

# **Johnson County Central High School Student-Parent Handbook**



## **2018-2019**

PO Box 338  
358 N. 6<sup>th</sup> Street  
Tecumseh, NE 68450  
[www.jccentral.org](http://www.jccentral.org)

# 2018-2019 JOHNSON COUNTY CENTRAL HIGH SCHOOL

## STUDENT HANDBOOK TABLE OF CONTENTS

### Foreword

		Page
<b>Section 1</b>	<b>Intent of Handbook</b>	<b>1</b>
<b>Section 2</b>	<b>Members of the Board of Education</b>	<b>1</b>
<b>Section 3</b>	<b>Administrative Staff</b>	<b>1</b>
<b>Section 4</b>	<b>High School Teaching Staff</b>	<b>2</b>
<b>Section 5</b>	<b>Support Staff</b>	<b>3</b>
<b>Section 6</b>	<b>School Calendar</b>	<b>4</b>
<b>Section 7</b>	<b>High School Class Schedule</b>	<b>5</b>

### Article 1 - Mission and Goals

<b>Section 1</b>	<b>School Mission Statement</b>	<b>6</b>
<b>Section 2</b>	<b>Mutual Respect</b>	<b>6</b>
<b>Section 3</b>	<b>Multicultural Education</b>	<b>6</b>
<b>Section 4</b>	<b>Complaint Procedures</b>	<b>7</b>

### Article 2 - School Day

<b>Section 1</b>	<b>Daily Schedule</b>	<b>9</b>
<b>Section 2</b>	<b>High School Shortened Schedule</b>	<b>9</b>
<b>Section 3</b>	<b>Severe Weather and School Cancellations</b>	<b>9</b>
<b>Section 4</b>	<b>Closed Campus</b>	<b>10</b>
<b>Section 5</b>	<b>Field Trips</b>	<b>11</b>
<b>Section 6</b>	<b>Video Cameras</b>	<b>11</b>

### Article 3 - Use of Building and Grounds

	Page
<b>Section 1</b>	<b>Entering and Leaving the Building</b> 12
<b>Section 2</b>	<b>Visitors</b> 12
<b>Section 3</b>	<b>Drug/Smoke-Free Environment</b> 12
<b>Section 4</b>	<b>Care of School Property</b> 12
<b>Section 5</b>	<b>Lockers/Book-Bags</b> 13
<b>Section 6</b>	<b>Searches of Lockers and Other Types of Searches</b> 13
<b>Section 7</b>	<b>Use of Telephone / Cell Phones</b> 13
<b>Section 8</b>	<b>Bicycles</b> 14
<b>Section 9</b>	<b>Student Valuables</b> 14
<b>Section 10</b>	<b>Lost and Found</b> 14
<b>Section 11</b>	<b>Accidents</b> 14
<b>Section 12</b>	<b>Laboratory Safety Glasses</b> 14
<b>Section 13</b>	<b>Insurance</b> 14
<b>Section 14</b>	<b>Bulletins and Announcements</b> 14
<b>Section 15</b>	<b>Copyright and Fair Use Policy</b> 15
<b>Section 16</b>	<b>Automobiles</b> 15
<b>Section 17</b>	<b>Food and Beverages</b> 16
<b>Section 18</b>	<b>Bus Transportation</b> 16
<b>Section 19</b>	<b>Pop Machine</b> 16

### Article 4 – Attendance

	Page
<b>Section 1</b>	<b>Attendance Policy</b> 17
<b>Section 2</b>	<b>Attendance and Absences</b> 17
<b>Section 3</b>	<b>Tardiness</b> 22
<b>Section 4</b>	<b>Leaving School</b> 22
<b>Section 5</b>	<b>Guidelines for Activities</b> 22
<b>Section 6</b>	<b>Make-up Work</b> 23

### Article 5 - Scholastic Achievement

	Page
<b>Section 1</b>	<b>Grading System</b> 24
<b>Section 2</b>	<b>Graduation Requirements</b> 24
<b>Section 3</b>	<b>Promotion, Retention</b> 25
<b>Section 4</b>	<b>Schedule Changes</b> 25
<b>Section 5</b>	<b>Report Cards</b> 25
<b>Section 6</b>	<b>Parent-Teacher Conference</b> 25
<b>Section 7</b>	<b>Honor Roll</b> 26
<b>Section 8</b>	<b>National Honor Society</b> 26
<b>Section 9</b>	<b>Retaking a Failed Class</b> 26
<b>Section 10</b>	<b>Progress Reports</b> 26
<b>Section 11</b>	<b>Academic Integrity Rules</b> 26

<b>Section 12</b>	<b>Homework</b>	<b>27</b>
<b>Section 13</b>	<b>Junior-Senior Prom</b>	<b>27</b>
<b>Section 14</b>	<b>Valedictorian and Salutatorian</b>	<b>28</b>
<b>Section 15</b>	<b>Courses Taken Outside of Johnson County Central High School</b>	<b>28</b>
<b>Section 16</b>	<b>Semester Exams</b>	<b>28</b>
<b>Section 17</b>	<b>High School Credit for Middle School Courses</b>	<b>28</b>
<b>Section 18</b>	<b>Tutoring Program</b>	<b>28</b>

**Article 6 - Support Services**

		<b>Page</b>
<b>Section 1</b>	<b>Special Education Identification and Placement Procedures</b>	<b>29</b>
<b>Section 2</b>	<b>Guidance Services</b>	<b>31</b>
<b>Section 3</b>	<b>Health Services</b>	<b>31</b>

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

		<b>Page</b>
<b>Section 1</b>	<b>Drug-Free Schools</b>	<b>35</b>

**Article 8 - Student Rights, Conduct, Rules and Regulations**

		<b>Page</b>			
<b>Section 1</b>	<b>Student Conduct and Discipline Policies</b>				
	<table border="1"> <tr> <td><b>Student Discipline</b></td> <td> <ul style="list-style-type: none"> <li>●After School Sessions and Detentions</li> <li>●Saturday School</li> <li>●In-School Suspension</li> <li>●Emergency Exclusion</li> <li>●Short-Term Suspensions</li> <li>●Long-Term Suspensions</li> <li>●Expulsions</li> <li>●Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment</li> <li>●Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment</li> <li>●Hearing Procedures</li> <li>●Use of Corporal Punishment</li> <li>●Law Violation</li> <li>●Attire and Grooming</li> <li>●Respect For Persons and Property</li> <li>●Tobacco/Alcohol and Other Drugs</li> <li>●Harassment and Bullying Policy</li> <li>●Dating Violence</li> <li>●Public Displays of Affection</li> <li>●Dismissal From Class</li> <li>●Specific Rule Items</li> </ul> </td> <td align="right"><b>39</b></td> </tr> </table>	<b>Student Discipline</b>	<ul style="list-style-type: none"> <li>●After School Sessions and Detentions</li> <li>●Saturday School</li> <li>●In-School Suspension</li> <li>●Emergency Exclusion</li> <li>●Short-Term Suspensions</li> <li>●Long-Term Suspensions</li> <li>●Expulsions</li> <li>●Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment</li> <li>●Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment</li> <li>●Hearing Procedures</li> <li>●Use of Corporal Punishment</li> <li>●Law Violation</li> <li>●Attire and Grooming</li> <li>●Respect For Persons and Property</li> <li>●Tobacco/Alcohol and Other Drugs</li> <li>●Harassment and Bullying Policy</li> <li>●Dating Violence</li> <li>●Public Displays of Affection</li> <li>●Dismissal From Class</li> <li>●Specific Rule Items</li> </ul>	<b>39</b>	
<b>Student Discipline</b>	<ul style="list-style-type: none"> <li>●After School Sessions and Detentions</li> <li>●Saturday School</li> <li>●In-School Suspension</li> <li>●Emergency Exclusion</li> <li>●Short-Term Suspensions</li> <li>●Long-Term Suspensions</li> <li>●Expulsions</li> <li>●Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment</li> <li>●Procedures for Long-Term Suspension, Expulsion or Mandatory Reassignment</li> <li>●Hearing Procedures</li> <li>●Use of Corporal Punishment</li> <li>●Law Violation</li> <li>●Attire and Grooming</li> <li>●Respect For Persons and Property</li> <li>●Tobacco/Alcohol and Other Drugs</li> <li>●Harassment and Bullying Policy</li> <li>●Dating Violence</li> <li>●Public Displays of Affection</li> <li>●Dismissal From Class</li> <li>●Specific Rule Items</li> </ul>	<b>39</b>			

		<ul style="list-style-type: none"> <li>●Internet Safety Policy</li> <li>●E-mail/Internet Access</li> <li>●E-mail and Internet Rules</li> <li>●Staff, Student and Parent Agreement</li> <li>●Discipline Actions for Special Education Students</li> </ul>	
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**Article 9 - State and Federal Programs**

		<b>Page</b>
<b>Section 1</b>	<b>Notice of Nondiscrimination</b>	<b>63</b>
<b>Section 2</b>	<b>Designation of Coordinator(s)</b>	<b>63</b>
<b>Section 3</b>	<b>Anti-discrimination &amp; Harassment Policy</b>	<b>63</b>
<b>Section 4</b>	<b>Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973</b>	<b>65</b>
<b>Section 5</b>	<b>Notification of Rights Under FERPA</b>	<b>66</b>
<b>Section 6</b>	<b>Notice Concerning Disclosure of Student Recruiting Information</b>	<b>67</b>
<b>Section 7</b>	<b>Notice Concerning Staff Qualifications</b>	<b>67</b>
<b>Section 8</b>	<b>Student Privacy Protection Policy</b>	<b>68</b>
<b>Section 9</b>	<b>Parental Involvement Policies</b>	<b>71</b>
<b>Section 10</b>	<b>Homeless Students Policy</b>	<b>73</b>
<b>Section 11</b>	<b>Breakfast and Lunch Programs</b>	<b>74</b>
<b>Section 12</b>	<b>Student Fees</b>	<b>77</b>
<b>Section 13</b>	<b>Student Fees List</b>	<b>80</b>
<b>Section 14</b>	<b>Asbestos</b>	<b>83</b>
<b>Section 15</b>	<b>Concussion Management: Return to Learn</b>	<b>83</b>

**Acknowledgment of Receipt Form  
Community Service Award**

**Johnson County Central High School  
Student Handbook 2018-2019 School Year**

**Foreword**

**Section 1 Intent of Handbook**

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

The school district’s handbooks for students and staff are intended to convey information and explain school regulations and procedures that are necessary for the school to run smoothly and efficiently. Although the Board of Education may take action to approve the handbooks annually, the administration has the authority to change the contents of any handbook so long as the changes are consistent with board policy.

None of the district’s handbooks create a “contract” between the school district, staff members, parents or students.

If any information contained in any handbook conflicts with board policy or state statute, the policy or statute will govern.

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

Name	Contact Information
Greg Hunzeker, Board President	Home 699-4223
Susan Borchert, Board Vice President	Home 335-2722
Kim Wellensiek	Home 864-4211
Arlin Beethe	Home 335-0476
Teresa Goracke	Home 848-2352
Rebecca Plager	Home 274-8801

**Section 3 Administrative Staff**

Name	Position
Mr. Galen Boldt 335-3320	Superintendent
Mr. Rick Lester 335-3328	High School Principal
Mr. Rich Bacon 864-4181	Middle School Principal/Activities Dir.
Mr. Jon Rother 335-3320	Elementary Principal

**Section 4 High School Teaching Staff**

Name	Department	Room #
Mr. Rich Bacon	Activity Director	AD Office
Dr. Vicky Boone	Science	307
Ms. Jenna Christensen	Spanish	302
Mr. Garrett Collin	Physical Education/Health	Gym
Mr. Tom Doran	Vocal Music	101
Mr. Kirk Faris	Math	201
Ms. Joni Fox	Art	Elem. 109B
Mrs. Emily Fricke	Instrumental Music	101
Mrs. Christy Hodges	Agriculture Science	103
Mrs. Karen Hunzeker	Technology Integration Spec.	Elem. Tech. Room
Mrs. Angie Huskey	Business	304
Mrs. Ashley Juilfs	Horizon	100
Ms. Breanna Korell	English/Speech	202
Mr. Derek Kuhl	Social Science/Strength Trng.	306
Mrs. Lisa Kuhl	CNA	Elem. Basement
Mr. Del Novell	Industrial Arts	Shop
Mrs. Joan Peters	Media	303
Ms. Brittany Reppert	English/Journalism/Drama	305
Mrs. Olivia Reuter	Counselor	Guidance Office
Mrs. Tina Richardson	Math/Academic Decathlon	200
Ms. Devon Roesener	Alternative Education	303
Mr. Jordan Scheil	Science	308
Mrs. Lisa Schuster	Special Education	Portable Room
Mr. Ben Swanson	Math	301
Mrs. Lisa Weber	ESL	104
Mr. Nick Weber	Social Science	300

**Section 5 Support Staff**

Name	Position
Mrs. Laurie Badertscher	Admin. Secretary/Bookkeeper
Mrs. Sue Borchert	Head Volleyball Coach
Mrs. Joann Gadeken	Head Cook
Mr. Dennis Gottula	Bus Driver
Mr. Ron Kothe	Head Maintenance
Mrs. Lisa Kuhl	Nurse
Mr. Larry Kuhl	Asst. Wrestling Coach
Mrs. Candy Laue	Teacher Aide
Mrs. Emily Lubben	Kitchen Aide
Mr. Jeff Mahoney	Bus Driver
Ms. Daisy Mejia	High School Secretary
Mr. Larry Naber	Maintenance
Mrs. Julie North	Teacher Aide
Mrs. Jackie Parrish	Kitchen Aide
Mrs. Holly Plager	Bus Driver
Mr. Marcus Scheer	Technology Director
Mr. Chase Tenney	Kitchen Aide
Mrs. Connie Watson	Teacher Aide



# Johnson County Central Public Schools

2018-2019



July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

  

August 2018						
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October 2018						
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30	31					

Aug 15	Teacher Workday
Aug 16	Teacher Workday
Aug 20	Teacher Workday
Aug 21	Classes Begin
Sept 3	Labor Day (No School)
Sept 21	Teacher Workday - 1:00pm Dismissal
Oct 18	End of 1st Quarter
Oct 19	Teacher Workday-No School
Nov 09	1:00 PM Dismissal-Teacher Workday
Nov 21	No School
Nov 22	Thanksgiving Day - No School
Nov 23	No School
Dec 21	End of First Semester 1:00 Dismissal
Dec 22-31	Christmas Break-No School
Dec 22-26	NSAA 5-Day Moratorium
Jan 1	New Years Day No School
Jan 2	No School
Jan 3	No School
Jan 4	Teacher Workday- No School
Jan 7	Classes Resume
Feb 15	Teacher Workday-1:00 Dismissal
Feb 18	Mid-Year Teacher In-Service No School
Mar 7	End of 3rd quarter
Mar 8	Spring Break- No School
Mar 11	Spring Break- No School
April 5	Teacher Workday-1:00 Dismissal
April 19	Easter Break No School
April 22	Easter Break No School
May 11	Graduation
May 23	Last Day of School- 11:00 Dismissal
May 24	Teacher Workday

January 2019						
S	M	T	W	T	F	S
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27	28	29	30	31		

  

February 2019						
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March 2019						
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31						

  

April 2019						
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May 2019						
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26	27	28	29	30	31	

  

June 2019						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

School Closed  
 Teacher InService (no school for students)  
 Early Dismissal  
 First & Last Day of School

INSTRUCTOR	RM #	PERIOD 1	PERIOD 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
		8:15-9:05	9:08-9:58	10:01-10:51	10:54-11:44	11:47-1:04	1:07-1:57	2:00-2:50	2:53-3:43
Dr. Boone	307	Chemistry II	Physics	Chemistry I	Chemistry I	Anatomy/ Physiology	Plan	Basic Med Term/ Comp Med Term	Anatomy/ Physiology
Ms. Christensen	302	Spanish IV	Spanish Heritage Language	Spanish I	Plan	Spanish II	Spanish II	Spanish I	Spanish III
Mr. Collin	Gym	Elem.	Elem.	Elem.	Elem.	Plan	Advanced PE	Health 9/ PE 9 (Rm 306)	PE 9/ Health 9 (Rm 306)
Mr. Doran	101	Middle School	Middle School	Travel	Vocal Music	Vocal Music	Elem.	Elem.	Plan
Mr. Faris	201	Business Math	Statistics/ Pre-Calculus	Study Hall	Calculus	Plan	Statistics/ Pre-Calculus	Finite/ Trigonometry	Business Math
Ms. Fox	Elem 109B	Art IV Graphic Design	Art III	Art III	Art I	Plan/Travel	Middle School	Middle School	Middle School
Mrs. Fricke	101	Instrumental Music	Travel	Plan	Middle School	Middle School	Middle School	Middle School	Middle School
Mrs. Hodges	103	Plan	Botany	Ag. Science Ag. Leadership	Zoology	Botany	Study Hall	Food Science	FFA
Mrs. Huskey	306	Business Law	Personal Finance	Personal Finance	Study Hall	Marketing	Info. Tech.	Plan	Management
Mrs. Juilfs	100	Horizon	Horizon	Horizon	Horizon	Horizon	Horizon	Horizon	Horizon
Ms. Korell	202	Applied Lit. Concepts	Study Hall	English II	Applied Lit. Concepts	English I	Plan	English I	English II
Mr. Kuhl	308	World History	World History	Strength Trng.	Geography	Strength Trng.	Plan	Strength Trng.	Strength Trng.
Mrs. Kuhl	Elem.		C.N.A. (1st Sem)						
Mr. Novell	Shop	General Shop	Plan	General Shop	Welding Adv. Welding	Const.Hm.Main. Adv.Con.Hm.Main	Manf. Woods	Study Hall	Adv.Manf.Woods I and II
Mrs. Peters	303	Media	Media	Media	Media	Media	Media	Media	Media
Ms. Reppert	308	Study Hall	Jounalism I Journalism II	Adv. Enclsih IV	Plan	English III	English IV	Adv. English III	English III
Mrs. Reuter	OFF	Counselor	Counselor	Counselor	Counselor	Counselor	Counselor	Counselor	Counselor
Mrs. Richardson	200	Geometry	Intro, Education Exp. In Teaching	Plan	Coding	Academic Decathlon	Geometry	Applied Geometry	Geometry
Ms. Roesener	303	Alternative Ed.	Alternative Ed.	Alternative Ed.	Alternative Ed.	Plan	Alternative Ed.	Alternative Ed.	Alternative Ed.
Mr. Scheil	308	Biology I	Biology II	Applied Chemistry	General Science	General Science	Applied Biology	Biology I	Plan
Mrs. Schuster	Port	SPED	SPED	SPED	SPED	SPED	SPED	Plan	SPED
Mr. Swanson	301	Adv. Algebra	Applied Math I	Beg Algebra	Applied Math II	Adv. Algebra	Adv. Algebra	Plan	Study Hall
Mrs. Weber	104	HS ESL	HS ESL	HS ESL	Plan	ESL	ESL	ESL	ESL
Mr. Weber	300	American Government	American History	Sociology/ Crim. Justice	Psychology/ Dev. Psych.	Study Hall	American History	American Government	Plan

## **Article 1 – Mission and Goals**

Welcome to Johnson County Central High School. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in a positive environment.

### **Section 1 School Mission Statement:**

**J**ourney of excellence...through

- Demonstrating exceptional educational instruction and learning
- Presenting a safe and drug free setting that fosters the desire to learn
- Encouraging progressive relevant student involvement
- Respecting the contributions of all

**C**reating lifelong learners...by

- Integrating technology throughout the curriculum
- Focusing on developing problem solvers in the classroom
- Stressing global perspective and the appreciation of diversity
- Promoting the value of the arts and extracurricular endeavors as integral parts of the curriculum

**C**itizens for tomorrow...developed by

- Preparing students to contribute positively in the family, school, community, and the world
- Instructing and demonstrating respect for the environment
- Establishing a partnership of service between school and community

### **Section 2 Mutual Respect**

Johnson County Central High School expects every staff member and student to be treated with respect and dignity. A show of disrespect toward a staff member or insubordination on the part of the student will not be tolerated.

### **Section 3 Multicultural Education**

Multicultural education is the identification, selection and infusion of specific knowledge, skills and attitudes for the purpose of:

- affirming the culture, history and contributions that shall include but not be limited to African Americans, Asian Americans, Hispanic Americans and Native Americans;
- challenging and eliminating racism, prejudice, bigotry, discrimination and stereotyping based on race;
- valuing multiple cultural perspectives; and
- providing all students with opportunities to “see themselves” in the educational environment in positive ways and on a continuing basis.

To promote and support multicultural education within Johnson County Central Public Schools, the school shall create opportunities for all students to achieve academically and socially in an

educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

#### **Section 4 Complaint Procedures:**

The proper procedures for a parent or student to make complaints or raise concerns about school staff or the school programs or activities are set forth below. Other procedures exist to address discrimination or harassment, the bullying of students, to challenge disciplinary actions, and such other procedures should be used to address those types of concerns.

1. Complaint procedure:

Step 1. Have a scheduled conference with the staff person involved in the complaint matter.

Step 2. Appeal to the principal if the matter is not resolved at Step 1.

Step 3. Appeal to the Superintendent if the matter is still unresolved at Step 2.

Step 4. Appeal to the Board of Education if the matter is still unresolved at Step 3. Written appeal should be made within five (5) days of the Superintendent's decision.

2. Conditions Applicable to All Levels of Complaint Procedure:

All information to be considered at each appeal step should be placed in writing in order to be most effective. Appeal decisions shall be expedited as quickly as possible. A decision at any level should be rendered within ten (10) calendar days, unless a legal hearing is requested or required.

When you have questions, concerns or comments during the year we encourage you to contact the appropriate person(s) first. Although it is often more convenient to speak with someone else first, it is more appropriate to address such items along the right guidelines. Instead of talking to the Board of Education, Superintendent, or Principal first, you are encouraged to talk with the classroom teacher, sponsor, coach, etc. first, then follow the "chain of command" concerning these questions, concerns, or comments. The appropriate people to contact, in order, would be:

Your student's school work: Classroom teacher, building Principal or counselor

Discipline: Classroom teacher, building Principal, Superintendent

Bus routes/bus times: Bus driver, Superintendent

Class schedules: Counselor, Principal

Athletics: Coach, Athletic Director, Principal, Superintendent

Health Problem: School nurse, building secretary, building Principal

Absences: Building secretary, building Principal

Calendar of Activities: Daisy Mejia, Principal, Superintendent

School Regulations: Principal, Superintendent

Facilities: Superintendent, Board of Education

School District Policies: Superintendent, Board of Education

Student Lunch Accounts/Bills: Daisy Mejia, Superintendent

School Budget/Finance: Superintendent, Board of Education

School Foundations: Superintendent

Athletic Booster Club: Club president, Athletic Director

Music Boosters: Club president, Emily Fricke, Tom Doran

The Board of Education has adopted a formal complaint policy that is to be used in addressing complaints concerning school personnel. This process should only be used if the proper "chain of command", as listed above, has been followed. However, some isolated situations may warrant bypassing this chain. Formal complaints may be lodged through the Principal or Superintendent.

## Article 2 - School Day

### Section 1 Daily Schedule

Enter school	8:00		
First period	8:15	-	9:05
Second period	9:08	-	9:58
Third period	10:01	-	10:51
Fourth period	10:54	-	11:44
Fifth period	11:47	-	1:04
First lunch	11:44	-	12:14
Second lunch	12:37	-	1:07
Sixth period	1:07	-	1:57
Seventh period	2:00	-	2:50
Eighth period	2:53	-	3:43

Bells will ring at the beginning and at the end of the class periods.

### Section 2 High School - Shortened Schedule

There are many activities that occur during the school year that cause us to adjust the class schedules. The following schedules could appear at some time during the year.

#### SCHEDULE A

(1:04 p.m. Dismissal)	
Period 1 8:15 – 8:43	
Period 2 8:46 – 9:13	
Period 3 9:16 – 9:43	
Period 4 9:46 – 10:13	
Period 6 10:16 – 10:43	
Period 7 10:46 – 11:13	
Period 8 11:16 – 11:44	
Period 5 Lunch	
11:47 – 1:04	

#### SCHEDULE B

(Pep Rally)
Period 1-5 Regular Time
Period 6 1:07 – 1:52
Period 7 1:55 – 2:40
Period 8 2:43 – 3:28
Pep Rally
3:28 – 3:43

#### SCHEDULE C

(10:15 a.m. Start)
Period 1 10:15 – 10:43
Period 2 10:46 – 11:13
Period 3 11:16 – 11:44
Period 5 Lunch
11:47 – 1:04
Period 4 1:07 – 1:44
Period 6 1:47 – 2:24
Period 7 2:27 – 3:04
Period 8 3:07 – 3:43

### Section 3 Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Media outlets will be notified and an all-call will be made to parents when inclement weather warrants such action.

Johnson County Central Schools uses an automated calling system to notify homes of changes in the school schedule due to weather-related circumstances. As soon as a decision is made to alter the schedule, attempts will be made to call each home. If a decision is made to dismiss school

early during the school day, attempts will be made to notify the home. If calling the home does not result in a connection, the parent's cell phone and/or place of business will be called.

Decision to Close Schools. A decision to close school is made when forecasts by the weather service and civil defense officials indicate that it would be unwise for students to go to school. If possible, a decision about the next school day will be made by 9 p.m. for announcement during the 10 p.m. news. An early decision is not always possible because of uncertain weather conditions. School officials will make periodic assessments of conditions during the night and will decide early in the morning (by 6 a.m. if possible). In any case, **an announcement will be made to the news media when schools will be closed.** In some instances, schools will be open, but certain services may be cancelled (bus transportation, Preschool, student activities).

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

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

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

Emergency Conditions. Johnson County Central Public Schools has a signal which, when activated, includes the directive to either evacuate the building or to move to safer areas of the building. All regular drills are held as required by law through the school year. There are plans for Emergency Exit system, Tornado Warning System, and Critical Incident Response.

#### **Section 4      Closed Campus:**

All students are required to remain in the high school building during lunch – we have closed campus during lunch. Students may eat the school lunch or bring their own lunch to the cafeteria.

**Section 5      Field Trips:**

When a field trip other than those within walking distance of school is planned, parents will be notified prior to the trip and asked to sign a consent slip granting permission for their children to attend. If you don't want your child to attend, please let the teacher know immediately. At all times, students are expected to observe regular school rules and classroom rules.

**Section 6      Video Cameras:**

For the safety and security purposes the school premises are protected by 24 hour surveillance.



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

### **Section 1 Entering and Leaving the Building**

Beginning Of School: During bad weather the entrance will be open by 7:30 a.m. for students to enter the building. Students are to stay in the hall and are not to go to any other part of the building without permission. The only exception to this rule is if you are eating a school breakfast (starts at 7:30 a.m.), or you are accompanied by a teacher or coach.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon return to school during the day, students are to report to the school office.

End of School: Our regular school day (for the HS) ends at 3:43 p.m. and the Middle School at 3:35 p.m. Make-up work, special help, assignments after school, club meetings, and other school activities begin at 3:48 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

### **Section 2 Visitors**

All visitors must sign in at the main office in order to receive a visitor's pass. Parents are welcome at all times but also must sign in and out upon entering and exiting the main entrance to the school building. Johnson County Central High School does not allow other students or children to visit the school.

### **Section 3 Drug/Smoke-Free Environment**

Johnson County Central Public Schools declares all of our school buildings and grounds to be drug/smoke-free. We would appreciate your help in meeting the goal of a drug/smoke- and tobacco-free environment for our children. When you attend school events, including athletic events, please remember that our grounds are drug/smoke- and tobacco-free and abide by our District's policy. This policy includes "look alike" items such as electronic cigarettes.

### **Section 4 Care of School Property**

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.
3. Fines will be assessed for damaged or lost books up to replacement costs.
4. School-issued items that are stolen or damaged from unlocked lockers are the responsibility of the student to whom they were issued. Students must pay all fines before they can receive school publications and final grades.

### **Section 5 Lockers/Book-bags**

Each student will be assigned a locker - students should not share their combination with anyone. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students are not to carry ANY kind of book-bag or back-pack in the classroom or cafeteria or anywhere else on school grounds during school hours from 8:15 a.m. to 3:43 p.m.

### **Section 6 Searches of Lockers and Other Types of Searches**

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

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the safety of others or a threat to educational purposes may be taken and kept by school officials. Any firearm or other weapon shall be confiscated and delivered to law enforcement officials as soon as practicable.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

### **Section 7 Use of Telephone / Cell Phones**

USE OF THE OFFICE PHONE WILL ONLY BE ALLOWED IN AN EMERGENCY OR WHEN A STUDENT IS ILL. The classroom telephones are business phones and not for student use. Possession and/or use of personal cell phones and pagers during instructional hours in the classroom is prohibited. Cell phones must be kept in lockers or vehicles and may be used between classes and lunch time. If students have in possession or using cell phones or pagers in the classroom the teacher will confiscate the phone/pager and these are the consequences:

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Student pick up at the end of the day from Principal  |
| 2 <sup>nd</sup> Offense | Parent/Guardian pick up at the end of the day from Principal and the student has 6 hours of Saturday School to make-up. |

Cameras and cell phones with cameras are not to be visible or used in any area where there should be an expectation of personal privacy (i.e. locker-rooms, bathrooms, etc.).

### **Section 8      Bicycles**

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

### **Section 9      Student Valuables**

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

### **Section 10     Lost and Found**

Students who find lost articles are asked to take them to the office. Students looking for lost items need to check custodian's office. If articles are lost at school, report that loss to office personnel.

### **Section 11     Accidents**

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

### **Section 12     Laboratory Safety Glasses**

Approved safety glasses must be worn when necessary or required.

### **Section 13     Insurance**

The school district does not provide general student accident or athletic insurance. The District requires that all student participants in athletic programs have injury and accident insurance and encourages all students who are in classes with risk of personal injury or accident to have insurance coverage. Information about student insurance providers will be available in the school office.

### **Section 14     Bulletins and Announcements**

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution will need to be approved and stamped by the Principal's office. Posters are not to be attached to any painted wall surfaces. Place posters on marble, glass, metal, brick and wood. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Notices to be placed in the daily bulletin must be signed by a sponsor or teacher and be in the hands of the office secretary no later than 8:07 a.m. The bulletin will be posted daily on the computer for teachers to read to the students.

### **Section 15 Copyright and Fair Use Policy**

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

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

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

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

### **Section 16 Automobiles**

Permission must be obtained from the principal before a student will be permitted to use motor vehicles any time during school hours or go to their vehicle anytime during school hours.

Students are to park in the three parking lots north of the High School building at all times. If students illegally park (ex. not parking at designated areas – between parking lines) the vehicle may be towed at owner expense and the student may forfeit the privilege to park on school grounds.

### **Section 17 Food and Beverages**

Food and beverages may be kept in your locker provided the following rules are observed:

1. Water, pop or juice is in a bottle with a screw-on cap (NO cans or cups).
2. Their consumption should not interfere with getting to your classes on time.
3. All are properly disposed of when finished and not left to accumulate.

### **Section 18 Bus Transportation**

The district has provided buses to transport students. Proper conduct and courtesy to the driver is expected of all riders. Cameras and radios will be used on route buses and shuttles. Misconduct may result in loss of privilege to ride the bus and/or other disciplinary action. Students who are required to stay after school for any reason are responsible for their own transportation home.

The bus driver is in full charge of the pupils and the bus. The pupils must obey the driver promptly and willingly. The following rules for students will be enforced:

1. No pupil shall at any time extend his/her hand, head or arms out of the windows when the bus is in motion or standing still.
2. Pupils are to be seated while the bus is in motion and are not to get on or off until the bus has come to a full stop. Pupils must not change seats after entering the bus.
3. Pupils must cross the highway, road, or driveway only in front of the bus. Students are to cross 12' to 15' in front of the bus.
4. Pupils must always leave the bus in an orderly manner and obey the orders of the bus driver. They must not leave the bus or cross the road until given permission by the driver.
5. Each pupil must see to it that his/her books and belongings are kept out of the aisle of the bus.
6. Pupils are not to talk to the driver more than necessary while the bus is in operation, nor are they to bother the driver in any manner.
7. The bus driver shall permit no persons other than the pupils who attend school and who are designated to ride on the bus to be transported by the bus unless approved by an administrator.
8. Pupils must refrain from throwing things out of the windows.
9. Students are to converse quietly while riding the bus. Under no circumstances should loud talk or yelling be tolerated. Swearing, rude gestures, and teasing of others, likewise, will not be tolerated.
10. If told to change a behavior by the driver, a student is expected to comply immediately, without debate.
11. Drivers have the option of assigning seats to students.

### **Section 19 Pop Machine**

The pop machine is provided for use by the student body and staff. Students leaving for field trips or other planned school activities may purchase pop before departure if allowed by their sponsor. The pop machine is not for use during breakfast or lunch.

## **Article 4 – Attendance**

### **Section 1      Attendance Policy**

It shall be the policy of Johnson County Central Public Schools that regular and punctual student attendance is required. The administration is responsible for developing further attendance rules and regulations, and all staff are expected to implement this policy and administrative rules and regulations to encourage regular and punctual student attendance. The principals and teachers are required to maintain an accurate record of student attendance.

### **Section 2      Attendance and Absences**

Absences from School - Definitions. An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1.     Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. An absence or tardy, even by parental approval, may not be excused. All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:
  - (A)    Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
  - (B)    Illness which causes a student to be absent from school,
  - (C)    Doctor or dental appointment which require student to be absent from school,
  - (D)    Court appearances that are required by a court order,
  - (E)    School sponsored activities which require students to be absent from school,
  - (F)    Family trips in which student accompanies parent(s)/legal guardian(s), and
  - (G)    Other absences which have received prior approval from the Principal.

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

2.     Unexcused Absences: An absence which is not excused is unexcused. A student who is excessively absent will be reported to law enforcement as provided in this policy. If a student's absence is unexcused the student may be required to make-up work and the time missed on a Saturday.

Students who leave the school premises without permission during the school day will be considered truant.

3. Absence Procedure. A student may miss up to 8 days a semester, not including days missed for school related activities. If a student is required to miss school for one day or a period of time, the absence must be verified by written statement from a physician or parent/guardian. Student attendance will be monitored by class periods. Example: If a student misses a class period eight times, this will total one day of absence. A student will be counted absent if they miss more than half of a class period.

Johnson County Central High School encourages parents to set up medical appointments (Dr., dentists, counselor etc.) after school. If this is not possible, we encourage you to schedule appointments either first thing in the morning (1<sup>st</sup> or 2<sup>nd</sup> period) or at the end of the day (7<sup>th</sup> or 8<sup>th</sup> period) so the student misses the least amount of class time as possible. If there are extenuating circumstances (medical issues) that your student misses more than 8 days of school during a semester, please see building Principal prior to the absences.

When a student is absent from school for the whole day, due to an illness, bring a doctor's note which states the student cannot attend school for the day. This will not count towards the student's 8 days. If a student goes to the doctor's office for health reasons, and is able to return to school with a doctor's note stating they were seen at the office, then we would not count the time at the office or traveling time toward the 8-day attendance rule. All dentist, counseling sessions or eye doctor appointments will follow same format as listed above. Every Wednesday, each student's attendance record is reviewed. If a student is nearing the maximum 8 days, the school will notify the student's parent (s) of the number of absences the student has accumulated. If a student exceeds the allowable 8 days of absence in a semester, the student will be required to attend Saturday school to make up the missed time. Each student's absences are accumulative during a semester. If a student has made up current absences and the student misses additional school, the student will again be required to make up those days/hours in Saturday school. All hours which exceed the 8 allowable days per semester, must be made up before the end of each semester. If any missed hours are not made up prior to the end of the semester, the student will forfeit credits for that semester.

Students are encouraged to be at school on time. If a student is absent, for first period, and exceeds 8 total (a semester) they will be required to attend Saturday school. Each absence for first period that exceed more than 8 will accumulate 1 hour of Saturday school for every absence during the semester.

Students wanting to attend NSAA State Tournament activities where JCC students are participating must meet the following requirements:

- Must not be on failing list
- Attendance must be in good standing
- Need a note from parents that it is ok for you to attend
- Work must be made up before attending
- Must not have any discipline issues

If you meet all the above requirements, you will be allowed to attend the State Tournament activity without it being counted towards your 8 days absence. If you attend, you must check in with the principal prior to attending the activity.

If a student is leaving school between 8:15 a.m. and 3:43 p.m. he/she needs to bring a note to the office and get a blue permit to leave the building prior to leaving. If the student enters school between 8:15 a.m. and 3:43 p.m. he/she must check in at the office to get a pass before going to class.

4. Mandatory Ages of Attendance. A student is of mandatory age if the student will reach age 6 prior to January 1 of the then-current school year and has not reached 18 years of age.

5. Exceptions for Older Students. Attendance is also not mandatory for a student who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and has been withdrawn from school in the manner prescribed by law.

6. Early Withdrawal for Students. A person who has legal or actual charge or control of a child who is at least 16 but less than 18 years of age may withdraw such child from school before graduation and be exempt from the mandatory attendance requirements if an exit interview is conducted and a withdrawal form is signed.

7. Exit Interview. The process is initiated by a person who has legal or actual charge or control of the child submitting a withdrawal form. The form is to be as prescribed by the Commissioner of Education. Upon submission of the form, the Superintendent or Superintendent's designee shall set a time and place for an exit interview if the child is enrolled in Johnson County Central High School.

The exit interview shall be personally attended by:

- The child, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable;
- the person who has legal or actual charge or control of the child who requested the exit interview;
- the Superintendent or Superintendent's designee;
- the child's principal or the principal's designee; and
- any other person requested by any of the required parties who agrees to attend the exit interview and is available at the time designated for the exit interview.



At the exit interview, the person making the written request must present evidence that (a) the person has legal or actual charge or control of the child and (b) the child would be withdrawing due to either:

- financial hardships requiring the child to be employed to support the child's family or one or more dependents of the child, or
- an illness of the child making attendance impossible or impracticable.

The Superintendent or Superintendent's designee shall identify all known alternative educational opportunities, including vocational courses of study, that are available to the child in the school district and how withdrawing from school is likely to reduce potential future earnings for the child and increase the likelihood of the child being unemployed in the future. Any other relevant information may be presented and discussed by any of the parties in attendance.

At the conclusion of the exit interview, the person making the written request may sign a withdrawal form provided by the school district agreeing to the withdrawal of the child OR may rescind the written request for the withdrawal.

8. Withdrawal Form. Any withdrawal form signed by the person making the written request shall be valid only if:

- the child also signs the form, unless the withdrawal is being requested due to an illness of the child making attendance at the exit interview impossible or impracticable, and
- the Superintendent or Superintendent's designee signs the form acknowledging that the interview was held, the required information was provided and discussed at the interview, and, in the opinion of the Superintendent or Superintendent's designee, the person making the written request does in fact have legal or actual charge or control of the child and the child is experiencing either (i) financial hardship, or (ii) an illness making attendance impossible or impracticable.

9. Duties of the Attendance Officer. Each building Principal is designated as an attendance officer for the district. Each building Principal, at his/her discretion, may delegate these responsibilities to any other qualified individual. The attendance officer is responsible for enforcing the provisions of state law relating to compulsory attendance. This responsibility includes, but is not limited to, filing a report with the county attorney of the county in which the student resides. Compensation for the duties of attendance officer is included in the salary for the administrator or designee.

10. Excessive Absenteeism. Students who accumulate five (5) unexcused absences in a quarter shall be deemed to have "excessive absences." Such absences shall be determined on a per class basis for students. When a student has excessive absences, the following procedures shall be implemented:

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

11. Reporting Excessive Absenteeism to the County Attorney. If the child is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the County Attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child's parent, or the person who has legal or active charge or control of the child) resides. When reporting excessive absenteeism, the attendance officer shall inform the county attorney whether the excessive absences are due to documented illnesses that make attendance impossible or impractical. This may be done by informing the County Attorney of either the number of absences due to such illnesses or that the attendance officer is of the opinion that prosecution is not warranted.

12. Reporting to the Commissioner. The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted

with by the District as school resource officers) by the District relative to a student enrolled in the District.

### **Section 3 Tardiness**

Tardy to School: Students will be considered tardy if they are not in their classroom when the tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time. Students will have three minutes between classes. There will be a tardy bell. If a student accumulates more than three tardies for that period during a semester, they will receive one hour of Saturday school for every tardy. All teachers will enforce tardy compliance for all students.

### **Section 4 Leaving School**

Students who must leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Under no circumstances should a student leave during regular school hours, including the noon hour, without contacting the Principal's office and receiving a "permit to leave the building". The permit is to be given to the office secretary when the student returns to the building. Without this permit, the time spent away from the building will be counted as "unexcused". The first time it occurs, the student will serve double the time gone. The second time, it will result in a three-day suspension, and the third time the student will be subject to expulsion from school. Students who leave without permission will be considered truant.

### **Section 5 Guidelines for Activities**

The administration has discussed ways to solidify our rules concerning student eligibility for practices and games if school is missed. Following are the guidelines that will be followed for all activities:

1. If a student comes to school, then leaves school during the day because of illness that student will not be allowed to take part in practices, contests, or performances for the remainder of that day and evening.
2. If a student stays at home at the beginning of the day because of illness the student must be in school by the beginning of 5<sup>th</sup> period to be eligible to take part in practices, contests, or performances for the remainder of that day and evening.
3. Any student who misses the entire day or the last part of the day because of illness will not be allowed to be in attendance at practices, contests, or performances for the remainder of that day and evening. Students in this situation will be asked to go home if they were to show up at practices, contests, or performances, whether they are a part of the activity or not.
4. If a student misses part of the school day because of an appointment the student will be expected to be in school as much as possible in order to be eligible for practices,

contests, or performances for the remainder of that day and evening. In most cases students should not expect to miss the entire day for an appointment and still expect to be eligible for participation. Each situation, however, will be handled on a case by case basis.

The administration will expect a note from a doctor and/or communication from the parent/guardian before eligibility for practices, contests, or performances on that day or evening will be granted.

5. To be eligible for extra-curricular activities a student must be currently a full-time student.

### **Section 6    Make-up Work**

It is the student's responsibility to always keep track of class assignments. If a student is going to be absent and knows the date, he/she needs to be responsible and make sure all assignments are done before leaving.

Example: If a student has a Dr. appointment and will be absent 1<sup>st</sup> thru 4<sup>th</sup> period on Thursday. The student needs to check with his/her 1<sup>st</sup> thru 4<sup>th</sup> period teachers for Thursdays' assignments. If there is an assignment that is due Thursday or a test scheduled the student needs to have this accomplished before Thursday. If a teacher gives an assignment on Thursday and it is due on Friday, the student needs to be prepared to turn in the assignment on Friday.

Example: if a teacher gives an assignment on Thursday without informing the student or the student has an unscheduled absent on that Thursday, it will be the discretion of the teacher to decide when the assignment needs to be completed.

Students should not be placed on the weekly failing list if the individual has not had the opportunity to make up the work. Extended absence when making up assignments will be arranged with the discretion of the administration and teacher.

## Article 5 - Scholastic Achievement

### Section 1 Grading System

Johnson County Central High School will use the letter grading system as follows:

A	94 – 100	Excellent
B	86 – 93	Good
C	78 – 85	Satisfactory
D	70 – 77	Needs Improvement
F	69 and Below	No Credit

Each teacher should define for students the grading procedures to be used in their classes.

Conversion of percentage grades to a 4.0 scale grade. The importance of this conversion is most frequently seen in applications for college, scholarships, and other academic honors and awards.

100	-	94	4.0	81	-	78	2.0
93	-	90	3.5	77	-	74	1.5
89	-	86	3.0	73	-	70	1.0
85	-	82	2.5				

Each grade earned shall be converted to the 4.0 scale. A 4.0 GPA will be an average of the 4.0 scaled grades.

### Section 2 Graduation Requirements

It shall be the policy of Johnson County Central High School that to receive a diploma from Johnson County Central High School a student must fully complete all requirements for graduation and complete other administrative requirements or conditions. Only students who meet all requirements for a diploma will be eligible to participate in commencement exercises. Successful completion of a student's I.E.P. goals and objectives shall qualify that student for completion of graduation requirements. Requirements for graduation are set as follows:

- A. Language Arts 50 hours (at least 40 hours of English is required)
- B. Social Science 30 hours (must have 10 hours of either Geography or World History, and 10 hours each of American History and American Government)
- C. Sciences 40 hours (must have 10 hours each of General Science, Biology I and Chemistry I. With administrative approval Applied Biology I and Applied Chemistry I may be taken in place of Biology I or Chemistry I. Must take a Science class during 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade years.
- D. Mathematics 40 hours (must take a math class during 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade years)

- E. Physical Education 10 hours (must have Physical Education, Strength Training or Applied Health 9)
- F. Career and Technical Education 10 hours (must have 10 hours from Agriculture, Business Education, Industrial Arts or Career Education)
- G. Fine Arts 10 hours
- H. Electives 50 hours
- I. Total Credits 240 hours

If a student’s individualized education plan (I.E.P.) requires education beyond his/her senior year, the student may be allowed to participate in commencement exercises but a diploma from Johnson County Central High School will be awarded only on completion of the I.E.P. or discontinuation of educational services.

**Section 3 Promotion, Retention**

The professional staff at Johnson County Central High School will place students at the grade level and in the courses best suited to them academically, socially and emotionally. 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 professional staff to be appropriate for the educational interests of the student and the educational program.

- Ninth grade: Any pupil with less than 50 hours credit
- Tenth grade: Any pupil starting the school year with at least 50 hours credit, but less than 110 hours and in his/her 3<sup>rd</sup> semester of high school
- Eleventh grade: Any pupil starting the school year with at least 110 hours credit and in his/her 5<sup>th</sup> semester of high school
- Twelfth grade: Any pupil starting the school year with at least 160 hours credit, and in his/her 7<sup>th</sup> semester of high school

**Section 4 Schedule Changes**

Students needing schedule changes should notify the building Principal or guidance counselor. Schedule changes must be approved by the teachers involved, the building Principal and guidance counselor, and the student(s) parents. Final approval of all schedule changes will be made by the Principal only. Students can only change classes 5 school days after 1st semester starts and 5 school days after 2nd semester starts.

**Section 5 Report Cards**

Report cards are issued at the end of each quarter. Percentage grades are used to designate a student’s progress.

**Section 6 Parent-Teacher Conferences**

Parent-teacher conferences will be held in conjunction with 1st and 3rd quarters. Conferences will be announced via the school newsletter and website. Conferences with teachers at any other time are possible by calling the school office and making arrangements with one or more teachers as needed.

## **Section 7 Honor Roll**

The purpose of the High School Honor Roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, quarters, and semesters and will be posted in the academic trophy case. Students will be recognized accordingly:

- Students receiving all “A’s” and a maximum of one “B” will be classified as students on Honor Roll with Distinction.
- Students receiving no class grade lower than a “B” will be classified as students on Honor Roll.
- Honor roll lists are published in the Tecumseh Chieftain each quarter.
- Courses used in the computation of honor roll will include all courses except for those receiving a pass/fail grade.

## **Section 8 National Honor Society**

The Johnson County Central Chapter of the National Honor Society is required to operate within the constitution of the National Honor Society. The following rules for candidacy and ultimately membership in the Johnson County Central Chapter are dictated by the National Honor Society Constitution.

To be eligible for membership, the candidate must have attended Johnson County Central High School one full semester and must be a member of the sophomore, junior and senior class.

Candidates will then be evaluated on the basis of leadership, service and character. Candidates will be evaluated by a faculty council and those selected will be invited to join the Johnson County Central Chapter.

To be considered for membership, students must have a cumulative GPA of 91.5%

## **Section 9 Retaking a Failed Class**

With approval of the administrator a student wanting to improve a grade in a failed class may do so by retaking the class. The class will be shown on the transcript both times and will list the grades. The student taking the class twice will receive credits toward all passing grades.

## **Section 10 Progress Reports**

Any high school student failing one (1) class during a two week grading period will be ineligible to participate in any extra-curricular activity during the following two week grading period. However, each failing grade will be re-evaluated at the end of the first week and if the student's grades are all passing, he or she will become eligible the following week to participate in extra-curricular activities.

Extra-curricular activities include, but are not limited to: cheerleaders, athletics, vocal and instrumental music, drama, Math Club, student managers, field trips, quiz bowl and dances.

## **Section 11 Academic Integrity Rules**

Whenever a student is guilty of not demonstrating academic integrity (cheating), the teacher will collect the student's paper, and notify the Principal who in turn will notify the parents and the rest of the teachers. The student will be required to take a different test, quiz or assignment at Saturday school and be required to stay the full six hours of Saturday school. The practice of

trading or using another student's paper, with or without his/her permission for daily assignments, will be treated in the same manner as above.

### **Section 12 Homework**

No hard and fast rules concerning homework can be made. Some generally accepted principles should govern the teacher in the assignment of homework.

- There should be flexibility and differences in the assignment to individual students. These should stem from real needs and the consideration of the total education background of the individual student.
- Homework should serve a definite purpose, to provide drill or practice on a principle or skill already taught; to provide real-life application of the matter in hand; to develop appreciation for or knowledge of community resources; or to develop the personal culture of the student.
- Homework should be used as a technique for learning, not as “busy work.”
- Homework should not be ordinarily assigned as punishment.
- Homework should not be used to replace or reduce supervised study, which should take place during school hours. This type of study usually achieves better results than homework.
- Homework is more effective if a conference with the parent results in understanding of purpose and ways in which help at home can best be offered.
- There should be a cooperative effort on the part of teachers to coordinate homework assignments so students are not overburdened with excessive quantities of homework.
- Each teacher should teach students what to study and how to study.
- Homework should be checked by the teacher and mistakes of students indicated for correction with individual comments wherever indicated or possible.

### **Section 13 Junior-Senior Prom**

Junior-Senior prom may be attended only by members of the junior and senior classes, and guests as approved by the school administration. A student who is currently attending another Nebraska high school who has not been restricted from attending extracurricular activities at their own school may be approved as an invited guest. Middle school students or anyone 21 years of age or older and not attending high school will generally not be approved as an invited guest. Students may not be approved for attendance to prom for the following reasons although not limited to:

1. disciplinary suspensions
2. activity violations
3. academic ineligibility



**Section 14 Valedictorian and Salutatorian**

The valedictorian of the senior class shall be the student with the highest GPA in his/her academic work from grades nine through twelve. The salutatorian shall be the student with the second highest average in his/her academic work from grades nine through twelve. Students must be enrolled in the last two semesters to be eligible for valedictorian or salutatorian honors.

**Section 15 Courses Taken Outside of Johnson County Central High School**

Once a student is enrolled at Johnson County Central High School, credit toward graduation must be attained from Johnson County Central. Variations from this rule may be considered on an individual basis.

Students wishing to obtain high school credits from another accredited or approved school while enrolled at Johnson County Central High School shall make a formal application on a document provided by the school. A committee made up of, but not limited to, the High School Principal, High School Counselor, and Superintendent of Schools shall consider each application on an individual basis for approval or rejection. Rejection of the application may be appealed to the Board of Education. Any costs incurred for an approved off campus course will be the responsibility of the student.

**Section 16 Semester Exams**

Semester exams will be given in core curriculum classes (Math, Science, English and Social Science). Semester exams will count 5% of the student's final grade. Students will be informed by the teacher if a semester exam will be given in their subject area.

**Section 17 High School Credit for Middle School Courses**

It shall be the policy of Johnson County Central Public Schools that high school credit may be awarded to students in a middle grades course if the course content and requirements are equivalent to a course offered in the high school. Under most such circumstances, the grades received in middle school shall not be included in the high school G.P.A.

**Section 19 Tutoring Program**

Tutoring for classes is available to any student Monday thru Thursday 3:45 p.m. to 4:45 p.m. in the high school library. Mrs. Roesener has a strong background in this area and will work independently with the student. If interested in our tutoring program, we ask that students set up a schedule with Mrs. Roesener before starting the program.

## Article 6 - Support Services

### Section 1 Special Education Identification And Placement Procedures:

#### What Is Special Education?

Special education provides educational experiences, curriculum and services, including transportation, through the use of staff, facilities, equipment and classrooms which have been adapted to provide special instruction for students with disabilities. In addition, special education provides the support services necessary for evaluation, placement and instruction for students with disabilities. These services are free to parents, unless they elect to place their child in a program other than one approved by the school district.

#### How are Students With Disabilities Identified?

The first step is for parents to provide written permission to have their child evaluated. The request for permission will include a description of the action to be taken and a description of each evaluation procedure. Written statements showing the results of the evaluation and the reasons for placement in a special education program must be kept on file. Within 30 days after a student has been verified as having a disability, a conference will be held with parents. Advance notice will be given. At the conference, an Individual Education Program (IEP) will be developed.

#### Students Who May Benefit

A student verified as having autism, behavior disorder, hearing impairment, mental handicap, orthopedic impairment, other health impairment, specific learning disability, speech language impairment, traumatic brain injury, visual handicap, or other handicapping condition may qualify for special education services.

#### Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should direct inquiries to school officials to determine if the school district will arrange for further evaluation at public expense. If school district officials feel the original evaluation was appropriate and the parents disagree, a due process hearing may be initiated. If it is determined that the original evaluation was appropriate, parents still have the right to an independent educational evaluation at their own expense.

#### Reevaluation

Students identified for special education will be reevaluated at least every three years by the MDT team. The MDT team will review existing evaluation documentation on the student and will identify what additional documentations are needed. The school district shall obtain parental consent prior to conducting any reevaluation of a student with a disability.

#### Individual Education Program (IEP)

Each student with a disability must have a written IEP prepared by the staff in cooperation with parents specifying programs and services which will be provided by the schools. If necessary, the district will arrange for interpreters or other assistants to help parents in preparing and understanding the IEP. Once in place, the program is reviewed on a regular basis with the parent. An IEP is developed in a conference setting. Parents will be notified of the persons who will be in attendance. The IEP conference shall include at least the following:

1. A representative of the school district;
2. An individual who can interpret the instructional implications of evaluation results;
3. One or both parents or legal guardian(s);
4. The child (when appropriate);
5. At least one regular education teacher if the child is, or may be participating in the regular education environment;
6. At least one special education teacher;
7. A representative of the nonpublic school if the child is attending a nonpublic school;
8. A representative of a service agency if the child is receiving services from an approved service agency; and
9. Other individuals, at the discretion of the parent or school district.

It is permissible for parents to bring other persons to the IEP meeting, but it is preferred that the school be notified before the scheduled meeting. The school district will provide parents with a copy of the IEP.

#### Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). The school district must assure that students with disabilities are educated with students who do not have disabilities, to the maximum extent possible. Students are entitled to have supplementary aids and services to help them in a regular educational setting. Students with disabilities may be placed in special classes, separate schools or other situations outside the regular educational environment when the nature of the child's needs require specialized educational techniques which are not available in current settings. Determination of a student's educational placement will be made by a team of persons who knows the student and who understands the tests and procedures that assess the student's learning abilities. Team members know the available programs and services which might help the student. Parents are asked for written consent to determine whether or not they approve the educational placement recommended for their child. If the parent does not speak English or is hearing impaired, an interpreter may be requested. Written notice shall be given to parents a reasonable time before the school district: (1) Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or (2) Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

#### Transportation of Students Receiving Special Education

The district administration will make arrangements for transportation for eligible students to the extent such is required by the student's IEP. Students assigned to special education programs requiring attendance at schools outside their regular attendance area will be transported. Special conditions may warrant that special education students receive transportation to their assigned schools. If parents are dissatisfied with a transportation decision, they may contact the Superintendent for a review.

### Access to Student Records

Parents have the right to inspect and review any education records relating to their child which are collected, maintained or used by the school district in providing educational services.

### Nonpublic School Students

Students in state-approved nonpublic schools may participate in special education programs in the same manner as public school students.

### Parental Review of Programs

Parents who want to review their child's placement for any reason should request an IEP team meeting. If parents are not satisfied with the results of the conference, they may appeal to the Nebraska Department of Education for a formal hearing to be conducted by a state hearing officer. Parents dissatisfied by the findings and decisions made in a state level hearing have the right to bring civil action.

### Plans and Budget

With the exception of personally identifiable student records, district special education plans and budgets are available for public inspection.

This is a summary of the Johnson County Central Public Schools district plan for special education students. Anyone interested in obtaining a copy of the complete district policy or a copy of the Nebraska Department of Education Rule 51 (complaint procedures) or Rule 55 (appeal procedures) may contact the Superintendent at the Johnson County Central Public Schools District Office.

## **Section 2      Guidance Services:**

Johnson County Central High School Guidance Department provides services for all students. Students' needs are met through a comprehensive curriculum based on academic, career and personal/social needs. Such services include but are not limited to:

- Personal learning plan and transition to college/work
- Enrollment of new students
- Class scheduling
- Student records such as transcripts and cumulative folder information
- Scholarship and financial information
- Class rank and G.P.A.
- Honor roll
- Progress towards graduation
- Testing and assessment

Students or parents who wish to see a counselor may make arrangements for an appointment by contacting Mrs. Olivia Reuter.

## **Section 3      Health Services:**

### Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than

100°F., vomiting, diarrhea, unexplained rashes, live head lice or nits, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

#### Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All prescribed medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply. No medications are to be kept by students, not even aspirin, ibuprofen, acetaminophen, etc.

#### Birth Certificate, Physical, and Immunization

The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, shall be provided within 30 days of enrollment. Other reliable proof of the child's identify and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.
- (2) Evidence of a physical examination by a physician or physician assistant within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement refusing a physical examination.
- (3) Evidence of a visual evaluation by a physician, a physician assistant, or optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement refusing a physical examination.
- (4) Evidence of protection against diphtheria, tetanus, and pertussis, polio, measles, mumps, and rubella, Hepatitis B, and Varicella (chicken pox) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunization or meets other exceptions established by law.

It shall be the policy of Johnson County Central Public Schools that each student wishing to enroll in the school district must be immunized as required by state law and the rules regulations promulgated by the Nebraska Department of Health and Human Services in effect at the time of the student's enrollment.

### **General Rule**

- a. The district is not responsible for the cost of such immunizations.
- b. Any student who does not comply with this policy shall not be permitted to continue attending school.
- c. The building principal shall be responsible for maintaining immunization records for the students enrolled in his/her building and shall share that information with the school's threat assessment and crisis teams as appropriate.

### **Exceptions**

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

### Guidelines for Head Lice

It is the intention of Johnson County Central Public Schools to maintain a learning environment that is free of head lice. The following guidelines have been adopted by Johnson County Central Public Schools, starting with school year 2017-2018.

Protocol for head lice/nits:

1. Students with live head lice will be excluded from school.
2. **Students with unhatched eggs (nits) that are more than 2 inches from the scalp WILL NOT be excluded from school. Unhatched eggs that are within 2 inches from the scalp are considered viable and the student WILL NEED to be removed from school. Parents will be notified to administer proper treatment to rid the infestation.**

Treatment of head lice:

1. Treat affected child with appropriate over the counter or prescription treatment and check other family members for infestation. Treat family member if infestation present.
2. Shampoo with medicated treatment only when infected and 7 days after initial treatment. Medication in the treatment can be absorbed through the scalp and

- treatment guidelines should be followed. Please contact your healthcare provider if you have any questions or concerns regarding medicated treatment guidelines.
3. Discard brushes and combs, or place in disinfectant. Depending on combs/ brushes, you can also possibly boil these in water for 10-15 minutes to kill lice/nits that are in the brush. Vacuum carpets, sofas, chairs, and car interiors, etc. plus wash all throw rugs. A pesticide spray is available, if you are not able to rid with vacuuming.
  4. Wash all clothing, coats, hair accessories, hats, and bed linens in HOT water. Store all non-washables in tightly sealed garbage bags for at least 2 weeks. This included stuff animals, dolls, etc. Pillows can be placed in dryer on warmest (preferably HOT) setting possible, or vacuumed, or sprayed with pesticide spray if needed.
  5. TO be effective, steps #1-#4 must be completed at the same time.

#### Guidelines for readmission to school

1. Students with no live lice will be allowed to return to or remain in class.
2. Students with nits that are over 2 inches from scalp will be allowed to return to or remain in class.
3. Students will be rechecked every 7-10 days by the school nurse. If live lice are present, the student will be excluded from school until treatment is completed.
4. Prior to readmission to school, school nurse will assess student's head for live lice and nits.

The school nurse will check students for head lice as deemed necessary.

Parents are expected to provide treatment and care of head lice infestation. It is the parent's responsibility to check their child or children for head lice periodically throughout the school year, notify the school of the infestation, and provide proper care to eliminate head lice infestation.

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

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

The District implements regulations and practices which will ensure compliance with the Federal 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:**

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

#### Drug, Alcohol and Tobacco Use and Prevention.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District which prohibit the unlawful possession, use, or distribution of illicit drugs, alcohol and tobacco on school premises or as a part of any of the school's activities.

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

All students are provided with age appropriate, developmentally based drug, alcohol, and tobacco education and prevention programs. It is the practice of the District to provide instruction concerning the adverse effects resulting from the use of illicit drugs, alcohol, and tobacco. Such instruction shall be designed by the classroom teacher(s) or as otherwise directed by the Board to be appropriate to the age of the students involved in the instruction. One of the primary objectives shall be the prevention of illicit drug, alcohol and tobacco use by students. It shall further be the policy of the District to encourage the use of outside resource personnel such as law enforcement officers and experts on the subject of drug, alcohol and tobacco abuse, so that its economic, social, educational, and physiological consequences may be made known to the students of the District.

It shall further be the policy of the District, through the instruction earlier herein referred to, as well as by information and consistent enforcement of the Board's policy pertaining to student conduct as it relates to the use of illicit drugs and the unlawful possession and use of alcohol and tobacco, that drug, alcohol and tobacco abuse is wrong and is harmful both to the student and the District, and its educational programs.

#### Drug, Alcohol and Tobacco Counseling, Rehabilitation and Re-entry Programs.

Upon request, all students shall be provided information concerning available drug, alcohol and tobacco counseling, rehabilitation and re-entry programs within sixty miles of the administrative offices of the District or, where no such services are found, within the State of Nebraska.



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, alcohol and tobacco, appropriate school personnel shall confer with any such student and his or her parents or guardian concerning available drug, alcohol and tobacco 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.

Standards of Student Conduct Pertaining to the Unlawful Possession, Use, or Distribution of Illicit Drugs, Alcohol and Tobacco on School Premises or as a Part of Any of the School's Activities.

(In addition to standards of student conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use, or distribution of illicit drugs, alcohol and tobacco on school premises or as a part of any of the school's activities.) This shall include such unlawful possession, use, or distribution of illicit drugs, alcohol, or tobacco by any student of the District during regular school hours, after school hours at school sponsored activities on school premises, or at school sponsored activities off school premises.

Conduct prohibited at places and activities as hereinabove described shall include, but not be limited to, the following:

1. Possession of any controlled substance or drug paraphernalia, possession of which is prohibited by law
2. Possession of any prescription drug in an unlawful fashion
3. Possession of alcohol or tobacco on school premises or as a part of any of the school's activities
4. Use of any illicit drug
5. Distribution of any illicit drug
6. Use of any drug in an unlawful fashion
7. Distribution of any drug or controlled substance when such distribution is unlawful
8. The possession, use, or distribution of alcohol or tobacco.
9. The possession, use, or distribution of imitation or look-alike cigarettes – such as electronic cigarettes.
10. The possession, use, or distribution of imitation or look-alike drugs.

It shall further be the policy of the district that 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.

**Drugs, Alcohol and Tobacco Prohibited - Standards of Conduct for Students and Employed Staff:**

The manufacture, possession, selling, dispensing, use or being under the influence of tobacco or alcohol on school grounds, or during an educational function, or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The manufacture, possession, selling, dispensing, use or being under the influence of any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any

hallucinogen, any stimulant, or any depressant on school grounds, or during the educational function or event off school grounds, or off school grounds if there is a substantial interference with school purposes, is prohibited.

The possession, selling, dispensing, use or being under the influence of any 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 on school grounds or during and educational function, or event off school grounds, is prohibited.

The possession, selling, dispensing or use of any product mimicking the use of drugs, alcohol or tobacco, including “smokeless” electronic cigarettes and chewing tobacco is prohibited. Such activity constitutes a substantial interference with school purposes on school grounds or during an educational function, or event off school grounds, is prohibited.

Any prescription or non-prescription drug, medicine, vitamin or other chemical may not be taken unless authorized as stated in the next section on AUTHORIZED USE.

To help control and eliminate any controlled substance or drug, including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant, Johnson County Central Schools will use Johnson County Sheriff Office on a number of unannounced times during school hours to ascertain any controlled substances on school grounds.

**Authorized Use:**

Any student whose parent or guardian requests that he or she be given any prescription or non-prescription medicine, drug, or vitamin shall provide signed permission by parent or physician. Students are not permitted to possess or self-administer any medications. All medications are to be turned in to the nurse or school office.

**Disciplinary Sanctions:**

1. Violation of this policy may result in suspension or expulsion. Prohibited substances will be confiscated and could be turned over to law enforcement authorities. The student may be referred for counseling or treatment. Parents or legal guardian will be notified.
2. If the student is observed to be violating this policy, the student will be escorted to the Principal/Superintendent's office immediately, or if not feasible, the Principal/Superintendent will be notified. The student's parents or legal guardian will be requested to pick up the student. If it appears there is imminent danger to other students, school personnel, or the student involved, the Principal/Superintendent, or such other personnel as authorized by the Principal/Superintendent, may have the student removed by authorized medical or law enforcement personnel.
3. Parents and students shall be given a copy of the standards of conduct and disciplinary sanctions required and shall be notified that compliance with the standards of conduct is mandatory.

**Intervention:**

The Johnson County Central Public School District does not presume to have the authority or responsibility to make medical or health determinations regarding chemical dependency. When behaviors which may be tied to possible chemical dependency are observed, the district may require a formal chemical dependency diagnosis as a condition of disciplinary actions or participation in extra-curricular activities. Such diagnosis will be the responsibility of the student and his/her parents or guardians. 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 or tobacco is wrong and harmful. The school shall make available to students and employed staff information about any drug, alcohol and tobacco 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.

Safe and Drug-Free Schools-- Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the 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.

## Article 8 - Student Rights, Conduct, Rules and Regulations

### Section 1 Student Conduct and Discipline Policies:

The common goal of students, parents, faculty and administration of Johnson County Central High School is to maintain a school atmosphere which is conducive to learning. In order to achieve this, Johnson County Central High School will continue to review and distribute a set of reasonable and fair rules and policies. VIOLATIONS OF THE JOHNSON COUNTY CENTRAL HIGH SCHOOL RULES AND POLICIES WILL RESULT IN DISCIPLINARY ACTION.

#### Student Discipline

- A. Development of Uniform Discipline System. It shall be the policy of Johnson County Central Public Schools that 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. The school district's discipline is guided by the following principles:
- a. The school district's discipline policy is intended to ensure that students take responsibility for their behavior.
  - b. Behavior expectations and the consequences for failing to meet those expectations will be clearly communicated to all students and their parents.
  - c. The severity of consequences for violating behavior expectations will generally be progressive in nature. That is, sanctions will increase with each instance of misconduct; however, each instance will be assessed on its own facts, and sanctions will be imposed based on the severity of the misconduct.
  - d. Parents play a vital role in supporting and reinforcing the school district's expectations of their students.
  - e. Behavior expectations apply to all students; consequences are enforced consistently without regard to a student's academic record or achievement.

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

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

Interventions that may be deemed reasonable may include 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.

Administrative and teaching personnel may take actions regarding student behavior which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity. The actions may also include in-school suspensions during the day or mandatory attendance at Saturday school. When in-school suspensions, after-school assignments, Saturday School or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures; and a failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

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

Teachers and administrators may require students to stay after school or to serve a detention when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of after-school time or a detention so that the parents may make plans to pick up the student the following day.

- After-school sessions will normally not exceed 60 minutes from the time of dismissal and are to be served in the teacher's room. A student who fails to attend an after school session may be given a detention by the teacher or may face additional disciplinary consequences up to and including long-term suspension and/or expulsion. A student who has a conflict with an after-school session is responsible for working it out with the teacher.
- Detentions are of a length of time determined by the Principal, served in the central office or the detention room designated by the building Principal.

### **Saturday School**

The building administrator may require a student to attend Saturday School for a length of time determined by the Principal on Saturday morning. Saturday School is held in a classroom staffed by teachers. Students follow strict rules and must work on assignments the entire time, except for short breaks. Students who do not follow Saturday School rules will be removed from the classroom and will face further disciplinary action.

### **In-School Suspension**

The building administrator may require a student to serve in-school suspension. Students may be required to attend up to eight hours per day of school-sponsored suspension a day at a designated location where they will study and participate in campus clean up. There will be zero tolerance for behavior problems from students placed in in-school suspension. Students not completing their In-School Suspension will face further disciplinary action.

## **Emergency Exclusion Procedure**

It shall be the policy of Johnson County Central Public Schools the following process shall be followed in considering the extension of an emergency exclusion (exclusion) of a student for more than five school days. Pursuant to the Student Discipline Act, the principal has the authority to exclude a student from school for five school days on an emergency basis. If the superintendent or superintendent's designee determines that it is appropriate to consider the extension of an exclusion beyond five days, such consideration shall be considered according to the procedures set forth below.

**Notification of Student's Parent(s) or Guardian(s).** The superintendent or the superintendent's designee shall notify the student's parent(s) or guardian(s) that the principal has proposed the extension of the exclusion. If the initial notice is oral, the superintendent shall confirm it in writing.

**Opportunity to Request a Hearing.** The student's parent(s) or guardian(s) may submit an oral request for a hearing on the proposed extension of the exclusion within two school days of receiving the initial notice. If the initial request for a hearing is oral, they shall confirm the request in writing.

**Failure to Request a Hearing.** If the parent(s) or guardian(s) do not request a hearing within two school days of receiving oral or written notice, the proposed extension of the exclusion shall automatically go into effect.

**Appointment and Qualifications of a Hearing Examiner.** If the parent(s) or guardian(s) request a hearing, the superintendent shall appoint a hearing examiner upon receiving a request for a hearing. The hearing examiner may be any person who did not bring charges against the student, is not to be a witness at the hearing, and has no involvement in the charge.

**Hearing Examiner's Notice to Parent(s) or Guardian(s).** The hearing examiner shall promptly give written notice of the time, date and place of the hearing. The hearing will be held within five school days after the school district receives the initial oral or written request; provided, the hearing may be held more than five school days after receipt of the request upon a showing of good cause. No hearing will be held on less than two (2) school days' notice unless otherwise agreed to by the student's parent(s) or guardian(s) and school officials.

**Continued Exclusion.** If a hearing is requested, the principal may determine in his or her sole discretion that the student shall remain excluded from school until the hearing officer makes a recommendation to the superintendent.

**Examination of Student's Records and Affidavits.** Prior to the hearing, the student and his/her parent(s) or guardian(s) shall have the right to examine and have school officials explain the student's records and any affidavits that will be used by school officials at the hearing.

**Attendance at Hearing.** The hearing may be attended by the hearing examiner, the principal (or designee), the student, and the student's parents or guardian(s). The student may be represented at this hearing by a representative of the family's choice.

**Student's Witness(es).** The student and his/her parent(s) or guardian(s) may ask any person with knowledge of the events leading up to the sanction or with general knowledge of the student's character to testify on behalf of the student. If school personnel or other students are requested to testify by the student's parent(s) or guardian(s), the hearing officer shall endeavor to help obtain the presence of such witnesses at the hearing.

**Right to Know Issues and Nature of Testimony.** The student and his/her parent(s) or guardian(s) have the right to request in advance of the hearing the issues which the administration will propose in support of the extension, and the general nature of the testimony of any administrative or expert witnesses.

**Presence of Student and Witnesses at the Hearing.** The student and witnesses may be excluded at the discretion of the hearing examiner in accordance with state statutes. The student may speak in his/her own defense and may be questioned on such testimony, but may choose not to testify.

**Sworn or Affirmed Testimony.** The principal or his or her designee shall present evidence supporting the recommended extension of the exclusion. Witnesses will give testimony under oath of affirmation, and may be questioned.

**Hearing Examiner's Report and Recommendations.** The hearing examiner shall prepare a report of his or her findings and recommendations, and forward the report to the superintendent.

**Superintendent's Decision.** The superintendent will review the hearing examiner's report and determine whether to extend the exclusion. He or she shall have the decision delivered or sent by registered or certified mail to the student, student's parent(s), or guardian(s). If the superintendent decides to extend the exclusion, the extension will take effect immediately.

1. Short-Term Suspension

a. Students may be excluded by the Principal or his/her designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:

(1) Conduct constituting grounds for expulsion as set forth later in this policy; or

(2) Other violations of rules and standards of behavior adopted by the Johnson County Central Public Schools Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

- b. The following process will apply to short-term suspension:
- (1) The Principal or his/her designee shall make a reasonable investigation of the facts and circumstances. In addition, such short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
  - (2) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of the alleged violation, the basis of the accusation, and an explanation of the evidence in possession of the authorities.
  - (3) The student shall be afforded an opportunity to explain his/her version of the facts to the person effecting the short-term suspension.
  - (4) Within twenty-four (24) hours or such additional time as is reasonably necessary following the suspension, the administrator shall send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

2. Long-Term Suspension

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

3. Expulsion

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



case the expulsion shall remain in effect for the period specified. Such action may be modified or terminated by the school district at any time during the expulsion period.

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

Principal or his/her 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 his/her designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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

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

- (1) Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
- (2) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
- (3) Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
- (4) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
- (5) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.

- (6) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
- (7) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
- (8) Possessing, using, selling, or dispensing alcohol, tobacco, narcotics, drugs, inhalants, or being under the influence of any of the above; possessing drug paraphernalia; or engaging in the selling, using, possessing, or dispensing of a controlled substance or an imitation controlled substance, as defined in section 28-401. (Note: the term “under the influence” for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant); Possessing, using, selling, or dispensing of imitation or look-alike cigarettes – such as electronic cigarettes.
- (9) Truancy or failure to attend assigned classes or assigned activities.
- (10) Tardiness to school, assigned classes or assigned activities.
- (11) The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion.
- (12) Public indecency.
- (13) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes. This provision will be enforced for conduct that occurs off school grounds if it causes or may reasonably be expected to cause a substantial interference with school purposes;
- (14) Dressing or grooming in a manner which violates the school district’s dress code and/or is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process;
- (15) Willfully violating the behavioral expectations for those students riding Johnson County Central Public School buses.
- (16) Repeated violation of any rules and/or standards validly established by the Board of Education of school officials is such violations constitute a substantial interference with school purposes.

- b. In addition a student may be suspended (short-term or long-term), expelled, or mandatorily reassigned for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a

complaint alleging such conduct is filed in a court of competent jurisdiction.

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

(1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or

(2) the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.

In addition, a student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term “to school” or “at school” means 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.

- d. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if he/she brings such item to school under the following conditions:

(1) Prior written permission to bring the firearm or other dangerous weapon to school shall be obtained from the student's teacher, building administrator and parent.

- (2) The purpose of having the firearm or other dangerous weapon in school shall be for a legitimate educational function.
  - (3) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed shall have prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such times as is necessary to fulfill the educational function.
  - (4) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
- e. The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.
- (1) Students must comply with the dress code set forth in the student handbook. Students should not dress in a manner that is dangerous to the teaching process in our school. The final decision regarding attire or 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. Violations of the dress code will result in disciplinary action. If a dress code violation is also determined to violate other student conduct rules (e.g. public indecency, insubordination, expression of profanity), a first offense of the dress code may result in discipline, up to expulsion.
  - (2) "Bullying" and harassment are prohibited. Students who engage in bullying or harassing behavior are subject to discipline up to and including expulsion.
  - (3) Students who violate the district's acceptable computer use policy are subject to discipline, up to and including expulsion.

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

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

- a. The Principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.

- b. The student may be suspended immediately if the Principal or his/her designee determines that this would 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 others. A notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment shall be filed with the Superintendent or his/her designee. The student may be suspended by the Principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the Superintendent.
  
- c. The Principal or his/her designee shall serve a written notice by registered or certified mail or by personal service to the student and the student's parents or guardian within two (2) school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following:
  - (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the Principal or his/her designee.
  - (2) The penalties to which the student may be subjected and the penalty which the Principal, or his/her designee has recommended in the charge.
  - (3) A statement explaining the student's right to a hearing upon request on the specified charges.
  - (4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
  - (5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
  - (6) A form or a request for hearing to be signed by such parties and delivered to the Principal or his/her designee in person or by registered or certified mail.
  
- d. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

- e. In the event that the Principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.
- f. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
- g. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
- h. In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

- a. Hearing Officer. The hearing officer shall be any person designated by the Superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.
- b. Administrative Representative. The Principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
- c. Notice of Hearing. If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative, and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
- d. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.

- e. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the Johnson County Central Public Schools Board of Education at any reasonable time prior to the hearing.
  
- f. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall be subject to cross-examination. However, a student need not testify; and if he/she chooses not to testify, no conclusion may be drawn therefrom. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case.

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

- g. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to



assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.

- h. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
- i. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of Schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the Board of Education, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
- j. Review by Superintendent. The Superintendent of Schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.
- k. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of Schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.
- l. Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the Superintendent's decision, submit to the Superintendent of Schools a written request for a hearing before the Johnson County Central Public Schools Board of Education.
- m. Review by Johnson County Central Public Schools Board of Education. Upon receipt of the request for review of the Superintendent's determination, the Johnson County Central Public Schools Board of Education, or a committee of not less than three (3) members shall, within ten (10) school days, hold a hearing on the matter. The hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education, or committee thereof, may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If

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

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

C. **Use of Corporal Punishment**

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

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

D. **Law Violations**

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

E. **Attire and Grooming**

All students are expected to take pride in their personal appearance. Students should be clean, neat, and dressed in proper clothing to conform to educational standards. The attire should not disrupt the educational process or constitute a possible threat to the safety and health of the student or his peers. Decency and modesty should prevail.

The administration may by regulation establish specific attire that is and is not permitted. The following do not constitute acceptable school attire:

1. Clothing or jewelry that is gang related;
2. Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, sagging pants, clothes with holes);
3. Clothing or jewelry which displays advertisements for products not available to the student by Nebraska law (i.e. drugs, alcohol, tobacco, gambling, and the promotion of violence);
4. Clothing or jewelry that could be used as a weapon (i.e. chains, spiked apparel) or that would encourage "horseplay";
5. Clothing or jewelry which exhibits nudity, makes sexual references, or carries double meanings;
6. Inappropriate or distracting markings or tattoos as determined by the administration must be covered.

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in disciplinary actions under the Student Code of Conduct above. 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 discipline, up to expulsion.

The school dress code will be in effect during school hours and school activities unless students are given permission by the Principal to wear something different. The final decision regarding attire and grooming will be made by the Principal or Superintendent. Continual violations of the dress code will result in disciplinary actions (suspension or expulsion).

F. **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 the District.

G. **Tobacco/Alcohol and Other Drug**

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

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

Appropriate disciplinary sanctions and educational measures shall be imposed when any Johnson County Central Public Schools student is found to be in violation of school policy relating to the possession, (including "under the influence") use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco and electronic cigarettes) controlled substances, or "look-alikes," on school property, at school sanctioned activities, (either on Johnson County Central Public Schools property or at other community sites), or when being transported in vehicles dispatched by the school district.

**Harassment and Bullying Policy:**

It is the policy of Johnson County Central High School that "bullying" type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in Article 9 of this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.).

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

- (ii) Step Two: The second time school personnel become aware of a harassment incident, the student's parents will be notified. A conference will be requested at that time. If it is determined that the student has harassed another student, consequences will be assigned. A student may stay on the second step as long as school authorities feel the consequences are effectively correcting the harassment behaviors. If it is determined that there is no basis for the harassment accusation, no consequences will be assigned. If the school determines that a student is intentionally making a false accusation against another student, an appropriate response will be made.
- (iii) Step Three: If the school authorities determine that the student continues to harass another student or the student fails to agree to not harass in the future, the school may assign the student to the Harassment Program level set forth below which the school authorities determine to be appropriate.
- (iv) Step Four: If a student fails to respond positively to the corrective measures of the Harassment Program, the student will be suspended from school for a minimum of five school days, up to expulsion. School authorities will determine the action necessary to insure a safe learning environment for all students.

Harassment and Bullying Program--Levels:

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

1. Level I: The guidelines for a Level I placement are listed below.
  - a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later than 8:15 a.m. each morning.
  - c. The student will eat on campus at an assigned table.
  - d. The student will report to an assigned room at the end of the day, and will remain until 3:50 p.m. This will allow all other students to leave the school grounds in safety.
2. Level II: The guidelines for this level are listed below.
  - a. The length of the assignment will be for a minimum of two weeks.
  - b. The student will report to the office no later than 8:15 a.m. the morning.

- c. The student will eat on campus at an assigned table.
  - d. The student will report to an assigned room at the end of the day, and remain until 3:50 p.m.
  - e. The student will remain in class at the end of each period. The student will be under direct teacher supervision during passing time. The teacher will dismiss the student at the end of the passing period. The student will then have three minutes to get to his/her next class.
3. Level III: This is a long term assignment. The guidelines are listed below.
    - a. All items listed in Level II will be used, except the length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year and continue into the next, if determined to be appropriate.
    - b. The length of the assignment will be no less than six weeks, and may remain in effect until the end of the school year.

### Dating Violence

It shall be the policy of Johnson County Central Public Schools to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in the educational program and are required of all staff. Inappropriate behaviors including, but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

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.

Staff training on dating violence shall be provided as deemed appropriate by the administration. The dating violence training shall include, but need not be limited to, basic awareness of dating violence, warning signs of dating violence, and the District’s dating violence policy.

Dating violence education that is age-appropriate shall be incorporated into the school program. Dating violence education shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships.

The administration will be responsible for ensuring that this dating violence policy is published in the school district's student-parent handbook or an equivalent publication. Parents and legal guardians shall be informed of the dating violence policy by such other means as the administration determines appropriate. If requested, parents or legal guardians shall be provided a copy of the dating violence policy and relevant information.

#### Public Displays of Affection

Public Displays of affection will not be tolerated on school property or at school activities. Such conduct includes: hugging, kissing or any other types of affection that would be considered inappropriate or an undue distraction to others. Students will face the following consequences if this type of behavior occurs:

- a. 1st Offense: Student will be confronted and directed to cease.
- b. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
- c. 3rd Offense: Student will be suspended from school for a minimum of 1 day, and parents and student will need to meet with Administrator (s) and counselor.
- d. If this type of behavior continues, the student could face long-term suspension or expulsion.

#### Dismissal From Class

A student may be dismissed from a class for unsatisfactory behavior. Should this occur, he/she will report to the Principal's office. On the first offense, the student, teacher, and principal will confer about the situation. On the second offense, the student will stay out of the class for the next three class meetings. On the third offense, a conference will be held with the student, parents, teacher, and principal. The student may fail the class for the semester and may not be allowed to go back to the particular class for the remainder of the semester.

#### Specific Rule Items

Following are other rules which are to be observed. Failure to follow these rules may result in disciplinary action which, in repeated violations, may result in discipline up to expulsion:

- a. Students in the hallway during class time must have a pass with them and may only go to the place that they checked out to;
- b. The pop machine is closed during breakfast and lunch hours;
- c. Assignments for all classes are due as assigned by the teacher;
- d. Special classes such as Industrial Technology, Art, P.E., and Information Technology will have other safety or clean-up rules that will be explained by the teacher which must be followed;
- e. Students are not to bring items to school that are not required for educational purposes and will not be allowed in the classroom including study hall. These items are classified as "nuisance items" by administration and include, but are not limited to iPods or other types of MP3 players, CD players, video games, beepers, and laser pointers;

- f. Snow handling is prohibited.

### Internet Safety Policy

It shall be the policy of Johnson County Central Public Schools to make technology resources available only to advance educational goals and objectives, supplement instruction, and further school purposes. The operation and use of technology resources by students, staff, and the community shall be consistent with this policy.

Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail or electronic communication, and the Internet. The implementation of this policy shall include technology protection measures with respect to computers and internet access, consistent with District standards, the Children's Internet Protection Act, the Children's Online Privacy Protection Act, and other applicable law. The Superintendent and the Superintendent's designees are authorized and directed to establish and enforce regulations, forms, procedures, guidelines, and specific District standards to implement this Policy.

### "E-Mail"/Internet Access

The District offers certain staff and students of Johnson County Central Public Schools access to the district computer network, including electronic mail ("e-mail") and the internet. Students may be provided with individual student e-mail accounts.

Access to e-mail and the internet will enable staff and students to explore libraries, data bases, and bulletin boards, while exchanging messages with internet users throughout the world. Students and parents should be warned that some material accessible by the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While the district's intent is to make internet access available to further educational goals and objectives, students may find ways to access other materials as well. The district believes that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end, the district supports and respects each family's right to decide whether or not to apply for access.

### A. E-Mail and Internet Rules:

#### 1. General Rules

- (a) E-mail and internet networks are provided to staff and students to conduct research and communicate with others. Access to network services is given to staff and students who have agreed to act in a responsible manner. Parental permission is required for student use. Access to e-mail and the internet is a privilege, not a right.
- (b) Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with district standards and will honor the agreements they have signed. Beyond clarification of such standards, the district is not



responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

(c) Network storage areas shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files or any information stored or otherwise retained on district servers or in computers will be private.

(d) Users should not expect, and the District does not warrant, that files stored on district servers will always be private.

(e) The District will not be liable for purchases made by any user over the network. Users shall not make purchases of goods and/or services via the district's network.

2. Policy for Acceptable Use of Computers and Networks

The following policy for acceptable use of computers and networks, including Internet, shall apply to all district administrators, faculty, staff and students. All technology equipment shall be used under the supervision of the site administrator.

(a) Users shall not erase, remake, or make unusable anyone else's computer, information, files, programs or disks. In addition to any other disciplinary action or legal action that may occur, any user violating this rule shall be liable for any and all damages for the replacement of any damage to the computer, information, files, programs or disks.

(b) Except for authorized staff members, users shall not let other persons use their name, log-on, password, or files for any reason.

(c) Users shall not use or try to discover another user's password.

(d) Users shall not use district computers or networks for non-instructional or non-administrative purposes (e.g., games or activities for personal profit).

(e) Users shall not use district computers for unlawful purposes, such as illegal copying or installation of unauthorized software.

(f) Users shall not copy, change, or transfer any software or documentation provided by Johnson County Central Public Schools, teachers, or other students without permission from the network administrators.

(g) Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan horse, or similar name.

(h) Users shall not use the computer to annoy or harass others with language, images, or threats. Users shall not access or create any obscene or objectionable information, language, or images.

- (i) Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher or network administrator.
- (j) Users shall not engage in "hacking"--altering software or hardware or manipulating or circumventing security systems to gain unauthorized access or direct use of the operating system software.
- (k) Users shall not engage in harassment or nuisance actions--bothering another person or entity for no positive reason or creating an interference with another user's ability to make effective use of computing privileges.
- (l) Users shall not access resources not specifically granted to the user--whether damage is done or not, such use constitutes electronic trespassing, and will not be tolerated. Damages incurred will be considered to constitute electronic vandalism.

The internet will be provided on an "as is, as available" basis. The District does not imply or expressly warrant that any information users access will be valuable or fit for a particular purpose or that the system will operate error free. The District is not responsible for the integrity of information accessed, or software downloaded from the Internet. The District reserves the right to refuse posting of files, and to remove files. The District further reserves the right to inspect a user's computer and computer usage at any time. Users have no privacy rights or expectations of privacy with regard to use of the District's computers or Internet system. The computer system is not a public forum. It is provided for the limited purpose of advancing the District's mission.

A technology protection measure is in place that blocks and/or filters internet access to prevent access to internet sites that are not in accordance with policies and regulations. In addition to blocks and/or filters, the District may also use other technology protection measures or procedures as deemed appropriate. The technology protection measure that blocks and/or filters internet access may be disabled only by an authorized staff member for bona fide research or educational purposes with the permission of a building administrator. An authorized staff member may override the technology protection measure that blocks and/or filters Internet access for a minor to access a site for bona fide research or other lawful purposes provided the minor is monitored directly by an authorized staff member.

3. Etiquette for Use of the Internet

All users of Johnson County Central Public Schools' computers and networks are expected to abide by the generally accepted rules of network etiquette. Informal rules of behavior have evolved for the use of communication, the internet and other on-line services. These rules of behavior include (but are not limited to) are listed below. Users are to:

- (a) Be polite. Messages to others are not to be abusive.
- (b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

- (c) Not reveal personal address or phone numbers, or that of other students or colleagues.
- (d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- (e) Realize that no communications and information accessible via the network should be assumed to be private property.
- (f) Not to be place unlawful information on any network system.
- (g) Obey other rules established by the network administrators or teachers from time to time.

4. Penalties for Violation of Rules.

All of the policies and procedures for acceptable use of computers and networks are intended to make the computers and networks more reliable for users. They are also intended to minimize the burden of administrating the network so that more time can be spent enhancing services.

Use of the computer to access telecommunications resources is a privilege and not a right. Violation of the policies and procedures of Johnson County Central Public Schools concerning the use of computers and networks may result in disciplinary action up to, and including, suspension and/or expulsion of students and suspension, termination, non-renewal or cancellation of the contract of an administrator, teacher or other school employee.

B. Staff, Student and Parent Agreement.

This policy shall be included in faculty, staff, and student-parent handbooks. Through the act of signing the notice of receipt included in each handbook, faculty, staff, students, and parents signify an agreement to comply with this policy.

**Discipline Actions for Special Education Students**

Special Education students may be suspended for violation of student conduct rules and receive either a short term suspension, long term suspension or expulsion. Refer to the Johnson County Central School Board Policy no. 5105.

## Article 9 - State and Federal Programs

### Section 1 Notice of Nondiscrimination:

It shall be the policy of Johnson County Central Public Schools to not discriminate on the basis of race, color, ethnic or national origin, sex, age, marital status, religion, pregnancy, disability or any other legally prohibited basis. There is a grievance procedure for discrimination concerns. Inquiries concerning any of the above or Title IX and Rehabilitation Act Regulations (504) should be directed to the Superintendent of Schools, 358 N. 6th Street, Tecumseh, NE 68450: (402) 335-3320.

### Section 2 Designation of Coordinator(s):

Any person having inquiries concerning this district’s compliance with anti-discrimination laws or policies or other programs should contact or notify the following person(s) who are designated as the coordinator for such laws, policies or programs. The contact address for the coordinator is: Johnson County Central Public Schools, 358 N. 6<sup>th</sup> St., Tecumseh NE 68450 (402) 335-3320.

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

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

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

#### Preventing Harassment and Discrimination of Students.

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

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

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

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

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

Sexual harassment may exist when:

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

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

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

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

#### Complaint and Grievance Procedures:

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

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

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

#### **Section 4 Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973:**

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

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

## **Section 5 Notification of Rights Under FERPA:**

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

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

The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-5920

## NOTICE CONCERNING DIRECTORY INFORMATION

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information is as follows: two weeks from the time this information is first received. The district may disclose information about former students without meeting the conditions in this section.

## ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

The district's policy is for education records to be kept confidential except as permitted by the FERPA law, and the district does not approve any practice which involves an unauthorized disclosure of education records. In some courses student work may be displayed or made available to others. Also, some teachers may have persons other than the teacher or school staff, such as volunteers or fellow students, assist with the task of grading student work and returning graded work to students. The district does not either approve or disapprove such teaching practices, and designates such student work as directory information and as non-education records. Each parent and eligible student shall be presumed to have accepted this designation in the absence of the parent or eligible student giving notification to the district in writing in the manner set forth above pertaining to the designation of directory information. Consent will be presumed to have been given in the absence of such a notification from the parent or eligible student.

### **Section 6 Notice Concerning Disclosure of Student Recruiting Information:**

The No Child Left Behind Act of 2001 requires Johnson County Central Public Schools to provide military recruiters and institutions of higher education access to secondary school students' names, addresses, and telephone listings. Parents and secondary students have the right to request that Johnson County Central Public Schools not provide this information (i.e., not provide the student's name, address, and telephone listing) to military recruiters or institutions of higher education, without their prior written parental consent. Johnson County Central Public Schools will comply with any such request.

### **Section 7 Notice Concerning Staff Qualifications:**

The No Child Left Behind Act of 2001 gives parents/guardians the right to get information about the professional qualifications of their child's classroom teachers. Upon request, Johnson County Central Public Schools will give parents/guardians the following information about their child's classroom teacher:

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.



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

### **Section 8 Student Privacy Protection Policy:**

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

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

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

Right of Parents to Inspect Instructional Materials: Parents shall have the right to inspect, upon reasonable request, any instructional material used as part of the educational curriculum for their child. Reasonable requests for inspection of instructional materials shall be granted within a reasonable period of time after the request is received. Parents shall not have the right to access academic tests or academic assessments, as such are not within the meaning of the term "instructional materials" for purposes of this policy. The procedures for making and granting a request to inspect instructional materials are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal. The building principal, within five (5) school days, shall consult with the teacher or other educator responsible for the curriculum materials. In the event the request can be accommodated, the building principal shall make the materials available for inspection or review by the parent, at such reasonable times and place as will not interfere with the educator's intended use of the materials. In the event there is a question as to the nature of the curriculum materials requested or as to whether the materials are required to be provided, the building principal shall notify the parent of such concern, and assist

the parent with forming a request which can reasonably be accommodated. If the parent does not formulate such a request, and continues to desire certain curriculum materials, the parent shall be asked to make their request to the Superintendent.

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

Protection of Student Privacy in Regard to Personal Information Collected from Students: The general policy and practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. The District will make reasonable arrangements to protect student privacy to the extent possible in the event of any such collection, disclosure, or use of personal information. “Personal information” for purposes of this policy means individually identifiable information about a student including: (1) a student or parent’s first and last name, (2) home address, (3) telephone number, and (4) social security number. The term “personal information,” for purposes of this policy, does not include information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. This exception includes the following examples: (i) college or postsecondary education recruitment, or military recruitment; (ii) book clubs, magazines, and programs providing access to low-cost literary products; (iii) curriculum and instructional materials used by elementary schools and secondary schools; (iv) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about student, or to generate other statistically useful data for the purpose of securing such tests and assessments, and the subsequent analysis and public release of the aggregate data from such tests and assessments; (v) the sale by student of products or services to raise funds for school-related or education-related activities; (vi) student recognition programs.

Parental Access to Instruments used in the Collection of Personal Information: While the general practice of the District is to not engage in the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, parents shall have the right to inspect, upon reasonable request, any instrument which may be administered or distributed to a student for such purposes. Reasonable requests for inspection shall be granted within a reasonable period of time after the request is received. The procedures for making and granting such a request are as follows: the parent shall make the request, with reasonable specificity, directly to the building principal and shall identify the specific act and the school staff member or program responsible for the collection, disclosure, or use of personal information from students for the purpose of marketing that information. The building principal,

within five (5) school days, shall consult with the school staff member or person responsible for the program which has been reported by the parent to be responsible for the collection, disclosure, or use of personal information from students. In the event such collection, disclosure, or use of personal information is occurring or there is a plan for such to occur, the building principal shall consult with the Superintendent for determination of whether the action shall be allowed to continue. If not, the instrument for the collection of personal information shall not be given to any students. If it is to be allowed, such instrument shall be provided to the requesting parent as soon as such instrument can be reasonably obtained.

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

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

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

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

Any non-emergency, invasive physical examination or screening that is required as a condition of attendance; administered by the school and scheduled by the school in advance; and not necessary to protect the immediate health and safety of the student or of other students. (Note: the general practice of the District is to not engage in physical examinations or screenings which require advance notice, for the reason that the physical examinations or screenings to be conducted by the District will usually fit into one of the following exceptions to the advance notice requirement and parental opt-out right: (1) hearing, vision, or scoliosis screenings; (2) physical examinations or screenings that are permitted or required by an applicable State law, and (3) surveys administered to students in accordance with the Individuals with Disabilities Education Act ).

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

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

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

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

**Section 9 Parental Involvement Policies:**

A. General - Parental/Community Involvement in Schools:

Johnson County Central Public Schools welcomes parental involvement in the education of their children. The school recognizes that parental involvement increases student success. It is Johnson County Central Public Schools’ policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well-being of all students.

1. Parental involvement is a part of the ongoing and timely planning, review and improvement of district and building programs.
2. Parents are encouraged to support the implementation of district policies and regulations.
3. Parents are encouraged to monitor their student’s progress by reviewing quarterly report cards and attending parent-teacher conferences.
4. Textbooks, tests and other curriculum materials used in the district are available for review by parents upon request.
5. Parents are provided access to records of students according to law and school policy.
6. Parents are encouraged to attend courses, assemblies, counseling sessions and other instructional activities with prior approval of the proper teacher or counselor and administrator. Parents’ continued attendance at such activities will be based on the students’ well-being.
7. Testing occurs in this school district as determined to be appropriate by district staff to assure proper measurement of educational progress and achievement.
8. Parents submitting written requests to have their student excused from testing, classroom instruction and other school experiences will be granted that request when possible and educationally appropriate. Requests should be submitted to the proper teacher or administrator within a reasonable time prior to the testing, classroom instruction or other school experience and should be accompanied by a written explanation for the request. A plan for an acceptable alternative shall be

approved by the proper teacher and administrator prior to, or as a part of, the granting of any parent request.

9. Participation in surveys of students occurs in this district when determined appropriate by district staff for educational purposes. Parents will be notified prior to the administration of surveys in accordance with district policy. Timely written parental requests to remove students from such surveys will be granted in accordance with district policy and law. In some cases, parental permission must be given before the survey is administered.
10. Parents are invited to express their concerns, share their ideas and advocate for their children's education with staff, administrators, and board members.
11. School district staff and parents will participate in an annual evaluation and revision, if needed, of the content and effectiveness of the parental involvement policy.

**B. Title I Parental Involvement Policy:**

For purposes of this policy, "parents" shall refer to parents and/or legal guardians.

It shall be the policy of Johnson County Central Schools, in accordance with State and Federal law, to involve parents yearly in developing, reviewing and improving the programs, activities and procedures of Title I. The Title I staff will coordinate with the elementary classroom and special education teachers, speech pathologist, non-certified staff and parents on the planning and implementing of parent involvement in an on-going manner. Title I will coordinate and integrate with the area Head Start program on monthly parent involvement meetings. Head Start parents will also be invited to attend in-service meetings offered by Johnson County Central Schools. A parent questionnaire will be used to collect parental data about the effectiveness of the Parent Involvement Policy in regards to increasing the participation of parents and to identify barriers to greater participation by parents in Title I activities. The questionnaire will be sent out before or during the third quarter. Results will be made available at the annual parent involvement meeting. When areas of weakness are located in the Parent Involvement Policy, parents will be asked to assist in identifying strategies to increase parent involvement and in suggesting revisions to the policy as necessary.

Johnson County Central Schools shall invite parents to attend the annual Title I meeting. Additional parent meetings may be held, if so desired by parents, throughout the year.

Parental questionnaires shall be used in collection of data which will provide assessment information about the effectiveness of the Title I program and of the Title I Parent Involvement Policy. The questionnaire shall provide parents the opportunity to have input in the planning, reviewing, and improvement of the Title I program.

Parents shall be informed of the reasons for their children's participation in the Title I program. The parents shall receive the results of the standardized test scores for their children. Parents are encouraged to review the individual assessment of their children. Parents shall receive a timely response to all parental recommendations and/or concerns.

**Section 10 Homeless Students Policy:**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law.

**No Stigmatization or Segregation of Homeless Students:** It is the District's policy and practice to ensure that homeless children are not stigmatized or segregated by the District on the basis of their status as homeless.

**Homeless Coordinator:** The Superintendent shall serve as the District's designated Homeless Coordinator. The Homeless Coordinator shall serve as the school liaison for homeless children and youth and shall ensure that: (1) homeless children are identified by school personnel; (2) homeless children enroll in, and have a full and equal opportunity to succeed in, school; (3) homeless children and their families receive educational service for why they are eligible and referrals to health, dental, and mental health services and other appropriate services; (4) the parents or guardians of homeless children are informed of the educational and related opportunities available to their children and provided with meaningful opportunities to participate in the education of their children; (5) public notice of the educational rights of homeless children is disseminated where such children receive services under the federal homeless children laws, such as schools, family shelters, and soup kitchens; (6) enrollment disputes are mediated in accordance with law; and (7) the parents or guardians of homeless children, and any unaccompanied youth, are fully informed of transportation services available under law. The Homeless Coordinator shall coordinate with State coordinators and community and school personnel responsible for the provisions of education and related services to homeless children. The Homeless Coordinator may designate duties hereunder as the Homeless Coordinator determines to be appropriate.

**Enrollment of and Services to Homeless Children:** A homeless child shall be enrolled in compliance with law and be provided services comparable to services offered to other students in the school in which the homeless child has been placed. Placement of a homeless child is determined based on the child's "school of origin" and the "best interests" of the child. The "school of origin" means the school that the child attended when permanently housed or the school in which the child was last enrolled. Placement decisions shall be made according to the District's determination of the child's best interests, and shall be at either: (1) the child's school of origin for the duration of the child's homelessness (or, if the child becomes permanently housed during the school year, for the remainder of that school year) or (2) the school of the attendance area where the child is actually living. To the extent feasible, the placement shall be in the school of origin, except when such is contrary to the wishes of the homeless child's parent or legal guardian. If the placement is not in the school of origin or a school requested by the homeless child's parent or legal guardian, the District shall provide a written explanation of the placement decision and a statement of appeal rights to the parent or guardian. If the homeless child is an unaccompanied youth, the Homeless Coordinator shall assist in the placement decision, consider the views of the unaccompanied youth, and provide the unaccompanied youth with notice of the right to appeal. In the event of an enrollment dispute, the placement shall be at the school in which enrollment is sought, pending resolution of the dispute in accordance with the dispute resolution process. The homeless child shall be immediately enrolled in the school in which the District has determined to place the child, even if the child is unable to produce

records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. The District shall immediately contact the school last attended by the homeless child to obtain relevant academic and other records. If the homeless child needs to obtain immunizations or medical records, the District shall immediately refer the parent or guardian of the homeless child to the Homeless Coordinator, who shall assist in obtaining necessary immunizations or medical records. The District may nonetheless require the parent or guardian of the homeless child to submit contact information.

Transportation will be provided to homeless students, to the extent required by law and comparable to that provided to students who are not homeless, upon request of the parent or guardian of the homeless child, or by the Homeless Coordinator in the case of an unaccompanied youth, as follows: (1) if the homeless child's school of origin is in the Johnson County Central Public Schools, and the homeless child continues to live in the Johnson County Central Public Schools, transportation to and from the school or origin shall be provided by the Johnson County Central Public Schools; and (2) if the homeless child lives in a school other than the Johnson County Central Public Schools, but continues to attend the Johnson County Central Public Schools based on it being the school of origin, the new school and the Johnson County Central Public Schools shall agree upon a method to apportion the responsibility and costs for providing the child with transportation to and from the school of origin and, if they are unable to agree, the responsibility and cost for transportation shall be shared equally.

#### **Section 11. Breakfast and Lunch Programs:**

The Johnson County Central Public Schools has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. The school food authority assures the State Department of Education that the school system will uniformly implement the following policy to determine children's eligibility for free and reduced price meals in all National School Lunch Programs. In fulfilling its responsibilities the school food authority:

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

identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals; use a separate lunch room; go through a separate serving line; enter the lunchroom through a separate entrance; eat meals at a different time; or eat a meal different from the one sold to children paying the full price.

6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, national origin, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:

A publicly-announced, simple method for making an oral or written request for a hearing.

An opportunity to be assisted or represented by an attorney or other person.

An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.

Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.

An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference.

An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.

The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.



The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.

8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

9. Agrees to develop and send to each child's parent or guardian a letter as outlined by State Department of Education including an application form for free or reduced price meals at the beginning of each school year. Applications may be filed at any time during the year. All children from a family will receive the same benefits.

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

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

10. **Meal Charge Policy.** The district will notify students and their families of the policy for **Charged Meals**, meaning meals received by a student when the student does not have money in hand or in his or her food account. This policy applies to students who receive meals at the free, reduced, or full rates.

Notice of this policy must be provided in writing to all households at the start of each school year and to households that transfer to the school during the school year. Notice may be provided through the student handbook, student registration materials, online portal used to access student accounts, direct mailing or e-mail, newsletter, the district website, and/or any other appropriate means. Notice of this policy will also be provided all school staff responsible for the enforcement of it, including food service professionals responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and other staff involved in enforcing any aspect of this policy.

The district's policy on charged meals is

If a student in grades PK-5 has no funds available to pay for a meal, the student will be permitted to charge up to five meals. Thereafter, if the student has no funds available to pay for a meal the student will be provided and charged for a limited "courtesy meal" option, such as a plain sandwich.

If a student in grades 6-12 has no funds available to pay for a meal, the student will be permitted to charge up to five meals. Thereafter, if a student has no funds available to pay for a meal, no food will be provided to the student.

If a student repeatedly lacks funds to purchase a meal, has not brought a meal from home, and is not enrolled in a free meal program, the district will use its resources and contacts to protect the health and safety of the student. Failure or refusal of parents or guardians to provide meals for students may require mandatory reporting to child protection agencies as required by law.

## **Section 12 Student Fees**

It shall be the policy of Johnson County Central Public Schools that authorization is given to assess certain student fees in accordance with the Nebraska Public Elementary and Secondary Study Fee Authorization Act.

The District's general policy is to provide for free instruction in accordance with the Nebraska State Constitution. The District also provides activities, programs, and services that extend beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the District is permitted to charge students fees for these activities or to require students to provide specialized equipment and attire for certain purposes. This policy is subject to further interpretation or guidance by administrative or Board regulations. Students are encouraged to contact their building administration, their teachers or their coaches and sponsors for further specifics.

### **A. Definitions**

1. "Students" shall mean students, their parents, guardian or other legal representatives.
2. "Extracurricular activities" shall mean student activities or organizations that (1) are supervised or administered by the District; (2) do not count toward graduation or advancement between grades; and (3) are not otherwise required by the District.
3. "Post-secondary education costs" shall mean tuition and other fees associated with obtaining credit from a post-secondary educational institution.

### **B. Listing of Fees Charged by this District**

1. Guidelines for Clothing Required for Specified Courses and Activities. Students are responsible for complying with the District's grooming and attire guidelines. They are also responsible for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that will detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.
2. Safety Equipment and Attire. The District will provide students with all safety equipment and attire that is required by law. Building administrators will assure that

(a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely and as instructed.

3. **Personal or Consumable Items.** Students are responsible for furnishing personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The District will provide students with facilities, equipment, materials and supplies, including books and personal technology devices. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that was lost by the student.
4. **Materials Required for Course Projects.** Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish, or pay for the reasonable cost of, any materials required for the course project.
5. **Extracurricular Activities.** The District may charge students a fee to participate in extracurricular activities to cover the District's reasonable costs in offering such activities. The District may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of District-owned equipment or attire. The coach or sponsor will provide students with written guidelines detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.
6. **Post-secondary Education Costs.** Some students enroll in post-secondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive both high school and post-secondary education credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the District shall offer the course without charge for tuition, transportation, books, or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.
7. **Transportation Costs.** The District may charge students reasonable fees for transportation services provided by the District to the extent permitted by federal and state statutes and regulations.
8. **Copies of Student Files or Records.** The District will charge a fee for making copies of a student's files or records for the parents or guardians for such student. The Superintendent or the Superintendent's designee shall establish a schedule of

student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and no fee shall be charged to search for or retrieve any student's files or records.

9. Participation in Before-and-After School or Pre-Kindergarten Services. The District may charge reasonable fees for participation in before-and-after-school or pre-kindergarten services offered by the District pursuant to statute.
10. Participation in Summer School or Night School. The District may charge reasonable fees for participation in summer school or night school, and may charge reasonable fees for correspondence courses.
11. Charges for Food Consumed by Students. The District will charge for items that students purchase from the District's breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The District will charge students for the cost of food, beverages, and the like that students purchase from a school store, a vending machine, a booster club or from similar sources. Students may be required to bring money or food for field trip lunches and similar activities.
12. Charges for Musical Extracurricular Activities. Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities. For musical extracurricular activities, the school district will require students to provide equipment such as instruments, marching band shoes, specialized outfits.

#### C. Waiver Policy

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 qualifying materials or equipment without charge for (1) participation in extracurricular activities, (2) materials for course projects, and, (3) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced price lunch program is not required to qualify for the waivers provided in this section. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students. Application for allowable fee waivers must be received in the Superintendent's office before the activity or project in question is commenced to qualify for a fee waiver.

#### D. Distribution of Policy

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost. Application forms for waivers may be obtained through the administrative offices.

#### E. Voluntary Contributions to Defray Costs

The District will, when appropriate, request donations of money, materials, equipment or attire from parents, guardians, and other members of the community to defray the costs of providing

certain services and activities to students. These requests are not requirements and staff members of the districts are directed to clearly communicate that fact to students, parents and patrons.

#### F. Student Fee Fund

The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate School District fund that will not be funded by tax revenue, and that will serve as a depository for all moneys collected from students for (1) participation in extracurricular activities, (2) post-secondary education costs, and (3) summer school or night school courses. Moneys in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

### Section 13 Student Fees List

It shall be the policy of Johnson County Central Public Schools to provide the following list detailing the fees charged of students, and the kinds of supplies and materials students are expected to provide for participation in various programs and activities. This is in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

Students who wish to have allowable fees waived must submit a fee waiver application to the office of the Superintendent of Schools. Application forms are available in the administrative offices of the District.

**Kindergarten**--The following items are recommended: pencil box, pencils, box of 8 crayons, box of 16 or 24 crayons, 3 glue sticks, mat for rest time (plastic preferred), PE shoes, book bag, paint shirt (man's shirt works well), 2 large boxes of Kleenex, scissors. Maximum cost: \$75.

**First Grade**--The following items are recommended: book bag, pencil box, pencils, eraser, box of 24 or less crayons, colored pencils, 6 glue sticks, scissors, drawing tablet, paint shirt, one 1" 3-ring binder, 2 large boxes of Kleenex, PE shoes. Maximum cost: \$75.

**Second Grade**--The following items are recommended: book bag, pencil box, pencils, eraser, box of 24 or less crayons, colored pencils, 2 glue sticks, scissors, drawing tablet, 2 large boxes of Kleenex, PE shoes. Maximum cost: \$75.

**Third Grade**--The following items are recommended: 4 pencils, eraser, 2 glue sticks, 1 wide rule spiral notebook, box of crayons, box of colored pencils, box of washable markers, black flair pen, package of 3 x 5 index cards, one 2" 3-ring binder, recipe card box with ABC dividers, 2 large boxes of Kleenex, PE shoes, book bag. Maximum cost: \$75.

**Fourth Grade**--The following items are recommended: zippered pencil bag, pencils with erasers, box of 24 or less crayons, colored pencils, ruler, scissors, loose leaf notebook paper, spiral notebook, pocket folder, bottle of white glue, glue sticks, 2 large boxes of Kleenex, PE shoes. Maximum cost: \$75.

**Fifth**-- The following items are recommended: zippered pencil bag, pencils with erasers, box of 24 or less crayons, colored pencils, ruler, scissors, loose leaf notebook paper, spiral notebook,

pocket folder, bottle of white glue, glue sticks, 2 large boxes of Kleenex, PE shoes. Maximum cost: \$75.

**Middle School** –The following items are recommended: one notebooks per academic class, loose leaf notebook paper, black or blue pens, 3 spiral notebooks, package of 3 x 5 index cards, calculator, and protractor. These items may be eligible for fee waivers. Maximum cost: \$150.

**Student Activity Card**--An optional card will allow admission to school district sponsored home games (does not include Booster Club, East Central Nebraska Conference, MUDECAS or NSAA sponsored activities). Students not holding such a card will be charged an admission fee. Activity cards are eligible for fee waivers. Maximum cost: \$15 for grades K-5/\$25 for grades 6-12.

**Industrial Technology**--Optional projects that the student may choose to work on are to be paid for by the student and are not eligible for fee waivers. All materials are the responsibility of the student and will become the property of the student upon completion of the project. Maximum cost: \$1,000.

**Drivers Education**—The driving requirements for Drivers Education will be provided during the summer months. The Board of Education will set the fee amounts for the driving requirement. Not eligible for fee waivers. Maximum cost: \$250.

**Art Classes**--Optional projects that the student may choose to work on are to be paid for by the student and are not eligible for fee waivers. All materials are the responsibility of the student and will become the property of the student upon completion of the project. Sketch books are required, but are eligible for fee waivers. Maximum cost: \$75.

**Math Classes**--Geometers and calculators are personal consumable items and are the responsibility of the students, but are eligible for fee waivers. Maximum cost: \$125.

**Personal Technology Devices**—Students are responsible for damage or loss of school owned devices that are checked out to them. Insurance may be purchased through the school or parents will be required to cover damage or loss. Not eligible for fee waiver. Maximum cost: \$1,500.

**Testing**-- PSAT is the responsibility of the student, but is eligible for fee waivers. Maximum cost: \$50 per test.

**Field Trips by Classes**--A donation that covers the costs of admissions will be requested. Meals are the responsibility of the student unless they qualify for Free and Reduced Lunches. Maximum cost: \$25.

**Field Trips by Extra-Curricular Activities**--Such trips are the responsibility of the students, but may be eligible for fee waivers. Maximum cost: \$500.

**PE Classes**--Students are required to have appropriate clothes and shoes. These items are not eligible for fee waivers. Maximum cost: \$150.

**Dual Credit Classes**--Students are responsible for costs associated with gaining college credits. These costs are not eligible for fee waivers. Maximum cost: identified by participating college or university.

**FBLA**--Registration for, and attendance at, conferences, and other costs related to the organization are the responsibility of the individual student and/or the organization. Dues are the responsibility of the individual students, but are eligible for fee waivers. Proper attire that is required for conferences and contests is the responsibility of the student. Maximum cost: \$1,500.

**FFA**--Registration for, and attendance at, conferences, and other costs related to the organization are the responsibility of the individual student and/or the organization. Dues are the responsibility of the individual students, but are eligible for fee waivers. Proper attire that is required for conferences and contests is the responsibility of the student. The official jacket is the responsibility of the student and/or the organization. Maximum cost: \$1,500.

**Band**--Instruments are the responsibility of the students, but are eligible for fee waivers. Choice of instruments for those qualifying for a fee waiver is limited to available instruments. Personable consumables (i.e. reeds, valve oil) are the responsibility of the student. Maximum cost: \$3,000.

**Marching Band**--Shoes and uniform cleaning are the responsibility of the student, but are eligible for fee waivers. Maximum cost: \$100.

**Chorus/Other Music Groups**--Appropriate attire for performances is the responsibility of the student. Maximum cost: \$250.

**Football**--Shoes, shorts, t-shirts, socks, and other undergarments are the responsibility of the student. Maximum cost: \$150.

**Volleyball**--Shoes, shorts, t-shirts, socks, and other undergarments are the responsibility of the student. Maximum cost: \$150.

**Basketball**--Shoes, shorts, t-shirts, socks, and other undergarments are the responsibility of the student. Maximum cost: \$200.

**Track and Cross Country**--Shoes, shorts, t-shirts, socks, and other undergarments are the responsibility of the student. Maximum cost: \$200.

**Wrestling**--Shoes, shorts, t-shirts, socks, and other undergarments are the responsibility of the student. Maximum cost: \$150.

**Golf**--Golf clubs/bag, shoes and clothing are the responsibility of the student. Maximum cost: \$400.

**Cheerleaders**--Uniforms and other costs are the responsibility of the student and/or the group. Maximum cost: \$500.

**Speech Team**--Appropriate attire for contests is the responsibility of the student. Maximum cost: \$500.

**Prom/Homecoming/Other Dances**--If required, admissions for Johnson County Central students are the responsibility of the student, but are eligible for fee waivers. This does not extend to dates from other schools. Maximum cost: \$10.

**Annuals/Class Rings**--Responsibility of the student and are not eligible for fee waivers.

**Organizational Fund Raising**--Students are responsible for participating in organizational fund raising. Those who choose not to participate in fund raising will not be eligible for fee waivers for activities that may apply to that organization.

#### **Section 14 Asbestos**

The Johnson County Central Public Schools system's asbestos management plan is located in the office of the Asbestos Program manager, the Superintendent, and may be reviewed by requesting permission through his or the principal's office. A copy of the basic building will be located in the Principal's office of each building. Summary information of all buildings is included in the master plan in the Asbestos Program Manager's office. Information on auxiliary buildings is located in the building plans and the master plan.

The asbestos-containing events are reinspected on a six-month basis and the plan will be revised to indicate any change in status of these various events and to upgrade the asbestos response system. Up-to-date information regarding asbestos within the building may be obtained directly from the Asbestos Program manager. On at least a three year basis, an inspection by a federally certified inspector will be conducted and the asbestos management plan revised accordingly. The plan will be kept current through periodic additions to an ongoing filing system maintained to support the plan and to document the appropriate and regulatory correct conduct of the School System. These files are part of the plan and may be reviewed by the public and copies obtained upon request. Similarly, requests for immediate repair or response made as part of the initial inspection, and which may evolve from future inspections are also part of the plan. There is an assumption that immediate response actions identified through the initial inspections have occurred unless otherwise stated within the building plans.

#### **Section 15 Concussion Management: Return to Learn**

While Nebraska law requires a specified Return to Play protocol, equally important in the academic setting is a Return to Activity policy. "Bridging the Gap from Concussion to the Classroom: Return to Learn" was developed to provide guidance to assist Nebraska school districts in developing a concussion management policy, including the provision of appropriate classroom adjustments for concussed students facing learning challenges.

After a concussion, among other effects, connections within the brain become stressed, resulting in the breaking of some connections between different brain areas and limiting the ability of the



brain to process information efficiently and quickly. (Molfese 2013) These changes can lead to a set of symptoms affecting the student's cognitive, physical, emotional and sleep functions, which may result in reduced ability to do tasks at home, at school, or work. During this time, returning to play or full-time academics before symptoms have cleared can result in **prolonged recovery time or risk of further injury**. Ignoring the symptoms and trying to "tough it out" often makes symptoms worse!

### **Concussion Management: Recommended Best Practice for Nebraska Schools**

Once a concussion has been diagnosed by a healthcare professional, managing the concussion is best accomplished by creating a support system for the student/athlete. **Communication and collaboration** among parents, school personnel, coaches and athletic trainers, and healthcare providers in overseeing both the return to academics and return to play progressions is essential for the recovery process. Teamwork is required to adjust the treatment and management of the concussion. **Best practice indicates that the student should return to school with a RELEASE OF INFORMATION SIGNED BY THE PARENTS that allows for two-way communication between school personnel and the healthcare provider.** (McAvoy, 2012)

Symptoms of concussion often create learning difficulties for students. Immediately after diagnosis of a concussion, an individualized plan for learning adjustments should be initiated with a gradual, monitored return to full academics as symptoms clear. Typical classroom adjustments and accommodations may include:

- Reduce course workload
- Decrease homework
- Allow breaks during the day, i.e. rest in quiet area
- Allow additional time to complete assignments
- Provide instructor's notes, outline or study guide for student
- Avoid over-stimulation (noise and light)
- Avoid testing or completion of major projects during recovery time when possible

**If a student athlete continues to receive academic adjustments due to the presence of any symptoms, they should be considered symptomatic and not be allowed to resume physical activity.**

# Equal Employment Opportunity is

# THE LAW

## **Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

## **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

## **RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

## **WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected: The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

## **Employers Holding Federal Contracts or Subcontracts**

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

## **DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

## **RETALIATION**

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov), or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

## **Programs or Activities Receiving Federal Financial Assistance**

## **RACE, COLOR, NATIONAL ORIGIN, SEX**

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

## **INDIVIDUALS WITH DISABILITIES**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;\* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

\*Special "hours of service" requirements apply to airline flight crew employees.

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

## REQUESTING LEAVE

## EMPLOYER RESPONSIBILITIES

## ENFORCEMENT

For additional information or to file a complaint:

**1-866-4-USWAGE**

(1-866-487-9243) TTY: 1-877-889-5627

**[www.dol.gov/whd](http://www.dol.gov/whd)**

U.S. Department of Labor | Wage and Hour Division



# Minimum Wage in Nebraska

Effective January 1, 2016

## \$9.00 per Hour

### Notice to Employees

Except as provided below, every employer of four or more persons at any one time shall pay its employees a minimum wage of nine dollars per hour.

- If the employee is compensated by way of gratuities, the employer shall pay wages at the minimum rate of two dollars and thirteen cents per hour, plus all gratuities given to them for services rendered. The sum of wages and gratuities received by each person compensated by way of gratuities shall equal or exceed nine per hour.
- Any employer employing student-learners as part of a bona fide vocational training program shall pay such student-learners' wages at a rate of at least seventy-five percent of the minimum wage rate.
- An employer may pay a new employee younger than 20 who is not a seasonal or migrant worker, a training wage of at least seventy-five percent of the federal minimum wage for ninety days from the date the new employee was hired, subject to the terms and conditions described in Neb. Rev. Stat. §48-1203.01.

**48-1202.** For purposes of the Wage and Hour Act, unless the context otherwise requires:

1. Employ shall include to permit to work;
2. Employer shall include any individual, partnership, limited liability company, association, corporation, business trust, legal representative, or organized group of persons employing four or more employees at any one time except for seasonal employment of not more than twenty weeks in any calendar year, acting directly or indirectly in the interest of an employer in relation to an employee, but shall not include the United States, the state, or any political subdivision thereof;
3. Employee shall include any individual employed by any employer but shall not include:
  - a. Any individual employed in agriculture;
  - b. Any individual employed as a baby-sitter in or about a private home;
  - c. Any individual employed in a bona fide executive, administrative, or professional capacity or as a superintendent or supervisor;
  - d. Any individual employed by the United States or by the state or any political subdivision thereof;
  - e. Any individual engaged in the activities of an educational, charitable, religious, or nonprofit organization when the employer-employee relationship does not in fact exist or when the services rendered to such organization are on a voluntary basis;
  - f. Apprentices and learners otherwise provided by law;
  - g. Veterans in training under supervision of the United States Department of Veterans Affairs;
  - h. A child in the employment of his or her parent or a parent in the employment of his or her child; or
  - i. Any person who, directly or indirectly, is receiving any form of federal, state, county, or local aid or welfare and who is physically or mentally disabled and employed in a program of rehabilitation, who shall receive a wage at a level consistent with his or her health, efficiency, and general well-being;
4. Occupational classification shall mean a classification established by the Dictionary of Occupational Titles prepared by the United States Department of Labor; and
5. Wages shall mean all remuneration for personal services, including commissions and bonuses and the cash value of all remunerations in any medium other than cash.

**NEBRASKA**

Good Life. Great Connections.

DEPARTMENT OF LABOR

**For further information regarding the Nebraska Wage and Hour Act,  
contact the Nebraska Department of Labor**

**PHONE** 402-471-2239

Updated: 10/5/2016

**COMMUNITY SERVICE AWARD PROGRAM  
COMMUNITY SERVICE CERTIFICATION FORM  
April 1, \_\_\_\_\_ to March 31, \_\_\_\_\_**

**Breakdown of Hours for: (Name) \_\_\_\_\_**

Name of Organization / Activity /Date Served	Hours of Service	Certified By (Leader of Organization/Activity)

- AWARDS:**
- 1-9 hours                      Certificate
  - 10-19 hours                  Bronze Medal
  - 20-29 hours                  Silver Medal
  - 30 hours or more             Gold Medal

Fund raising activities for class or school organization and court order community service should not be considered.  
No more than 10 community service hours will be accepted from a for-profit business.

**RECEIPT OF 2018-2019 STUDENT-PARENT HANDBOOK  
OF JOHNSON COUNTY CENTRAL HIGH SCHOOL**

This signed receipt acknowledges receipt of the 2018-2019 Student-Parent Handbook of Johnson County Central High School. This receipt acknowledges that it is understood that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used to responding to harassment or discrimination.

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

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

\_\_\_\_\_  
Student's Signature

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

Drug-Free Schools Statement: RECEIPT SHALL ALSO SERVE TO DEMONSTRATE THAT YOU AS PARENT OR GUARDIAN OF A STUDENT ATTENDING JOHNSON COUNTY CENTRAL HIGH SCHOOL 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, ALCOHOL AND TOBACCO 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 THE SAFE AND DRUG-FREE SCHOOLS LAW AND 34 C.F.R. PART 86, BOTH FEDERAL LEGAL REQUIREMENTS FOR THE DISTRICT TO OBTAIN 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 THE POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL OR TOBACCO 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.

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

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

\_\_\_\_\_  
Student's Signature

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

Return to:  
Mr. Rick Lester, High School Principal  
Johnson County Central High School