURES:**

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

## **Drug and Alcohol Testing**

### 1. Need for Random Testing.

The Board of Education is responsible for maintaining discipline, health and safety. The Board recognizes that student substance abuse presents a continuing challenge and a danger to the student population as a whole. The Board is committed to maintaining school sponsored activity programs in a safe, healthy and secure environment. The Board is further committed to being proactive in ensuring that students who participate in extracurricular activities represent the District in a positive manner.

### 1812678400. Eligibility for Random Testing.

Students who participate in school sponsored competitive extracurricular activities at the high school (Grades 9-12) level are eligible for random testing. School sponsored competitive extracurricular activities are activities which are sponsored or approved by the Board, but are not offered for credit towards graduation, and which involve competition, comparison, or judging of the individuals or groups with other individuals or groups as part of selection or participation. School sponsored competitive extracurricular activities include, but are not limited to, athletic programs, cheerleading, dance team, band, Student Council, National Honor Society, academic teams, One-Act, choir, Quiz Bowl, FBLA, FFA, and Speech Team.

Any student participating in school sponsored competitive extracurricular activities during the school year must submit a completed Consent to Test Form on or before the first scheduled Fall contest date. The form must be signed by the student and the student's parent or guardian.

Failure to submit a completed Consent to Test Form will result in ineligibility for participation in school sponsored competitive extracurricular activities. If a student submits a form after the deadline, the student will be required to serve the equivalent of a 1st offense of a positive test. This will go into effect during the initial activity(s) that the student participates in and will NOT take the place of a 1st offense.^ If a student transfers into the district, that student will have ten (10) school days from his/her start date to submit the Consent to Test Form to the school.

^If a student who submits his/her form after the deadline has a positive test result later in the year, that student will still serve a 1st offense consequence.

Students remain eligible for testing from the date the Consent to Test Form is turned in until a Drop Form is completed, or until the student graduates or is otherwise no longer enrolled in the District. A student for whom a Drop Form has been submitted shall be ineligible for participation in school sponsored competitive extracurricular activities for twelve months from the date the Drop Form is submitted. Students have a fourteen (14) calendar day grace period for reconsideration of a Drop Form. Students names will remain in the pool for the duration of the fourteen (14) calendar days.

Students who are not participants in a school sponsored competitive extracurricular activity may volunteer for participation in the testing program by submitting a completed Consent to Test Form.

#### 1812679440. Testing Procedure.

##### 1. Random Testing.

A confidential testing schedule will be created by the Superintendent or designee to ensure that the testing of eligible students is conducted in a manner that is random. To maintain confidentiality and to maintain the integrity of the randomness of this program, the students eligible for testing will be identified by a unique personal identifier that does not make the student known to persons other than the school officials who are directly involved in the testing program.

No less than twenty percent (20%) of the pool of eligible students will be tested each school year. The Superintendent shall have the authority to determine the percentage to test, subject to the minimum 20% level, dependent on the nature and extent of the prevailing problem with drug usage in the school community from time to time. Testing will take place throughout the school year.

##### b. Collection.

The testing collection process will be conducted in a manner that protects student privacy, will also guard against tampered specimens and ensuring an accurate chain of custody of the specimen. To the extent the testing involves the collection of urine, an adult monitor is to wait outside a closed restroom stall and listen for the normal sounds of urination.

The specific testing procedures and mechanism are to be created by the Superintendent or designee. It is intended that the procedures be modeled on those applicable to the testing of CDL employees, which include the testing of specimens for alcohol and unlawful substances. The tests are to be designed to detect only the use of illegal drugs, including but not limited to amphetamines, marijuana, cocaine, steroids, opiates, and barbiturates, not medical conditions or the presence of authorized prescription medications.

#### 1812676800. Confidentiality.

All activities related to the testing policy will be carried out in accordance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Protection of Pupil Rights Amendment (PPRA), and any other applicable confidentiality laws.

Test results will be shared only with staff who have a legitimate educational interest in having access to the information, on a "need to know" basis. Test results will not be turned over to any law enforcement authority in the absence of a court order, subpoena, or other legal process requiring such.

Test results will be kept in confidential files separate from the students' other records. The test results will be destroyed when no longer needed for individual student situations or for the overall testing program.

#### 1812676880. Consequences for Positive Tests.

Any of the following shall be considered to be a positive test result:

- A confirmed positive alcohol or drug test;

- Refusal to participate in testing when selected, including the submission of a Drop Form upon being requested to be tested; and/or
- Tampering with the specimen collection process.

The following shall result from a positive test result:

- The student's parents or guardians will be contacted and a meeting will be held to discuss the positive test result, with the object of collaborating on a plan to assist the student in avoiding future substance abuse.
- The student's privilege of participating in extracurricular activities will be restricted as follows:
  - For a first positive test, the student is ineligible to participate in any extracurricular activities for thirty (30) school days pending the submission of a negative drug test.
  - For a second and subsequent positive test, the student is ineligible to participate in any extracurricular activity for one (1) calendar year. To return to participation, the student must complete substance abuse counseling as and to the extent determined appropriate by a qualified professional, and in any event for no less than four (4) hours, and must submit to five (5) follow up drug tests during the next twelve (12) month period.

The parents or guardians are responsible for the costs of the rehabilitation program, which includes the substance abuse counseling and follow-up testing described above.

Positive results will not lead to the imposition of any academic consequence or disciplinary action, other than the above described limitations on the privilege to participate in extracurricular activities.

#### 1812679680. Appeal Procedures.

A student or the student's parents or guardians may request a retest of his/her specimen at their own expense at a laboratory approved by the Superintendent or designee and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning drug testing protocols and procedures. Requests must be made within twenty-four (24) hours of receiving the official results of their drug test. The specimen previously submitted will be forwarded to the approved lab in cooperation with the District approved outside agency responsible for confirmatory testing.

Results of the re-test will be provided to the Superintendent or designee by the approved laboratory. During the appeal period the student may not participate in school sponsored competitive extracurricular activities.

In the event a student or the student's parents or guardians wish to challenge a positive test result on a basis other than the veracity of the test result, an appeal may be made in accordance with the policy on extracurricular activity discipline.

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

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

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

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

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

### **GENERAL PARTICIPATION AND ATTENDANCE IN ORGANIZATIONS**

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

**ACTIVITY CALENDAR:** Schedules of co-curricular activities are posted throughout the building, on [www.rcentral.org](http://www.rcentral.org).

**ACTIVITIES ON CHURCH NIGHTS AND SUNDAYS:** The school wishes to work cooperatively with the churches of the community. In a spirit of tolerance, upon parent request, students shall be excused from participating in an activity when a scheduled practice, rehearsal or activity conflicts with a worship or church event. The excused student shall not be disciplined or punished for his or her excused absence. The school wishes to work cooperatively with the churches of the community. Therefore the school will attempt to avoid scheduling regular, recurring activities on Sunday. Exception: When a senior high activity of the co-curriculum is required to compete interscholastically, or when in athletics they must compete interscholastically the first part of the week, the Superintendent of Schools might approve a Sunday practice.

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

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

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

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

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

\*Baseball-Coop w/Malcolm (SH)  
\*Basketball-Girls/Boys (JH/SH)  
\*Cheerleading (SH)  
\*Cross Country (JH/SH)  
Dance Team (SH)  
DI (JH/SH)

NFL (SH)  
NSH (SH)  
Mock Trial (SH)  
SkillsUSA (JH/SH)  
\*Softball (SH)  
\*Speech (JH/SH)



\*Drama/One Act Play (SH)  
FBLA (SH)  
FFA (JH/SH)  
\*Football (JH/SH)  
Mock Trial (SH)  
\*Music-Band/Choir (JH/SH)

\*Track (JH/SH)  
Trap Club (JH/SH)  
\*Volleyball (JH/SH)  
\*Wrestling (JH/SH)  
Yearbook (SH)

\*NSAA Sanctioned

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

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

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

1. Student must be an undergraduate.
2. Student must be enrolled in at least 25 hours per week and regular in attendance in accordance with the school's attendance policy.
3. Student must be enrolled in some high school on or before the 11<sup>th</sup> day of the current school year.
4. Student is ineligible if 19 years of age before August 1 of current school year.
5. After a student's initial enrollment in grade nine, eligibility will extend through eight semesters of school membership.
6. Student must have been enrolled in school the preceding semester
7. Student must have received twenty semester hours of credit the preceding semester.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport that are scheduled by the school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first practice as permitted by NSAA rules. The fall sports season for Football, Softball, Volleyball and Cross Country begins August 6, 2018, and ends with the state championships in the fall. The winter sports season begins November 12, 2018 and ends with the state meet/championships. The spring sports season begins February 25, 2019, and ends with the state meets in the spring.
9. A student shall be excluded from sports camps or clinics in the sport of involvement during the recognized season, either as an individual or as member of a team.
10. A student shall not participate on an all-star team while a high school undergraduate.
11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days. If a student has participated on a high school team at any level as a seventh, eight, or ninth grade student, eligibility is established for high school. If the student elects to attend another high school upon entering ninth or tenth grade, ineligibility will exist for ninety school days.
12. A student is ineligible to participate for 90 school days if parents/guardian change of domicile to another school district and the student has remained in former school that is in a different school district.  
EXCEPTION: If parents have moved after school year, or if parents have moved during the summer which immediately precedes the school year and the student is in grade 12 and has attending the high school for two or more years, the student is eligible for that school year in the school district from which the parents moved).
13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is illegible in the school district where the natural parent (s) has their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling.
14. A student shall not participate in a contest under an assumed name.
15. A student must maintain amateur status.  
Requests for the consideration representatives of the NSAA shall act upon such exceptions of Nebraska School Activities Association requirements.

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

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

**EXCEPTIONS:**

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

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

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

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

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

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

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

1. 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 may be asked to accompany classes on trips. It should be noted that preschool children may not attend class field trips. Parents may be asked to pay for field trip costs of up to \$5.00 per student for each field trip to defray costs. Meals on field trips will be at the expense of the student.
2. Whenever possible, classroom teachers and/or sponsors are to seek parent volunteers (of students going on the field trip) that would be willing to drive their personal vehicles and provide rides for those students. Parents of the students on the field trip would be requested to provide a predetermined monetary donation to the field trip to reimburse the cost of gas for the parent volunteer drivers. If this method of conducting field trips is used, arrangements for drivers need to be made approximately 10 working days in advance to allow the school district time to conduct a necessary driving record background check on each driver and to have the volunteer drivers submit a "proof of insurance" card on the vehicle they will be driving. This method will prevent the cost of bus gasoline and the cost of a bus driver (or drivers) from going through the District's General Fund of expenditures.

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

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

**FUNDRAISING ACTIVITIES:** All fundraising activity involving more than the sale of tickets is to be approved by the Principal a month before the occurrences of the activity. Staff members may not be solicited during the teaching day. See Board Policy 5303 for more information.

**RAYMOND CENTRAL SCHOOL ACTIVITY CONCERN FORM**

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

Date\_\_\_\_\_

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

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

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

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

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

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

Recommendation for solution to my concern:

Signed\_\_\_\_\_

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

Accepted Signature\_\_\_\_\_ Date\_\_\_\_\_

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

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

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

The use of these networks is a privilege, not a right. Inappropriate use, including any violation of the aforementioned rules, regulations, and laws may result in cancellation of the privilege. The building Principal or his/her designee, is delegated the authority to determine inappropriate use and may deny, revoke, or suspend the user of computers by students who violate this policy. School personnel shall have the authority to impose additional disciplinary action as he/she deems necessary. Inappropriate use Which results in an expense incurred by the district to repair or replace computer hardware or network functions will become a financial obligation of the user.

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

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

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

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

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

**Consequences for Inappropriate Use of Network and Hardware:** 1. Any vandalism will result in user paying for repair/ technician time to restore network/equipment to previous condition. 2. User will not have access to computers and/or Internet for same timeline as stated above per each violation. 3. Students may have to complete attentive class assignments if their privilege of using the equipment and Internet are revoked.

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

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

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

**The network permission/acknowledgment form that needs to be signed and returned to the office by September 1 is printed on page 56.**

**RAYMOND CENTRAL PUBLIC SCHOOLS  
RAYMOND, NEBRASKA**

**Complaint and Consent to Investigate  
Student or Employee Allegations of Sexual Harassment**

Pursuant to its policy to prohibit and prevent sexual harassment, Raymond Central Public Schools, District #161, provides this form to receive allegations of misconduct which have been suffered by any person covered by the District Sexual Harassment Policy. The allegations set forth in this complaint form will serve as the basis for an investigation to be carried out promptly.

Each student or employee of the Raymond Central Public Schools has a right to his/her good reputation and a full and fair opportunity to confront allegations of misconduct as filed by the complainant.

By affixing my signature to this Complaint Form, I understand that Raymond Central Public Schools will be conducting an investigation of my complaint. I hold harmless the District and its duly authorized investigator for any claim I may have resulting from the disclosure of any facts set forth in this complaint when such disclosure occurs in the course and scope of the investigation. I also acknowledge that the allegations contained on this form have been voluntarily given and have neither been encouraged or discouraged by the District.

\_\_\_\_\_

Complainant's Signature

\_\_\_\_\_

Date



Name of person complaint filed against

Date(s) of occurrence of events complained of

**Nature of Complaint:**

**NETWORK USAGE, WEB PAGE PERMISSION  
STUDENT PARENT HANDBOOK ACKNOWLEDGMENT**

Student Name \_\_\_\_\_ Current Grade \_\_\_\_\_  
(Please Print)

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

**Parent/Guardian: I am aware the handbook is posted on the school website and have knowledge of the regulations in the Raymond Central Jr-Sr High School Student and Parent Handbook.**

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

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

**PARENT/GUARDIAN PLEASE CHECK ONE: \_\_\_\_\_ I GIVE \_\_\_\_\_ I DO NOT GIVE**

the school permission to issue a network and Internet account to my child. I realize inappropriate use will result in financial obligation for technician time to repair the network, legal prosecution of my child for violation of any state or national laws or loss of privileges, and/or suspension of privileges.

If you do not fully understand any part of this policy, please contact Keely Schaffer, Technology Director AT 785-2685

**WEB PAGE PERMISSION** - Students at Raymond Central may be videotaped or photographed throughout the year. Your child's image and name may be used in a school publication or on the school website ([www.rcentral.org](http://www.rcentral.org)). Your permission is needed if your child's image or work is to be placed on the website or in a school publication.

\_\_\_\_\_ Yes, you may use my child's picture or work on the school's website or school publication.

\_\_\_\_\_ No, you may not use my child's picture or work on the school's website or school publication.

**The signatures below indicate the student/parent/guardian have received and have knowledge of the regulations in the Raymond Central Jr-Sr High School Student/Parent Handbook, understand the Network Policy, and Web Page Policy.**

Student Signature \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**RETURN THIS FORM BY SEPTEMBER 4th**