

# K-12 STUDENT HANDBOOK

**Red Cloud Washington High School**  
**121 West 7th Avenue**  
**Red Cloud, NE 68970**  
**402-746-2818**

**Red Cloud Lincoln Elementary School**  
**334 North Cherry**  
**Red Cloud, NE 68970**  
**402-746-3413**

## **WELCOME**

The Red Cloud Community School extends a welcome to students and hope you grow academically as well as socially. We extend an invitation to parents to visit the school, attend your child's activities and become an active participant in your child's education. We ask that if you wish to visit the school and your child's classes that you contact the school prior to your visit.

## **NON-DISCRIMINATION STATEMENT**

It is the policy of the Red Cloud Community Schools not to discriminate on the basis of sex, age, handicap, race, color, religion, marital status, national or ethnic origin, or sexual orientation. This policy will exist in admission or access to, or treatment of employment in its programs and/or activities.

It is the intent of Red Cloud Community Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by Red Cloud Community Schools.

Inquiries regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting, Superintendent of Schools, 334 North Cherry Street, Red Cloud, NE 68970 (402 746-3413)

## **NOTICE OF ASBESTOS ABATEMENT**

The Red Cloud Community Schools are in compliance with asbestos abatement provisions as required by the Asbestos Hazard Emergency Response Act (AHER). The asbestos management plan for the Red Cloud Community School has been completed and is on file with the Nebraska Department of Health.

The plan is available for public inspection by contacting the Superintendent. The school's contact person is Ron Brumbaugh, Red Cloud Community Schools, 334 N. Cherry, Red Cloud, NE 68970. Telephone 402-746-3413.

## **PURPOSE OF THIS HANDBOOK**

This handbook is printed in accordance with the Red Cloud Board of Education policies and with Nebraska State Law. Many changes have been made to this handbook in an attempt to address changes in laws and policies. These changes will appear in bold type. It is hoped that through this handbook, students and parents/guardians will be better informed as to the policies under which the Red Cloud Community Schools operate. No handbook can cover all situations. The administration reserves the right to handle situations not covered, on a case by case basis.

## **CHAIN OF COMMAND**

As a patron of the Red Cloud school district, you have the right to communicate with the school board. However, this right is restricted by the responsibility to follow the chain of command. The direction of the chain of command is the Teacher, Activity Sponsor, Principal, Superintendent, and the Board of Education. All decisions may be appealed to the school board, but only after the proper procedures have been followed.

## **BUILDING SECURITY**

Access to school buildings during the school day, for school activities, and during non-school hours shall be designed to account for and control all visitors to the school buildings. Basic visitor control shall include:

1. Limited access points into the buildings.
2. Security cameras in both schools which may monitor all K-12 students, staff, and visitors.

3. Posted signs directing visitors to the school office.
4. Provide identification badges for visitors.
5. Staff shall challenge visitors and students shall report strangers.
6. A drug dog may enter the school buildings and parking lot areas.
7. A member of the administrative staff or teacher may search a locker, desk or any other storage area on the school premises when the person conducting the search has reasonable cause for the search.

### **EMERGENCIES**

The school MUST have the following on file:

Your COMPLETE address, father and mother or guardian daytime contact information, an emergency contact, a relative or friend who can be contacted in case a parent cannot be reached (This person should be easily reached and know the parent is using them as an emergency contact.)

If your child has a health or physical disability (ex. Hearing problem, diabetes, epilepsy) the school should be advised. This information will be kept confidential. Please refer to the "Health and Safety Handbook" for more information on medication.

### **TELEPHONE CALLS**

No student will be summoned from class for telephone calls unless the call is of an "emergency" nature. Messages will be delivered to the student. Students who need to make phone calls must first call from the classroom. No other phone in the building is for student use. After regular school hours, students are not to use the telephone in the school building without a supervising staff member's permission and presence.

### **CELLULAR PHONES**

Students in grades 7-12 may carry their cell phones with them during the day. They may not have them out to take calls, text message, or for any other yes except as follows:

1. Before school in the lunchroom or lobby.
2. During your lunch period but again, only in the lunchroom or lobby.
3. After school is dismissed.

Any other use during the day is prohibited. This includes having it ring during a class. Consequences are:

1. First offense-1-hour detention (no warnings), and loss of the phone for the day.
2. Second Offense-2 hours detention, and loss of the phone for the day.
3. Third and subsequent offenses-1 day in-school suspension, and loss of the phone for the day.

Faculty sponsors may collect phones on activity or field trips. Students may check their phone in at the office if they do not wish to carry it during the day.

All other electronic devices, except your school issued laptop, are prohibited at all times while you are at school. This includes Ipods, Ipads, and electronic games. Failure to abide by this rule will result in the same consequences listed above.

K-6 students need to check these items in at the office at the beginning of the day.

7-12 teachers will collect phones at the beginning of the class period.

# PERSONNEL

## BOARD OF EDUCATION

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VAL HORNE, VICE PRESIDENT  
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JASON HELDT, SECONDARY PRINCIPAL/AD  
AMY DALLMAN, ELEMENTARY SCHOOL PRINCIPAL

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KEVIN DAEHLING  
KIM ELY  
MELISSA BARRY  
SAMANTHA MCDOLE  
RAELENE JAMESON  
CHRIS GOEDERT  
DENNIS RIEMERSMA  
BAILEY JAMES  
JOSH SHOLTZ  
MIRANDA STEINKRUGER  
ALEXANDREA SUNDAY  
AMANDA BOYD  
MICHELLE JURA  
KINSEY WHITE

GUIDANCE  
SOCIAL STUDIES  
SCIENCE  
ENGLISH, JOURNALISM  
JUNIOR HIGH, DRAMA, SPEECH  
PHYSICAL EDUCATION  
ART  
MATH  
BUSINESS/COMPUTERS  
INDUSTRIAL ED/AG  
AG/INDUSTRIAL ED  
SPECIAL EDUCATION  
MUSIC, BAND  
SPANISH  
FCS

## ELEMENTARY FACULTY

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DIANE BROWN  
ALLISON SAATHOFF  
PAIGE BOLIN  
RENEE AYER  
STACY FAIMON  
CASEY FANGMEYER  
KATIE DAVIS  
MARILYN FRITSON  
KELSEY BRYAN  
AMY REED

PRE-SCHOOL  
KINDERGARTEN  
FIRST GRADE  
SECOND GRADE  
THIRD GRADE  
FOURTH/FIFTH/SIXTH GRADE  
FOURTH/FIFTH/SIXTH GRADE  
FOURTH/FIFTH/SIXTH GRADE  
TITLE I  
SPECIAL EDUCATION  
SPECIAL EDUCATION  
SPECIAL EDUCATION

## SUPPORT STAFF

MILES MCDOLE, BUSINESS MANAGER  
NADINE GILBERT, ELEMENTARY OFFICE MANAGER  
BETHANN BOSTOCK, PARAEDUCATOR  
SANDY CARAWAY, PARAEDUCATOR  
LU SHANNON, ELEMENTARY CUSTODIAN  
CHERYL BLAIN, HEAD COOK

VICKIE NOLAN, HIGH SCHOOL OFFICE MANAGER  
CINDY HASKINS, PARAEDUCATOR  
VIANN FISBECK, PARAEDUCATOR  
RON BRUMBAUGH, MAINTENANCE  
DENNIS SMITH, HIGH SCHOOL CUSTODIAN

# RED CLOUD COMMUNITY SCHOOLS

## MISSION STATEMENT



## BELIEF STATEMENT

- Academic excellence is our first priority.
- All students can learn given the opportunity to attain his/her maximum potential.
- All students will graduate with the basic skills to enter higher education or the workforce.
- School Activities (academic, athletic, and the fine arts) are a vital part of the educational process.
- Students will be provided with a safe learning environment.
- Respect for oneself and others is imperative.
- Human diversity is to be recognized and respected.
- Students will learn to make their own decisions and accept responsibility for their actions.

## **PHILOSOPHY**

Education provides every student the opportunity to grow and develop socially, intellectually, psychologically and physically in an environment which is free-from-fear.

The premise behind the Red Cloud Community Schools philosophy is taken from effective school research. This belief states that “all students can and will learn and all teachers can and will teach”.

For this statement to become a reality, all students must be perceived as being capable, through acquired knowledge and insight, to evolve into effective and productive members of society. Education, by presenting greater opportunities and more challenges, will potentially enable each individual the chance to lead a more satisfying life.

A quality education is vital to our future survival. Since education stresses the value of our democratic heritage, it requires a total commitment and active involvement from the home, the school and the community. Because of the commitment of all components of the school district to provide a strong educational foundation, based on vision, creativity and problem-solving, the concerns of today and the challenges of tomorrow can be addressed.

By emphasizing academic excellence and the uniqueness of each individual, “lifelong learning”, whereby each individual recognizes that continuous learning is good, that individuality is respected and encouraged and that becoming a successful member of society in a manner best fitting his/her needs, can be realized.

Education is also responsible for further developing the psychological and physical condition of each individual. Through a better understanding of human behavior and relationships one can develop not only respect for others and their property, but also self-respect.

By participating in activities which develop the physical self, an individual can obtain certain skills which allow for an improved self-concept and a greater self-confidence as he/she journeys into an ever changing world. The individual realizes that he/she has the power to make decisions and take responsibility for his/her own actions.

**Because of Red Cloud Community Schools’  
commitment, it is saying that**

**“excellence is worth the cost”**

## OBJECTIVES

In order to successfully put into effect, the aims of the school philosophy, the following objectives need to be met:

1. To provide the opportunity for every child to attain his/her maximum potential.
2. To develop a partnership which provides for open communication among parents, patrons and schools.
3. To provide up-to-date, innovative programs which promote academic excellence in a safe environment conducive to learning.
4. To provide the financial support which will contribute to excellence.
5. To encourage students to be well rounded individuals by not only excelling in the classroom, but also by participating in co-curricular activities.
6. To assess the entire school program periodically to be sure that the basic skills which students possess upon graduation will meet their needs as they enter the world of work or higher education.
7. To respect and encourage individuality which will promote innovative, creative ideas, and higher level thinking skills.
8. To provide students the opportunity to explore and experiment in a risk-free environment which will foster self-respect for others.
9. To “empower” teachers to teach while also holding teachers “accountable” for what they teach.
10. To empower students to make decisions and to be responsible for their actions

## **ATTENDANCE**

It is the philosophy of the Board of Education and administration that attendance in each class every day is necessary and extremely beneficial to each student in order that his/her maximum potential be realized.

Students are expected to attend classes on a regular basis and to be on time in order to gain maximum benefit from their instructional program and to develop habits of punctuality, self-discipline and responsibility. Students who have good attendance generally receive higher grades, enjoy school more and are more employable after leaving school. Invariably, those who inquire about students' school records are initially interested in their attendance. Attendance records are kept in the students' permanent files and are considered to be very important to prospective employers as well as colleges/universities.

(A student who is late 15 minutes or less at the beginning of the day is considered tardy. A student who is more than 15 minutes late will be counted as absent for that class period).

Nebraska State Law, section 79-201, requires all pupils to be in school during all the days school is in session.

For those reasons, a student must satisfy two basic requirements in order to earn class credits:

- 1) satisfy academic requirements.
- 2) exhibit good attendance habits.

If a student will be absent or tardy, a parent/guardian should call the elementary office at 746-3413 or the high school office at 746-2818 between 7:30 A.M. and 8:15 A.M.

- 3) If the school has not been notified by 8:15 A.M., the attendance secretary or building principal will call parents to inform them that their child is not in school.
- 4) If a student is absent for an appointment, (medical, dental, or counseling) a note from the medical professional must be presented to the school secretary upon returning.

All absences must be verified by a note or phone call from the parent/guardian. Once a student is in school, he or she must have written or verbal permission to leave and must check out through the office. A student who has been ill must be free of a fever for at least 24 hours before returning to school. A student who has any type of infectious disease, (ex. Ringworm, Pink eye, Head lice, etc.), must be treated and have a doctor's release before returning to school.

## **ELEMENTARY ARRIVAL**

Elementary students should arrive no earlier than 7:40 A.M. Breakfast will be served from 7:40 A.M. until 8:00 A.M. Monday through Friday. Students will remain on the playground or in the gym until 8:00 A.M. when they will walk to their classrooms. No breakfast will be served after 8:00 A.M. with the exception of bus students on a bus that arrives late. A student is tardy after 8:10 A.M.

The area directly in front of the school (east side of Cherry Street) is for buses only. There is to be NO PARKING in the bus zone. Parents are to drive in from the south and drop off students on the south side of the school. If you must park your vehicle, please use the south parking lot.

## **ELEMENTARY DISMISSAL**

Parents are asked to make special safety precautions around the school building to ensure small children are not endangered on their way to school in the morning or when they depart in the afternoon.

Students riding the bus will be released at 3:20 P.M. from the west doors. Students not riding the bus will be released at 3:25 P.M. from the south doors. .

A crossing guard will be available at the corner of 4<sup>th</sup> and North Cherry Street and at the corner of 3<sup>rd</sup> and North Cherry from 7:30 A.M. until 8:00 A.M. and for 10 minutes following the dismissal of school Monday through Friday.

## **K-12 PLANNED/EXCUSED ABSENCES**

When parents/guardians request that students leave school prior to dismissal time, a telephone call or note will be required and permission to leave must be obtained from the office before the student is allowed to leave the building. In order for illnesses to be considered excused absences, a note will be required from a medical professional. Any homework must be requested by parent/guardian by 9:00 am in order for it to be collected for that day of absence. If homework is collected and the parent/guardian doesn't show up for it after 3 times, then we will not collect homework again for this student. For excused absences current School Board policy will be followed for time allowed to makeup work.

Students who miss school due to school-related activities or prearranged absences are expected to complete assignments as required by each teacher.

THE SCHOOL ENCOURAGES PARENTS/GUARDIANS TO SCHEDULE ALL APPOINTMENTS OUTSIDE OF SCHOOL TIME. ANY ABSENCE THAT REQUIRES A MEDICAL APPOINTMENT WILL REQUIRE A WRITTEN VERIFICATION FROM A MEDICAL PROFESSIONAL.

## **7-12 CONSEQUENCES**

A student is allowed 10 total unexcused absences per semester from a particular class (e.g. science, first period). On the 11<sup>th</sup> absence during the semester, the student's credit for that particular class will be reduced as follows:

80-90 days=5 credits (less than 10 unexcused absences)

70-79 days=4 credits (11-20 unexcused absences)

60-69 days=3 credits (21-30 unexcused absences)

0-59 days=0 credits (more than 30 absences)

Once a student accumulates three (3) total unexcused absences the parent/guardian may be contacted by mail to inform them of the student's attendance problems. When the student reaches 6, and 9 total unexcused absences the parent/guardian will again be contacted by mail.

## **ATTENDANCE APPEAL**

An attendance review committee consisting of the building principal, the guidance counselor and a teacher of your choice may review an attendance appeal if requested.

## **K-12 ABSENCES AND ACTIVITIES**

In order to be eligible for an activity, athletic event, practice, or rehearsal the student must be in attendance the last half of the day, beginning at 11:00 A.M Monday-Thursday or 9:30 A.M. on days with a 2:25 dismissal. There may be times where an absence, not due to illness, is unavoidable and an exception may be made. Approval must be made by the administration **prior** to the absence.

## **ELEMENTARY WEATHER AND PARTICIPATION**

Listed below are the Lincoln Elementary School rules that prevail over students attending here:

- A. If the playground is muddy, or extremely wet with rain or snow, students should wear appropriate overshoes or snow boots.
- B. Students need a note from their parents/guardians to stay inside during recess. The note will be valid for that day only unless prior arrangements are made with the administrator and the classroom teacher.
- C. A student needing to stay inside for more than one day must bring a note from a medical authority.
- D. No non-school owned toys are allowed outside during recess (they need to stay in their backpack or at home).



## **SECONDARY TARDIES**

A student is tardy if he/she is not in the assigned room when the bell rings announcing the end of passing time. A student who is late leaving a previous class due to being excused late or staying to get extra help must receive a pass from the teacher. Each student will be allowed five tardies total during each semester. After the fifth tardy, the student will serve thirty minutes after school detention per tardy. Failure to show up for the detention will mean the detention will be doubled. If the student does not serve the doubled detention they will receive one day of "In-School Suspension". After school detention will be served regardless of participation in extracurricular activities.

## **K-12 SIGNING IN AND OUT**

When a student arrives late to school or leaves prior to regular dismissal time, he/she must sign in or out in the office. In cases where a student becomes ill during the school day, he/she must report to the office. Arrangements will be made for the student to leave school or an area for them to lie down will be made available.

## **PLANNED ABSENCE SLIPS**

**Planned Absence slips will be used by students who are absent from school or planned absences**, (ex. Dr. appt, college visit, etc.). If the entire grade is absent, students will not be required to obtain activity slips. Students should return the absence slip to the office no later than the day before the absence will occur. No substitute teachers will be allowed to sign the slip.

## **DONATING BLOOD**

Students wishing to donate blood at a local bloodmobile during the school day must have parent permission.

## **K-12 SCHOOL CLOSING INFORMATION**

School closing information will be made public at the earliest possible time. Announcements are broadcast through **Facebook, Code Red Alert systems and weather threat services which distributes to many news stations and radio & tv.**

If we have a current telephone number for your family, you will also receive a call via **our calling** system. Only one phone number per family.

## **SECONDARY COLLEGE VISITATIONS**

Juniors and Seniors are permitted two days per school year for college visitations when scheduled through the guidance counselor's office at least three days in advance of the scheduled date. Otherwise these dates will be counted as an unexcused absence on the student's attendance record. Students must have an activity slip completed and turn it in to the office prior to leaving.

## **K-12 LUNCH**

Lunch/Salad Bar is available to all students in grades K-12. Lunches should be purchased before school in the office. Should you need to check on your family balance please call Miles at the elementary school office – 746-3413.

### **FOOD SERVICE/SCHOOL LUNCH CHARGE POLICY**

Red Cloud Community Schools committed to providing students with an efficient as well as nutritious Food Service/School Lunch Program. Therefore, it is essential that the program have a strong financial foundation. The following student "charge" policy has been adopted.

- Lunches will be paid in advance of each 20-day period.
- When a family balance is close to zero, a reminder will be mailed to the family by the school.

- If a student does not have adequate funds to pay for a breakfast/lunch, that student may not be permitted to eat the lunch provided by the food service program.
- If a student has an unpaid balance but brings an adequate amount of money for one meal or more, that child will be served.
- When a student balance is \$100 in arrears, a phone call will be made to the parent/guardian in an attempt to collect the balance plus prepayment for future meals.
- When a student balance is over \$150 or a family balance is over \$200 the school will send a letter to the parent/guardian explaining payment options and actions including sending the debt to collections that may be taken by the school.

Legal Reference: Nebraska School Lunch Regulations  
 United State Department of Agriculture – School Lunch Regulations

Application forms for free and reduced lunches will be mailed in the Back-to-School packets or can be picked up in the office anytime during the year. Strict confidentiality will be enforced.

When going to lunch students should walk quietly to the lunch room. Once in the lunch room students must observe the following regulations:

- 1) NO SHOUTING OR HORSEPLAY WHEN IN THE LINE
- 2) NO CUTTING IN LINE
- 3) NO FOOD WILL LEAVE THE LUNCHROOM

Students not wishing to eat the school lunch may bring lunch from home. However, they should not bring glass containers or pop to school. Students who bring lunch from home must eat in the lunchroom. No student will be allowed to store or prepare any lunch items in the Family Consumer Science room or the teacher workroom. A child bringing lunch from home may purchase a milk. The free and reduced price DOES NOT apply to milk.

**NO FOOD CAN BE DELIVERED TO STUDENTS FOR THEIR REGULAR LUNCH!**

### **K-12 BREAKFAST**

Breakfast will be served to either elementary or high school students starting at 7:30 a.m. and ending at 8:00 a.m. No breakfast will be served after 8:00 A.M. with the exception of bus students on a bus that arrives late. No transportation is provided to the high school students following breakfast.

### **SECONDARY FOOD**

No food other than sack lunches shall be stored in lockers, or Teachers Workroom at any time. Lunch brought to school shall be stored in a sack or an appropriate container. Any food other than a student's lunch may be confiscated by school personnel. If this happens the food may not be returned.

Students may receive a second entrée at the High School but have to pay \$1.50 up front for that entrée. **An extra milk may be purchased for 50 cents.**

## **NON DISCRIMINATION STATEMENT**

**In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.**

**Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at**

(800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email:  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

**This institution is an equal opportunity provider.**

#### **K-12 CLOSED CAMPUS**

Once students have arrived at school, they are to remain on the school grounds until the close of the school day. Bus students, upon arrival at school, are not to leave the school grounds prior to the start of the school day.

Students will not be allowed to go home because they forgot something. A parent/guardian may be called to have someone bring it to school.

#### **K-12 SKATES, SKATEBOARDS, BICYCLES, & ROLLER BLADES**

Roller blades, roller skates or skateboards will not be allowed in the school building or on school grounds at any time, including extracurricular events.

Elementary children who ride bicycles or scooters will be required to walk their bicycles and/or scooters from the bicycle rack and across the crosswalk or to the limits of the school grounds. Bicycles and/or scooters are not to be ridden on the school grounds. Small collapsible scooters should be folded and stored under the elementary school benches in the hallway. All students must store their bike in the bike rack.

#### **SECONDARY LOCKERS**

Lockers will be provided for secondary students to store their books and other possessions. Students are not to trade lockers, use other student's lockers or transfer to empty lockers. Lockers are the property of the Red Cloud Community Schools under the jurisdiction of the Board of Education. Students are encouraged to keep their lockers padlocked. From time to time, lockers may be inspected by administrators and/or faculty members. Inappropriate items may be removed. The school is not responsible for items lost from unlocked lockers. Padlocks may be rented from the school office for \$1.00, refundable upon return. No personal locks will be allowed! The students may be charged \$3.00 if the lock is not returned at the end of the year.

Excessive damage to the locker may be assessed to the student who was assigned to the damaged locker.

### **K-12 VANDALISM**

Any person found willfully damaging or defacing property belonging to the school district shall be held liable for the replacement or repair of such property. Students may also be subject to suspension and prosecution.

### **K-12 SENDING MONEY TO SCHOOL**

When it is necessary to send money to school, please do so by placing it in an envelope which is labeled with your child's name, the amount enclosed and what it is for. The school is not responsible for any money that is lost prior to being received by the teacher or school secretaries. It is suggested that all payments be made by check.

Your child is encouraged to bring all monies to the school office at the beginning of each day for safekeeping! The school is not responsible for any lost or stolen items.

### **SECONDARY STUDENTS PARKING LOT RULES**

Secondary students are to park their cars immediately upon arrival at school in the student parking area.

The parking lot speed limit is 5 mph. These rules are for the safety of all students and property. All students and faculty members must enter from the east and exit to the north during school hours and activities. Students are to angle park within the allotted area.

### **K-12 LIBRARY AND TEXTBOOKS**

The library will be available for student use during the school day. The library may be closed to students from time to time because an entire class is using the library.

Students are responsible for library books as well as classroom textbooks. Books are to be returned in good condition. Students not returning books in good condition or losing the books will be charged for a new book.

### **K-12 YEAR-END CHECKOUT**

Student year-end checkout is not complete until all books and school equipment have been checked in, all detentions have been served and all monetary fines have been paid in full.

Failure to pay any outstanding debt may result in the balance being referred to a collections agency.

### **K-12 BACKPACKS, BOOK BAGS, PURSES**

Bags/Purses of any kind are not allowed in classrooms, on the floor, or in the hallways during school time. The backpacks or purses may be brought to school when the student arrives for the day but must be left in the secondary lockers. At the elementary building backpacks should be placed on the hallway hooks and taken home after school.

### **K-12 STUDENT ATTIRE AND GROOMING**

Students are not allowed to wear hats (ball-caps, stocking caps, bandannas, etc.) or sunglasses in the school buildings. Students are encouraged to dress in a fashion which reflects good taste. The administrator is responsible for determining on a case-by-case basis whether a student's attire is acceptable.

- 1) Prohibited Items: Those items which are prohibited from school wear include:
  - (a) soiled clothing
  - (b) articles displaying profanity, inappropriate writing, pictures or slogans
  - (c) promotion of alcohol, tobacco or drug use
  - (d) articles which could cause damage to self, others and/or property
  - (e) short mini-skirts, or short shorts

- (f) mesh shirts or tank tops without a t-shirt underneath
- (g) spaghetti strap tops
- (h) tops with open backs
- (i) biker or spandex shorts
- (j) unhemmed shorts and unhemmed sleeveless shirts
- (k) shirts/tops which expose the midriff and/or excessive cleavage
- (l) pajama pants
- (m) hoods worn up over the head
- (n) "Airpods" or headphones

(2) Special Circumstances: Items that are inappropriate during the normal school day are also considered inappropriate at school events and activities, whether at home or away. Teachers working in shop or lab classes may require special items of clothing, such as coveralls or aprons for safety reasons. Coaches, activity sponsors and field trip sponsors may require students participating in those activities to wear clothing deemed to be suitable to represent the school. Other than the guidelines listed, administration will determine what is appropriate.

### **K-12 BIRTH CERTIFICATES**

Birth certificates must be filed with the school. Birth certificates must be on file for incoming kindergarten students at the beginning of the new school year or when enrolling as a new student at Red Cloud Community Schools.

### **K-12 EMERGENCY DRILLS**

#### **Fire Drill**

Directions are posted in each classroom. All elementary students will go to assigned areas. All secondary students will congregate by class at the corner of the sheriff's office lawn.

#### **Tornado Drill**

The signal indicating a TORNADO ALERT will be three consecutive rings of the bell. Directions are posted in each classroom. Students must follow staff directions at all times.

#### **Intruder-Lockdown and Lockout Drill**

Directions are posted in classrooms. Students must follow staff directions at all times.

#### **Bomb Threats**

In the unlikely event that there is a bomb threat to one or more buildings within the Red Cloud Community Schools the following procedures will be followed.

1. Entire district will go on immediate lockdown.
2. Law enforcement will be notified.
3. When appropriate, students will be moved to an alternate location.
4. If instruction can continue, it will.
5. If the decision to cancel school is made, the students will be released only to authorized individuals.
6. In the event school is canceled, when feasible, school will be held on the Saturday immediately following the canceled day.
7. Parents/Guardians will be notified only through the school notification system or a phone call from the school.

# GRADES

## K-12 GRADES

Grade reports will be given to parents after the close of each quarter. Failing/Near Failing reports will be sent to parents/guardians of secondary students weekly. Personal contact or telephone calls may be used periodically if a student is failing.

The grading scale used at Red Cloud Community School is as follows:

- A = 100 - 93
- B = 92 - 85
- C = 84 - 77
- D = 76 - 70
- F = 69 - and below

## High School Grading Scale Changes...etc.

For courses designated as being a high difficulty class, the grading scale would adjust from 93% to 100% being an A to 93% to 105% being an A.

This is because we determine class ranking etc. based upon percentage not GPA.

The following classes are recommended to be considered high difficulty classes and the grade would be calculated at 105 percent.

1. Info Technology
2. Anatomy and Physiology
3. Advanced Math
4. Algebra II
5. Chemistry
6. Calculus
7. Accounting

In addition to the adjusted Grading Scale, the following classes will not be included in the student's GPA for Class Rank and Honor Roll.

1. Any course that is self-contained in the special education room
2. Band
3. Choir
4. Lifetime Sports
5. Weights

A student is to be considered for Valedictorian or Salutatorian, he/she must take a minimum of 4 classes considered to be high difficulty classes.

## ACADEMIC RECOGNITION POLICY

Students are eligible for academic recognition (Honor Roll, National Honor Society, Academic All State, Valedictorian/Salutatorian, etc.) if they are full time students of RCHS and meet the academic criteria required. To qualify for Valedictorian or Salutatorian, a student must attend their entire year at RCHS.

## SECONDARY ELIGIBILITY

A failing/near failing report is turned in at the beginning of each week by the teachers. Any students in grades 7 - 12 failing more than one class for the week will be placed on probation the next week. He/she will be eligible to participate in extracurricular activities. However, if at the end of the probationary week the student is still failing more

than one class he or she will then be ineligible for the upcoming week, this includes field trips. Students are required to practice during the time of ineligibility. If a student is suspended or expelled from school, they will not be allowed to practice or participate. A student that is failing two or more classes will be required to attend the 9th hour, Monday through Thursday.

A student who is ineligible will not be allowed to travel with the team.

**SECONDARY MERIT ROLL/HONOR ROLL**

The Merit/Honor Roll is compiled at the end of each semester.

Qualifications for the Honor Roll are:

Merit Roll - achieve a grade point average of 95% or higher and no grade below 85%

Honor Roll - achieve a grade point average of 90% or higher and no grade below 80%

The grade point average will not be rounded up.

<b><u>RED CLOUD HIGH SCHOOL GRADUATION REQUIREMENTS</u></b>		<b><u>REQUIRED</u></b>
Language Arts	40	English 9 English 10 English 11 one course as a senior not previously taken
Social Studies	30	World Geography/World History U.S. History U.S. Government
Mathematics	30	Algebra I/General Math
Science	30	Physical Science Biology
Personal Health & Fitness	10	PE/Health 9
Business	20	Intro to Business/Personal Finance Information Technology (5)/Computer Science
Career Development	5	Senior Survival
<b><u>Electives</u></b>	<b><u>95</u></b>	Must include 1 Business, Ag or Family & Consumer Science, Senior Survival (5-10 hrs.)
Total credit hours for graduation	260	

College entrance requirements are becoming increasingly more difficult. If a student plans to attend college, it may be necessary to take additional classes to meet college entrance requirements.

For example:	UNK requires	UNL requires
	4 yrs. of English	4 yrs. of English
	2 yrs. of Foreign Language	2 yrs. of Foreign Language
	3 yrs. of Math	4 yrs. of Math
	3 yrs. of Natural Science	3 yrs. of Natural Science
	3 yrs. of Social Science	3 yrs. of Social Science
	1 additional yr. from any of the above	

### **EARLY ENTRY PROGRAM AT A COLLEGE**

- 1.. Prior to a student enrolling at a college in their senior year, they must have the approval of the high school principal, counselor or superintendent.
2. Students will be expected to continue to attend high school, which includes at least four (4) classes. Two of which are an English course (English IV or Creative Writing) and American Government. Regular attendance and satisfactory academic progress must be maintained in all classes. All students are subject to these requirements.
3. A student may enroll in up to three semester hours of college credit per college semester. The student will be responsible for college tuition, books and fees.
4. To be eligible for extracurricular activities, all Nebraska School Activities Association (NSAA) criteria must be met.

All other information may be obtained from the guidance office or from the Course Description Handbook.

### **PROMOTION TO 8TH GRADE AND 9TH GRADE**

In order for a student to move from 7th grade to 8th grade or 8th grade to 9th grade a student must pass (with a 70% average of both semesters.) the following courses: math, science, English, social studies. A student must pass 3 of the 4 core curriculum courses per year or the student will be retained in seventh or eighth grade. Students with a written IEP, may have some grade modifications.

### **SECONDARY DROPPING/ADDING CLASSES**

Students wishing to drop classes must consult with the teacher and the counselor. Permission from an administrator or counselor is required to drop a class to guarantee that a class needed for graduation is not dropped.

Class change sheets may be obtained from the counselor. Five signatures are required in order to drop or add a class: teacher of class dropped, teacher of class added, parent/guardian, the counselor and the principal.

Classes may not be dropped/added after the third day of any new semester unless approved by the principal. All students are required to take at least eight classes. All 7<sup>th</sup>-10<sup>th</sup> grade students are required to take eight classes. See weighted grade policy.

### **K-12 STUDENT WITHDRAWAL**

If a student plans to withdraw from school or transfer to another school, he/she must report to the office for a withdrawal slip. The student is required to have each teacher's signature to indicate that books have been checked in and all other obligations have been met. The student must then return the withdrawal form to the administrator's office for final clearance.

### **K-12 INCOMPLETES**

Students receiving an incomplete at the end of the quarter or semester will have one school week to make up the work. After that time the assignment grade will be changed to a "zero" unless arrangements have been made with the teacher.

### **SECONDARY STUDENT AIDES**

Students in the 11<sup>th</sup> or 12th grade may be permitted to work one period as a student aide. They must first obtain permission from the principal, the counselor and the instructor. The student must have a cumulative grade point average of at least 80%.

Students will receive 2.5 credits per semester which will be credited toward graduation requirements.



## STUDENT CONDUCT

### **K-12 STUDENT CONDUCT AND DISCIPLINE**

Conduct of students in school, on school grounds, on buses and at school-sponsored events is regulated by Board Policies and the rules outlined in this handbook. Behavior must be orderly and appropriate. Teachers may establish reasonable rules within their classrooms to maintain an appropriate learning atmosphere. All staff members have supervisory and disciplinary authority over the entire student body.

The general standards of behavior outlined below will be followed throughout our school system. Violations of any of the rules and regulations described may result in temporary suspension from school for up to five days and, in extreme cases, expulsion from school for up to the remainder of the current semester.

Any conduct which causes a reasonable likelihood that it will interfere with the health, safety, or well-being of the rights of other students is prohibited. The administration has the right to determine the severity of the misconduct.

Students may be required to stay after school for disciplinary purposes.

Teachers will notify the principal if a student fails to report after school. Students are responsible for making arrangements for transportation home following detention. Students who refuse to serve a detention are considered insubordinate and subject to In-School Suspension.

**BULLYING:** Bullying as defined as :**Unwanted aggressive behavior** involving a real or perceived **power imbalance**. A **clear intent** to hurt, intimidate, humiliate, or cause harm. AND Behavior is **repeated**, or has the potential to be repeated. OR A single egregious act.

- a. When a report of bullying is reported to the administration, it will be referred to the school counselor (or designated staff member) for investigation.
- b. The school counselor or designee will determine whether the incident(s) meet the definition of bullying and will report the findings to the individual reporting and to the appropriate administrator for disciplinary actions if needed and the administrator will report findings to the individual reporting.
- c. A final report will be made to the Superintendent upon completion.

**DETENTIONS:** Any staff member may assign detentions as a consequence of student misbehavior. Students must be informed of their detention during the day in which it was issued by a staff member. If a student objects to the detention, he/she must take it up with the teacher that issued it. All detention/disciplinary notices are written up by a staff member and signed/approved by the principal. Students are responsible for informing parents of detention and dates prior to receipt of notice. After School Detention (3:25-3:55 p.m.) – Students are to report to the office by 3:49 p.m. Students will serve the detention on the same day the detention is given. If the detention is missed, one will be added accordingly.

Staying after school for a teacher must be fulfilled before the student may attend any sports practices or activities.

### **ELEMENTARY DISCIPLINE GUIDELINES**

\*Each teacher will determine the rules appropriate for their grade level and subject area.

If a student breaks any rule during the school day, the following or similar **may** be followed:

- a. An area of the whiteboard should be identified as the place where their names will be written if they break any classroom rules.
- b. The first time one of the rules is broken, the student's name will be written on the board and the teacher will issue a verbal warning.
- c. The second infraction will be followed by a checkmark by the student's name and the student will serve fifteen minutes after school the next day beginning at 3:45 p.m. A detention form will be sent home to be signed by the parent. If the detention slip is not brought back the next day, the detention doubles. This is the student's responsibility.

- d. If there is a second check mark the student will have a thirty-minute detention after school and a note will be sent home to the parents to inform them about the detention.
- e. If the student receives a third checkmark he/she will call home to inform the parents and a conference will be scheduled to discuss the situation.
- f. After three detentions per quarter the student will serve a one day In-School Suspension.
- g. If the offense is deemed to be serious, the staff member will fill out an office referral, and appropriate discipline will be given by the administration.
- h. **BULLYING:** Bullying as defined as :Unwanted aggressive behavior involving a real or perceived power imbalance. A clear intent to hurt, intimidate, humiliate, or cause harm. AND Behavior is repeated, or has the potential to be repeated. OR A single egregious act.
  - i. When a report of bullying is reported to the administration, it will be referred to the school counselor (or designated staff member) for investigation.
  - ii. The school counselor or designee will determine whether the incident(s) meet the definition of bullying and will report the findings to the individual reporting and to the appropriate administrator for disciplinary actions if needed and the administrator will report findings to the individual reporting. For elementary students, the 7-12 Group 3 guidelines will be followed.
  - iii. A final report will be made to the Superintendent upon completion.

**ELEMENTARY PLAYGROUND VISITATION**

No parent, relative, high school student or a stranger who comes to the playground to speak with a student, will be allowed to speak with that student without first checking in with the playground supervisor, or at the office, whichever is more accessible. On any occasion, at parent request, the office may summon a student, teacher or aide to get the child on the playground and bring him or her to the office. Parents need to be aware of this procedure.

based inhalants, papers, roachbuses, trips, concerts, activities, all - substances, “

required,  
parent’s

situations,

Any unlawful act will result in law enforcement being contacted.

**7-12 DISCIPLINE PROCEDURES FOR STUDENTS WHO ARE BROUGHT OR SENT TO THE OFFICE**

The infractions of school discipline listed below and on the following pages are grouped into categories according to the seriousness of the offense. The list is not intended to cover all situations and, therefore, all types of infractions may not be included. In all instances, interpretation is left to the individual principal to modify penalties suggested whenever extenuating, aggravating, or rate of occurrence components seem to be present so that both the student and the educational interests are dealt with in a fair and consistent manner.

Any student placed in Out-of-School Suspension, or any student who is recommended for expulsion cannot attend school, take part in any school functions, or be on school property any time during the suspension. Suspensions do not end until the start of the school day the student is next allowed to return for purposes of determining eligibility for activities. Students serving suspensions of any kind are not allowed to practice or participate in any activities.

“Hazing,” verbal or physical harassment, and sexual harassment will not be tolerated. This applies to both males and females. **Provoking a fight through any means (i.e. teasing, taunting will be considered the same as fighting, and will be addressed as such.**

Students should be aware that teachers are responsible for discipline on any school grounds or at any school activity. Students should realize that consequences assigned to students by teachers for inappropriate behavior must be taken care of as assigned.

Students should expect that parents will always be notified by letter and/or by telephone when disciplinary action is being taken.

**Along with the following consequences, any student who receives OSS forfeits their leadership position(s) in any organizations.**

#### **GROUP 1**

##### **1. Offenses**

- 1.1 Being in restricted areas of building or grounds without permission
- 1.2 Littering school grounds or building
- 1.3 Improper care or deliberate damage to books or school property
- 1.4 Violation of dress code
- 1.5 Inappropriate display of affection
- 1.6 Use or possession of nuisance items, i.e., laser pointers
- 1.7 Chronic or habitual tardiness to classes

##### **2. Penalties**

- 1.1 First Offense - Detention or Saturday School
- 1.2 Second Offense - Detention or Saturday School
- 1.3 Third Offense – In School Suspension or Saturday School
- 1.4 Fourth Offense - Short-Term, Out-of-School Suspension
- 1.5 Fifth Offense - Long-Term, Out-of-School Suspension
- 1.6 Sixth Offense - Long Term, Out-of-School Suspension, with possible recommendations for Expulsion

#### **GROUP 2**

##### **1. Offenses**

- 2.1 Truancy (unauthorized absence from class or classes) **(This includes leaving school grounds without permission).**
- 2.2 Harassment, Nonsexual (Physical, Verbal or Psychological (student-to-student)
- 2.3 Disturbance of class, cafeteria, or any other school function
- 2.4 Smoking, tobacco vape pens, e-cigarettes, chewing tobacco, or possession of smoking materials on school property, in any facilities belonging to the school system, or during times when students are to be in the direct control of the school system (Student 18 or older)
- 2.5 Skipped detention or lunch
- 2.6 Tampering with report cards, passes, or any other school records
- 2.7 Defiance **or lying to** staff/personnel authority
- 2.8 Inappropriate use of computers (First Offense-Termination of computer-use privileges for a minimum of nine weeks or until the end of the next term; Second Offense-Loss of computer privileges for the remainder of the school year).
- 2.9 Cheating on a school assignment.

##### **2. Penalties**

- 2.1 First Offense - Detention or Saturday School
- 2.2 Second Offense – In School Suspension or Saturday School
- 2.3 Third Offense - Short -Term, Out-of-School Suspension
- 2.4 Fourth Offense - Long-Term, Out-of- School Suspension
- 2.5 Fifth Offense - Long-Term, Out-of-School Suspension, with possible recommendations for Expulsion

#### **GROUP 3**

##### **1. Offenses**

- 3.1 Damage to property (private or school) of substantial value
- 3.2 Fighting in school, on school property, or during a school-sponsored activity will not be tolerated. Anytime a student commits a violent, physical act toward another student, no matter what the reason, it is considered fighting.
- 3.3 Verbal/written threats (student-to-student)
- 3.4 Threat to obtain money or anything of value; theft or attempted theft
- 3.5 Use of inappropriate comments/profanity/gestures toward school personnel
- 3.6 Intimidation (student to student)
- 3.7 Harassment, Sexual
- 3.8 Repeated violations of rules
- 3.9 Bullying as defined in student handbook

## 2. Penalties

- 3.1 First Offense – In-School-Suspension and up to 5 days Out-of-School Suspension. Conference with parents, possible notification of law enforcement personnel and financial restitution will be required when damage is involved.
- 3.2 Second Offense - Out-of-School Suspension (up to 20 days). Conference with parents, possible notification of law enforcement personnel. Financial restitution will be required of the student in cases where damage is involved.
- 3.3 Third Offense - Possible recommendation to the Board of Education for Expulsion for the duration of the term

## GROUP 4

### 1. Offenses

- 4.1 Possessing, consuming, or being under the influence of any drug, narcotic, alcohol, inhalants, “look-alike” drugs, or **including vapor pens** (under 21) at school, at school-sponsored events, or prior to attending school or school-sponsored events. Possession of drug paraphernalia is also prohibited.

### 2. Penalties

- 4.1 First Offense - Out-of-School Suspension for up to 19 days, notification of parents, notification of law enforcement personnel, recommendation for drug/alcohol assessment at the expense of the student or his/her parents, possible recommendation of attendance in a class on drug/alcohol use, and/or possible recommendation to the Board of Education for Expulsion. Any student holding a position as class officer will be removed from that position should he/she commit a Group 4 and/or 5 violation. Other organizations will deal with this situation according to their constitutions.

**5 Day Suspension:** A suspension for 5 days is to be made when a student has been proven to have been in violation of the RCCSD drug and alcohol, or tobacco rules and who has agreed to a formal drug and alcohol assessment, or alcohol and drug education class. Under no circumstances will a student be told that nothing further will happen to him/her. Since the matter has been referred to law enforcement officials, the issue is now in their hands and must be dealt with according to the policies and procedures of the law enforcement authorities.

**10 Day Suspension:** A 10-Day suspension is to be given to all students who refuse to enroll in a chemical assessment, alcohol and drug education class or who, for the severity of the infraction or other extenuating reasons do not fall into the first-time suspension given for 5 days.

- 4.2 **Second Offense** - Notification of law enforcement authorities, up to a 19 day out-of-school suspension, and/or possible recommendation to the Board of Education for Expulsion.

## GROUP 5

### 1. Offenses

- 5.1 Assault and/or battery on school personnel
- 5.2 Verbal/written threats (students to staff)
- 5.3 Intimidation (student to staff)
- 5.4 Making a bomb threat or pulling a fire alarm

- 5.5 Use of violence, force, coercion, threat, or substantial interference with school purposes
- 5.6 Possessing or handling a weapon or look alike weapon
- 5.7 Engaging in any activity forbidden by law which interferes with School purpose
- 5.8 Repeated violations of Group 3 and/or higher offenses

## **2. Penalties**

- 5.1 First Offense - Out-of-School Suspension for up to 19 days, notification of parents, notification of law enforcement personnel, recommendation for drug/alcohol assessment at the expense of the student or his/her parents, possible recommendation of attendance in a class on drug/alcohol use, and/or possible recommendation to the Board of Education for Expulsion. Any student holding a position as class officer will be removed from that position should he/she commit a Group 4 and/or 5 violation. Other organizations will deal with this situation according to their constitutions.
  
- 5.2 Second Offense - Automatic suspension pending Expulsion action by the Board of Education and notification of the appropriate law enforcement authorities. The Fire Marshall will be notified of violations involving the fire alarms. Any student holding a position as a class officer will be removed from that position should he/she commit a Group 4 and/or 5 violation. Other organizations will deal with this situation according to their constitutions.

### **Suspensions and Expulsions: Student Rights**

Each student is protected against arbitrary punishment under the Constitutions of both the United States and the State of Nebraska. Nebraska students are further protected under Nebraska State Laws: ("Student Suspension or Expulsion" 79-4, 170 through 79-4, 205).

Students shall receive fair treatment consistent with their constitutional rights to due process and fundamental fairness within the context of an orderly and effective educational process. Therefore, a student, prior to being subject to emergency exclusion, short-term or long-term suspensions, expulsions, or mandatory reassignments, will be disciplined in accordance with the Student Discipline Act of 1994. The following is a summary of these procedures: (1) A school district may expel a student, but may delay the Expulsion for the purpose of giving the student an opportunity for rehabilitation. If the rehabilitation has been satisfactorily completed, the Expulsion may be waived; (2) If the student is expelled in the last ten days of the 1<sup>st</sup> semester, the Expulsion may remain in effect through the remainder of the school year, or if a student is expelled in the last ten days of the 2<sup>nd</sup> semester, the Expulsion may remain in effect through the 1<sup>st</sup> semester of the following year; (3) If the student is expelled for the use of a firearm or dangerous weapon during the 1<sup>st</sup> semester, the Expulsion may be extended for the remainder of the school year. If such behavior occurred in the 2<sup>nd</sup> semester, the Expulsion may be for the remainder of the 2<sup>nd</sup> semester and for the 1<sup>st</sup> semester of the following year; (4) Any Expulsion that will remain in effect during the 1<sup>st</sup> semester of the following school year shall be automatically scheduled for review and shall be reviewed by the Hearing Officer (examiner) before the beginning of the next school year; (5) The hearing Officer (Examiner) may invoke the subpoena procedures if he/she deems it necessary; (6) Written notice of the finding and recommendations of the Hearing Officer (Examiner), and the determination of the Superintendent or his/her designee, shall be made by Certified or Registered Mail; (7) When one or more students are charged with violating the same rule, and they are charged with acting in concert, and if the facts appear to the Hearing Officer (Examiner) to be substantially the same, a single hearing may be held for such students as a group, if the Hearing Officer (examiner) believes that a single hearing will not prejudice any of the students.

For RCCSD students, there is the option of parent visitation/supervision in lieu of Out-of-School Suspension.

### **Saturday School**

Saturday School may be assigned and the student and parent will be notified of the time and date that the student will be required to be present.

Any student that does not serve Saturday School as assigned will be barred from all RCCSD school activities until the assigned Saturday School has been served. Such students may continue to attend practices at the discretion of their coach/sponsor.

## **K-12 SCHOOL ACTIVITIES CONDUCT**

All students attending the games will be in the gym, seated in the bleachers while the games are in progress.

1. Students need to be in the gym during the activity. Horseplay will not be allowed in the hallways or on school grounds.
2. It is highly recommended that parents attend the game with their K-6 grade students.
3. Misbehavior may result in that student being sent home.

### **K-12 BUS RULES**

Twice a year the Red Cloud Community Schools in conjunction with the bus contractor will hold a class on bus safety. This can be done with films and/or the actual buses to practice prompt embarking and disembarking, emergency procedures and general bus behavior.

Students are expected to obey the following rules when riding the bus:

1. The same conduct that is expected in the classroom is expected on the bus.
2. Be courteous, use no profane language.
3. Keep the bus clean.
4. Cooperate with the driver.
5. Do not be destructive.
6. Stay seated in your seat and face the front.
7. Keep head, hands and feet inside the bus.
8. The bus driver is authorized to assign seats.

A uniform departure time will be used at the high school. Elementary school is dismissed at 3:20 p.m. Secondary school is dismissed at 3:25 p.m. Monday through Thursday. Buses will depart five (5) minutes after dismissal. As a courtesy, the town students may ride from elementary school to high school and go home from there. The bus contractor does not have to provide this service and can discontinue it based on inappropriate behavior. Students will not be allowed to get off the bus in the downtown area.

The first time a student misbehaves, the bus driver will give one specific and clear warning. The second instance will be reported to the administrator. The administration will notify the parents by phone and in writing to establish a meeting. When a third warning becomes necessary the student will not be allowed to ride the bus for one week. The fourth instance will cause the student to lose the privilege of using the bus service for the rest of the year.

Secondary students riding an activity bus are expected to return on the bus unless written parental permission is given to the coach/sponsor, at the site of the event.

Under no circumstances will students be allowed to ride with anyone other than their parents after away activities, unless prior arrangements have been approved by the administration.

**HERE ARE A FEW WAYS PARENTS CAN HELP OUR TRANSPORTING OF STUDENTS TO AND FROM SCHOOL BE AS EFFICIENT AND AS SAFE AS POSSIBLE.**

1. See that your children are at the bus stop 1-2 minutes early.
2. Dress your children in clothing appropriate for the weather conditions.
3. Talk to your children at home about safe behavior while riding the school bus.
4. To avoid unnecessary delays, PLEASE CALL your respective bus driver or Gary Olson (746-3314) if unable to reach your driver, before 7:15 a.m., when your children are not riding.
5. If a friend is riding home with your child, or your child is riding home with someone else, both children are required to bring a note to their teacher in advance.

## **FIELD TRIPS**

At many times during the school year, students in grades K-12 will be attending field trips/activities in the area. Students may not be allowed to attend field trips if there is a problem with attendance, behavior, or eligibility. Your signature on the last page of this handbook will give your child permission to attend these area field trips. No permission slips will be sent out for area field trips (less than 75 miles). Any field trips over 75 miles in one direction will still require a separate permission slip to be signed by the parent prior to the trip. A note will be sent home prior to any trip informing parents of departure and return time, location of field trip, and/or the need for a sack lunch.

## **PHOTOGRAPHS AND VIDEO TAPING**

Occasionally during the school year **our District uses closed circuit cameras for the safety of our students. It should be understood that anyone on school grounds may be on camera and recorded at any time. If you do not wish your child's photo or name to be published, you must notify the school in writing.** Anyone on school grounds should be aware that security cameras are being used and they are being recorded.

## **PLAYGROUND STUDENT SAFETY**

No student will be allowed to exit the playground to retrieve balls or other equipment on the other side of the fence.

## **DANCE POLICY**

Students in grades 9-12 are encouraged to attend any school-sponsored dances. Examples of these dances would be a Homecoming, Snow Ball, & Prom.

They may also bring a guest to these dances provided the guest meets the following conditions:

1. The guest is a student in good standing at another high school district and has completely filled out a RCHS School Dance Guest Form.
2. The guest will leave the dance at the same time the invitee leaves.
3. The guest adheres to all dress code standards that are in effect for the dance.
4. The guest adheres to all RCHS rules and regulations.
5. The guest is under 21 years of age.
6. Exceptions may be granted with administrative approval.

## **K-12 BULLYING**

It shall be the policy of Red Cloud Community School to prohibit any form of harassment or intimidation (bullying behavior) of school employees, students or any other persons over whom the school district has control on any district properties where Red Cloud Community School has total or during any circumstances where the district can lawfully exert its jurisdiction. Harassment is defined as "any conduct or action which has the effect of interfering with the academic performance of another student or students, or creates an intimidating, hostile, offensive, unsafe or unwholesome environment for any person or persons." See page 17.

## **HARASSMENT**

Forms of harassment which shall specifically be prohibited are, but are not limited to, the following:

1. Physical harassment (bullying behavior)-actions such as fighting or placing any body part on another person in an intimidating or threatening manner.
2. Verbal harassment (bullying behavior)-actions such as name calling, intimidating or creating a threatening environment.
3. Mental harassment (bullying behavior)-actions towards another person or persons which are intended to isolate another individual by making them feel insecure, inferior etc. (inappropriate notes, drawings, pictures or other depictions, etc. will be construed by the administration as a form of mental harassment)
4. Sexual harassment-defined by the school board policy

5. Initiations: Initiations of any form on school district premises or at school activities are prohibited and will be treated as harassment.
6. Group Disturbances: actions which involve small or large groups of students involved in inappropriate name calling, yelling or general disturbing of the educational environment including both inside and outside school premises, on school transportation vehicles and at school activities, both home and away.
7. Disruption of the learning environment: actions which take place within the classroom or other learning environments which interfere with the other students' chances to learn or the teacher's ability to teach shall be treated as harassment. Examples:
  - a. Overt refusal by a student to participate in a teacher's planned lessons shall be viewed as a disruption of the learning environment.
  - b. The removal of a student from the classroom for his or her inappropriate conduct shall be viewed as a disruption of the learning environment. Removal due to other circumstances shall be treated on a case by case basis.
  - c. Idle gossip/comments during class time which are negatively directed towards/about fellow students, classroom teachers, district employees, district patrons, etc. shall be treated as harassment. Teachers are expected to stop all such comments in their classes. Students who feel that this rule is not being enforced are to report their concerns to the administration.
  - d. Student's failure to comply with directions from substitute teachers/aides.

**Administrative Discretion:** The administrative team reserves the right to interpret the severity of the violation of this policy, and to administer disciplinary action as it deems appropriate.

### **K-12 SHORT-TERM SUSPENSION**

Students placed on short-term suspension will be suspended from school for a minimum of one (1) but not more than (5) five school days. During the suspension the suspended student will be prohibited from attending or participating in all classes, extracurricular activities and school-related events, home or away. They are not to be on school grounds during that time.

Before deciding whether a student should be subjected to a short-term suspension, the Administrator shall hold an informal conference with the student. The student shall be confronted with the charges. The student shall also be provided an opportunity to present his or her version of the facts relating to the charge. Following the investigation, the Administrator will decide whether suspension is necessary.

When a student is suspended the Administrator shall send a written notice to the student's parent/guardian explaining the reason for the suspension. The attempt shall also be made to contact the parent/guardian by telephone as well. The written notice will include the reason for the suspension, the days the student will be suspended and the date the student may return to school. The homework policy is explained in the Out-of-School Suspension section of this handbook.

**Out-of-School Suspension:** Parents/Guardians of the suspended student will make arrangements with the school to pick up assignments from the school. Teachers will be directed to provide homework for the student which would have been done if the students were in school. Assignments should be complete when the student returns to school after completion of the suspension.

It shall further be the policy of Webster County School District No. 2, in order to comply with the Student Discipline Act of 1994, to ensure that students receive fair treatment consistently with their constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process, prior to being subject to emergencies, exclusions or mandatory reassignments. Such disciplinary action, therefore, will be made in accordance with the following procedures:

### **K-12 LONG-TERM SUSPENSION**



Students placed on long-term suspension will be suspended from school more than five, but less than twenty school days. During the suspension the suspended student will be prohibited from attending or participating in all classes, extracurricular activities and school-related events, home or away. They are not to be on school grounds during that time.

Before deciding whether a student should be subjected to a long-term suspension, the Administrator shall hold an informal conference with the student. The student shall be confronted with the charges. The student shall also be provided an opportunity to present his or her version of the facts relating to the charge. Following the investigation, the Administrator will decide whether suspension is necessary.

After the initial conference between the Administrator and the student, the Administrator will decide whether or not long-term suspension, expulsion or mandatory reassignment is appropriate. On the date of the decision to proceed with one of the above mentioned consequences, the Administrator shall file a written charge and a summary of the evidence supporting the charge. The student and his/her parent/guardian will be given notice by registered or certified mail informing them of their rights under the Student Discipline Act within two (2) days. The written notice shall include the rule or standard of conduct which the student is charged with violating, a summary of the evidence to be presented, and both the penalty, which the principal has recommended and any other penalty to which the student may be subjected. The written notice shall inform the student and the student's parent/guardian that they are entitled to a hearing, upon request, before long term suspension, expulsion or mandatory reassignment for disciplinary purposes can be invoked. Written notice shall also contain a description of the hearing procedures provided by the Student Discipline Act and the procedures for appealing any decision rendered at such a hearing. The written notice shall inform the guardian that the Administrator, legal counsel for the school, student, student's parents or representative shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing, any written statements pertaining to the matter if the school has such statements and to know the identity of the witnesses which will appear at the hearing and the substance of anticipated testimony from such witnesses. The written notice shall include a form on which the student or the student's parent/guardian may request a hearing. The hearing request must be made within five days of receipt of the written notice.

suspension is necessary to prevent or substantially reduce the risk of personal injury to the student or other students, school practice is that the Administrator shall make such determination in writing. Nothing in this policy shall require this. If no hearing is requested immediate suspension will continue until the date the hearing examiner files, the determination.

#### **K-12 IMMEDIATE REMOVAL BY THE ADMINISTRATION**

An Administrator may suspend a student immediately regardless of the fact that a hearing was requested within five days of notice of expulsion or long term suspension by the school. If the Administrator determines that such a report of his/ her findings with the Administration.

**The hearing/due process procedure is in the back of this handbook.**

#### **K-12 INVOLVEMENT OF A LAW ENFORCEMENT OFFICER**

In those situations, where the administration determines that federal or state laws have been violated, appropriate law enforcement officers shall be contacted. In all cases involving the discovery of alcohol or controlled substances, law enforcement officers will be contacted. Contraband seized from students will be made available to law enforcement personnel as need dictates. School administrators will submit to the appropriate law enforcement officials a statement outlining the specifics of the involved case, when so required. Red Cloud Community Schools has an interlocal agreement with the Webster County Sheriff's office that allows officers access on school grounds and in buildings at any time and on occasion to speak with staff and students.

#### **K-12 REPORTS TO LAW ENFORCEMENT**

In the event an Administrator knows or suspects the Nebraska Criminal Code has been violated on school property at a school function or when such acts consist of any unlawful acts described in 79-4, 180, the Principal shall notify the appropriate law enforcement authorities. Prior to mailing such a report the Principal shall undertake reasonable

efforts to ascertain the truth or falsity of any event upon which the report to law enforcement would be based. Nothing in this section shall be construed to require the reporting of any violation by the Administrator except if the criminal act to be reported occurred on school grounds or an educational function or event in which the district is involved but was off school grounds.

#### **K-12 RELEASE TO A PEACE OFFICER**

Consistent with any other lawful policy of the district, prior to an Administrator or other school official releasing a minor student to a peace officer, he/she shall make immediate attempts to notify the parent/guardian or responsible relative that the officer wants to speak with the student. The parent has the right to be present when the officer questions the student. There would be an exception if the child has been taken into custody as a victim of suspected child abuse. In this case the Principal or school official shall provide the authority by whom the minor has been taken into custody with the address and telephone number of the minor's parent/guardian or other responsible relative.

#### **PERFORMANCE ENHANCING SUBSTANCE**

No Performance enhancing substances to include drinks, mixes, powders or any other material that is to build muscle or increase a student's ability to perform athletically will be allowed. All items of this nature will be dealt with the same as illegal drugs, alcohol, etc. unless prescribed by a Dr. and will be kept in the office.

#### **K-12 PROCEDURES FOR REPORTING ALCOHOL, TOBACCO, CONTROLLED SUBSTANCES, OR DRUG PARAPHERNALIA**

Students in the Red Cloud Community School District who possess or are under the influence of alcohol, tobacco, controlled substances, "look alike" drugs or drug paraphernalia **including vapor pens** while involved with school sponsored programs or when being transported in school vehicles shall be handled in the following manner:

1. School personnel who come in contact with evidence of a student possessing or being under the influence of a controlled substance are required to notify an administrator immediately.
2. School personnel who come in contact with evidence of a student or students possessing or being under the influence of the above statement items will request the student to accompany them to an Administrator or designated official. If the student refuses, the staff member will immediately notify the Administrator or designated official.

A school administrator and school nurse, if possible, will make the judgment regarding the immediate medical needs of the students. If no medical attention is required, the administrator may interview the student. The school administrator will attempt to obtain evidence by direct request, questioning and through search and seizure procedures as outlined in these administrative procedures.

Information procured will be documented and evidence will be tagged for identification and placed in a secure area.

#### **K-12 PARENT NOTIFICATION**

The administrator will notify the student's parents as soon as possible. The parents would be informed of the nature of the student policy violation. If alcohol or controlled substances are involved the appropriate law enforcement authorities will also be contacted. The parent's presence is requested, if possible, while the student is being questioned by law enforcement authorities.

#### **K-12 SEARCH AND SEIZURE**

Searches within the school or on school grounds will be authorized by an Administrator when there are circumstances which would cause a reasonable person (reasonable cause) to believe that the search of a particular person, place or thing will lead to the discovery of:

1. Evidence of a violation of the student behavior guidelines contained in the Board of Education policies manual: federal, state or local laws, or student behavior guidelines handbook.
2. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

### **K-12 LOCKER/DESK/STORAGE AREA SEARCHES**

All lockers and other storage areas are the property of the Red Cloud Community Schools. Lockers and storage areas are provided for the use of the student and are subject to inspection, access for maintenance and search pursuant to this policy.

No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the administrator of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed in the process if necessary.

1. A member of the administrative staff or a teacher may search a locker, desk or any other storage area on the school premises when the person conducting the search has reasonable cause for the search.

### **K-12 PERSONAL SEARCHES**

Administrative staff shall be authorized to conduct a search of the person of a student whenever reasonable cause exists. Searches of the person of a student shall be limited to:

1. Searches of the pockets of the students.
2. Any object in the possession of the student including, but not limited to: purses, briefcases, gym or book bags or backpacks, lunch sacks and notebooks.
3. A "pat-down" of the exterior of the student's clothing.

More extensive searches of the person of a student than those enumerated above shall be conducted in a private room by a person of the same sex as the person being searched. Searches of the person of a student which require removal of clothing other than a coat or jacket shall be conducted only upon grounds of probable cause and shall be referred to a law enforcement officer, in accordance with the subsection of this policy entitled, "Involvement of Law Enforcement Officers". School personnel will not participate in such searches.

### **K-12 MOTOR VEHICLE SEARCHES**

The administrative staff may search a vehicle on the school premises when he/she has a reasonable suspicion that alcohol or controlled substances in possession of the vehicle owner in violation of this policy are contained therein **if for any reason the vehicle is not allowed to be searched that student will not be allowed to park on school property and is subject to be towed in the future.**

### **K-12 CUSTODY OF EVIDENCE**

Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the administration until it is presented at a hearing.
2. Returned to the parent/guardian of the student from whom it was seized, if personal property.
3. Turned over to law enforcement authorities.

## **SECONDARY ACTIVITY INFORMATION**

### **SCHOOL SPONSORED DANCES**

All students should dress appropriately for dances. The dance sponsors reserve the right to deny entrance to anyone who is not dressed appropriately.

Red Cloud students and/or their dates will be admitted up to fifteen minutes after the scheduled start of the dance unless previous arrangements have been made. Once students leave the building where the dance is being held at any time for any reason, they will not be allowed to return to the dance

## **ROYALTY SELECTION**

Each school year Red Cloud High School will select royalty for the following school sponsored events: Homecoming, and Junior-Senior Prom.

Only seniors are eligible for royalty selection, and may only be selected for one event.

### **Homecoming:**

Students in grades 9-12 will vote on their choice for Homecoming Royalty. After the votes are counted the top three senior girls and the top three senior boys will be declared royalty candidates. When this is announced students in grades 9-12 will vote for the King and Queen. The announcement of the King and Queen will take place following the end of the Homecoming football game.

### **Junior-Senior Prom**

Students in grades 11 and 12 will vote on Junior-Senior Prom royalty. The votes will be counted. The two classes will again vote after the top three boys and girls have been selected. This vote will determine the Junior-Senior Prom King and Queen. The announcement of the King and Queen will take place at the **end of the Promenade.**

## **K-12 STUDENT FEES**

The Board of Education adopts the following student fees policy in accordance with the Nebraska Public Elementary and Secondary Student 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 fee 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, guardians, 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. "Postsecondary education costs" shall mean tuition and other fees associated with obtaining credit from a postsecondary educational institution.

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

#### **4. 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.

#### **5. Safety Equipment and Attire.**

The maximum amount of all fees and a specific description of specialized equipment and attire and of required non-specialized attire must be included in the Board Policy on fees. 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.

**6. Personal or Consumable Items.**

Schools can no longer require students to provide personal/consumable items, i.e., routine supplies such as pencils, pens, notebooks, etc. for curricular offerings or courses. However, school districts can request students to voluntarily bring supplies. Many students wish to voluntarily bring supplies. Many students wish to bring their own supplies so that they may have full access to them outside of the school day and during the study periods. Therefore, we will continue to provide lists of recommended supplies for elementary and secondary students. The District will provide students with facilities, equipment, materials and supplies, including books; the 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.

**7. Materials Required for Course Projects.**

Schools can no longer require students to bring materials for course projects, such as wood for Industrial Arts projects or art supplies for Art projects. The school district is required to furnish the supplies and materials necessary for course projects, but upon completion, the project becomes the property of the school district if it has more than minimal value.

However, students are permitted to voluntarily supply materials for course projects and, in such cases, these course projects may be kept by the student upon completion. Generally, standard project materials will be made available by the District. If the student wishes to keep the project upon completion, he/she must reimburse the District for the reasonable value of the standard materials. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project. Students cannot be academically penalized for using standard District materials and grading criteria for course projects must be designed so that the highest possible grade is achievable using District materials.

**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. Students can still be required to provide personal/consumable items for extracurricular activities.

**6. Postsecondary Education Costs.**

Some students enroll in postsecondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such postsecondary courses.

**7. Transportation Costs.**

The District will 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 reserves the right to charge a fee for making copies of a student's file or records for the parents or guardians of such students. An Administrator 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 Summer School or Night School.**

The District will charge reasonable fees for participation in summer school or night school, and may charge reasonable fees for correspondence courses.

**10. Charges for Food Consumed by Students.**

The District will charge for items that students purchase from the District's lunch program. 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 requested to bring money or food for field trip lunches and similar activities.

**11. Fees**

Students attending Red Cloud Schools will be admitted to home activities free of charge.. The Red Cloud Activity Card costs \$60.00 for an individual adult for a year. A parent activity pass (2 members) for \$85.00.

**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 necessary materials or equipment without charge for (1) participation in extracurricular activities, (2) admission fees and transportation charges for student spectators attending extracurricular activities, (3) materials for course projects, and (4) 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.

**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.

**E. 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 monies collected from students for (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school courses. Monies in the Student Fee Fund shall be expended only for the purposes for which they were collected from students.

## **Concussions**

a. Training

The Superintendent or designee shall make available training approved by the chief medical officer of the State on how to recognize the symptoms of a concussion or brain injury and how to seek proper medical treatment for a concussion or brain injury to all coaches of school athletic teams.

b. Education

The Superintendent or designee shall require that concussion and brain injury information be provided on an annual basis to students and the students' parents or guardians prior to such students initiating practice or competition. The information provided to students and the students' parents or guardians shall include, but need not be limited to:

1. the signs and symptoms of a concussion;
2. the risks posed by sustaining a concussion; and
3. the actions a student should take in response to sustaining a concussion, including the notification of his or her coaches.

c. Response to Concussions.

1. Removal. A student who participates on a school athletic team shall be removed from a practice or game when he or she is reasonably suspected of having sustained a concussion or brain injury in such practice or game after observation by a coach or a licensed healthcare professional who is professionally affiliated with or contracted by the school.
2. Return-to-Play. A student who has been removed from a practice or game as a result of being reasonably suspected of having sustained a concussion or brain injury student shall not be permitted to participate in any school supervised team athletic activities involving physical exertion, including, but not limited to, practices or games, until the student: (i) has been evaluated by a licensed healthcare professional, (ii) has received written and signed clearance to resume participation in athletic activities from the licensed healthcare professional, (iii) has submitted the written and signed clearance to resume participation in athletic activities to the school accompanied by written permission to resume participation from the student's parent or guardian, (iv) the student passes a current ImPACT test, (v) and the coach deems the student is fit for participation.

The coach or administration may require that the student's return to full activities be on a stepwise progression back to full participation, or otherwise establish conditions for return to participation that are more restrictive than those defined by the licensed health care professional if the coach or an administrator reasonably deems such to be appropriate.

The signature of an individual who represents that he or she is a licensed healthcare professional on a written clearance to resume participation that is provided to the school shall be deemed to be conclusive and reliable evidence that the individual who signed the clearance is a licensed healthcare professional. The school is not required to determine or verify the individual's qualifications.

3. Parent Notification. If a student is reasonably suspected after observation of having sustained a concussion or brain injury and is removed from an athletic activity per the preceding paragraph, the parent or guardian of the student shall be notified by the Superintendent or designee of the date and approximate time of the injury suffered by the student, the signs and symptoms of a concussion or brain injury that were observed, and any actions taken to treat the student.

d. Responsibility of Coaches.

Coaches shall comply with this policy and apply their safety and injury prevention training. A coach who fails to do this is subject to disciplinary action, including but not limited to termination of employment.

e. Students and Parents:

It is recognized that coaches cannot be aware of every incident in which a student has symptoms of a

possible concussion or brain injury. As such, students and their parents have a responsibility to honestly report symptoms of a possible concussion or brain injury to the student's coaches on a timely basis.

f. Effective Date.

This policy becomes operative on July 1, 2012. The administration may, but shall not be required to implement provisions of this policy prior to such date as it determines appropriate.

**RED CLOUD COMMUNITY SCHOOLS EXTRA-CURRICULAR PERMISSION FORM**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Birth Date: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Health Insurance Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_  
Allergies: \_\_\_\_\_

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**Permission to Participate**

I hereby give my permission for the above-named student to practice, compete, and represent the school in regulated interscholastic activities except any restrictions as noted on the current, effective physical examination card as completed by a licensed physician or advanced practice nurse prescriber.

**Responsibility to Return All School-Issued Uniforms/Equipment**

I agree to be financially responsible for the safe return of all athletic uniforms and equipment issued to him/her. I understand that my son/daughter is responsible for any uniform or equipment that is assigned specifically to him/her, and agree to reimburse the school the actual replacement value of the uniforms/equipment in the event that they are lost or stolen. I understand that failure to reimburse the school in a timely fashion could affect my son/daughter's extracurricular eligibility.

**Permission for Emergency Medical Care and Conveyance**

I further grant permission for my son/daughter, named above, in case of injury as a result of athletic/activities participation, to be given emergency attention/care by the athletic trainer, the team physician or any other physician present, and to be conveyed to an emergency medical facility, if needed. I understand that all medical costs that could occur of such conveyance and subsequent treatment are the sole responsibility of the parents/guardians, and I understand that Red Cloud Community Schools will assume no liability for the cost of said conveyance or treatment.

**Informed Consent**

I understand that injuries could occur as a result of participation in athletics/activities. I understand that these injuries could include minor injuries such as bruises or abrasions, muscle strains, sprains, or broken limbs. I



understand that it is possible that a catastrophic injury could occur rendering my son/daughter paralyzed, and that death could also occur as a result of a catastrophic injury.

**Insurance Waiver**

I certify that I have adequate insurance coverage on the above-named student to cover medical expenses in the event of an athletic/activities-related accident or injury, and that I also have the option of enrolling in a school-sponsored student accident insurance plan. I also understand that I have the right to waive enrollment in the school-sponsored plan if I believe that the above-named student is adequately covered by my current insurance carrier.

**Signature**

By signing this form, I am attesting to the fact that I understand and agree to all conditions set forth on this form and in the Parent-Student Handbook, that if I have not understood any information, I have sought and received an explanation, and am fully aware that I am granting permission for the above-named student to participate in the Red Cloud Athletic/Activities Program.

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

\_\_\_\_\_  
Student Signature/Date

**RED CLOUD WARRIORS FOOTBALL  
HELMET WARNING AND HEAD/SPINAL INJURY RELEASE FORM**

Helmet Warning (NOCSAE approved):

Do not strike an opponent with any part of this helmet or face mask. This is a violation of football rules and such use can result in severe brain or neck injury, including paralysis or death. Severe brain or neck injury may also occur accidentally while playing football.

**NO HELMET CAN PREVENT ALL SUCH INJURIES. YOU USE THIS HELMET AT YOUR OWN RISK .....**

We the undersigned have read and understand the helmet warning above and agree that the Red Cloud football coaching staff has instructed \_\_\_\_\_ in the proper techniques for blocking and tackling to minimize risk of injury. We release the coaching staff from liability for such injuries.

\_\_\_\_\_  
(Student Signature/Date)

\_\_\_\_\_  
(Parent/Guardian Signature/Date)

## K-12 DUE PROCESS

### ALL STUDENTS ARE AFFORDED THE RIGHT OF DUE PROCESS

All offenses of misconduct, alcohol, tobacco or drug violations by athletic/activity participants will be reviewed by an administrator and appropriate action will be taken. A letter will be written to the parents stating what action was taken. The parent/guardian shall have three school days if they have questions, to request a meeting to further discuss the matter.

All violations will be reviewed by the administration, athletic director, and coach/sponsor. Penalties may range from short term suspension from activity participation for twenty school days to one calendar year. **During any suspension for a violation; there must be an activity missed during the 5-day period for them to count towards the suspension.**

Proof of violations shall be defined as follows:

1. Admission of violation to a sponsor, activity director or administrator may reduce the time of suspension to ten school days.
2. Being observed in violation of Red Cloud activity rules by any employee of the Red Cloud Schools.
3. Being observed or cited by a law enforcement officer.

Investigative Procedure:

1. The athletic director or administrator will confront the athlete/activity participant with the alleged violation. Students will not be charged or accused by association with the violation as stated in the training rules. However, disciplinary action will be taken through violation of individual team rules. If after this meeting the athletic director/administrator determines the student has violated the rules, the student's parent/guardian shall be notified of his/her decision.
2. If the participant or his/her parent/guardian feels the decision of the athletic director/administrator was incorrect, they may ask, within three school days, to present their case before a review board. Parents/guardians may accompany the accused student to the hearing. The review board will be made up of: the administration, athletic director, and **select** head coaches or sponsors. The participant in question will be eligible to participate in inter-school athletic/activity contests until the decision of the review board has been finalized. The review board will be a closed hearing and the decision of the review board is final.

Penalties **(All violations are cumulative beginning 7<sup>th</sup> Grade through 12<sup>th</sup> Grade).**

FIRST OFFENSE (with the student self-reporting within 72 hours) will result in the forfeiture of participation in all activities for twenty (20) school days, but the student will be given the option of having the suspension reduced to ten (10) school days if they successfully complete an anti-smoking unit or undergo a diagnostic evaluation for substance abuse and follow those recommendations made by a certified substance abuse evaluator at the expense of the parent/guardian. Upon completion of the evaluation the student may return to competition on the tenth (10) school day following suspension from participation. The student will be required to practice during the suspension unless excused by the sponsor/coach.

FIRST OFFENSE (without self-reporting) will result in the forfeiture of participation in all activities for thirty (30) school days without the possibility of reduction.

SECOND OFFENSE will result in the forfeiture of all privileges of activity participation for seventy (70) school days from the date disciplinary action was imposed for said offense **if a student self-reports within 72 hours the suspension may be reduced to 35 days upon completion of an In-Patient Drug/Alcohol program the suspension may be lessened.**

THIRD OFFENSE will result in the forfeiture of all privileges of activity participation for one (1) year from the day disciplinary action was imposed for said offense.

The provisions of this policy will be divided into two sections as it is applied to the Red Cloud students. The policy will first be applied to the 7th and 8th grades. When a student enters the 9th grade the provision dealing with punishment will start over.

FOURTH OFFENSE will result in the loss of all privileges of activity participation for the remainder of the student's high school career.

Any participant that is removed from athletic activity for any reason will not be allowed to participate with any other team during the season in progress.

#### LONG-TERM SUSPENSION, EXPULSION OR MANDATORY REASSIGNMENT PROCEDURE

Before deciding whether a student should be subjected to one of the above mentioned penalties, the Administrator shall hold an informal conference with the student. THIS IS MORE FULLY EXPLAINED IN THE STUDENT CONDUCT SECTION OF THIS HANDBOOK.

When a student is suspended, the Administrator shall send a written statement to the student and the student's parent/guardian. THIS IS ALSO MORE FULLY EXPLAINED IN THE STUDENT CONDUCT SECTION OF THIS HANDBOOK.

If, after the initial conference between the Administrator and the student, the Administrator may decide that long term suspension, expulsion or mandatory reassignment is appropriate. On the date of that decision, the Administrator shall file a written charge and a summary of the evidence supporting the charge with the Superintendent. The student and the student's parent/guardian will receive notice within two days informing them by registered or certified mail of their rights under the Student Discipline Act. The written notice shall include the rule or standard of conduct which the student is charged with violating. A summary of the evidence to be presented against the student, the penalty which the Administrator has recommended and any other penalty to which the student may be subjected shall be included in the written notice. The written notice shall inform the student and the student's parent/guardian that they are entitled to a hearing, upon request, before any of the above mentioned penalties can be invoked. Written notice shall also contain a description of the hearing procedures provided by the Student Discipline Act and the procedures for appealing any decision rendered at such a hearing.

The written notice shall inform the guardian that the Administrator, legal counsel for the school, the student and the student's parent/guardian or representative shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing, any written statements and to know the identity of the witnesses which will appear at the hearing and the substance of anticipated testimony from such witnesses. Finally, the written notice shall include a form on which the student or student's parent/guardian may request a hearing.

## HEARING PROCEDURES

### 1) Scheduling of the Hearing

If the student or the student's parent/guardian requests a hearing within five days after receipt of the written notice, the Superintendent shall appoint a hearing examiner who shall, within two days after being appointed, give written notice to the Principal, the student and the student's parent/guardian of the time and place of the hearing. The hearing shall be scheduled within five days after it is requested, but it may be postponed by the hearing examiner for good cause. Unless all parties consent in writing, no hearing shall be held without notice of at least two school days to the Principal, the student and the student's parent/guardian.

### 2) Single Hearing for Multiple Students

When more than one student is charged with violating the same rule, and they are charged with acting in concert, and if the facts appear to the hearing examiner, the hearing may be held for such students as a group if the hearing examiner believes that a single hearing will not prejudice any of the students. If during the tendency of the hearing, the examiner finds that a student will be substantially prejudiced by a group hearing, the hearing examiner may order a separate hearing for that student.

### 3) Hearing Procedures

During the hearing, the student and the student's parent/guardian will have the opportunity to present the student's side of the case and to call and question witnesses. No long term suspension, expulsion or mandatory reassignment hearing will be held unless it is attended by the hearing examiner, the student, the student's parent/guardian, the student's representative, if any, and legal counsel as defined in 79-4,187 R.R.S. 1943. The hearing examiner may exclude the student at times when the student's psychological evaluation or emotional problems are being discussed and may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The student may speak in his/her own defense and may be questioned on his/her testimony. He/she may choose not to testify. In such a case he/she shall not be threatened with punishment or be later punished for refusal to testify. During the hearing the Principal shall present to the hearing examiner the student's conduct. However, such records and statements will not be accepted by the hearing examiner unless they have been made available to the student's parent/guardian or representative prior to the hearing. Nothing in this section shall be deemed to supplant any other procedures required by law or board policy.

Such explanation and interpretation as desired by the hearing examiner pertaining to student records shall be made prior to or at the hearing by appropriate school personnel.

### 4) Witnesses

The hearing examiner shall make reasonable efforts to compile the attendance of any witness requested by the student, his/her parent/guardian or representative. The hearing examiner may invoke subpoena procedures of the District and shall, in his/her sole discretion in the name of the Board of Education, upon reasonable advance, request in writing by the student, parent/guardian or representative seeking assistance of the hearing officer in obtaining the attendance of a witness or witnesses.

### 5) Report and Determination

After the hearing is concluded the hearing examiner shall within a reasonable time prepare a report of his/her findings with a recommendation of the action to be taken and the reasons for the recommendation of that particular action. The hearing examiner's recommendation may range from

no action through the entire field of counseling, to long term suspension, expulsion or mandatory reassignment. The Superintendent shall review the examiner's report and may change, revoke, or impose the sanction recommended by the hearing examiner as long as the Superintendent does not impose a sanction more severe than the recommendation by the hearing examiner. Written notice of the findings and recommendations of the hearing examiner and the determination of the Superintendent shall be made by certified or registered mail or by personal delivery to the student or the student's parent/guardian. Upon receipt of such written notice the determination of the Superintendent shall take effect immediately.

#### 6) Appeal of the Superintendent Determination

The student and the student's parent/guardian may appeal the Superintendent's determination to the Board of Education by a written request filed with the secretary of the board or with the Superintendent within seven days of their receipt of the written notice of the Superintendent's determination. If such a hearing is requested, it will be held within a period of ten school days after such request unless the time for the hearing is changed by mutual agreement of the student and Superintendent. The appeal hearing may be held before a committee of the Board of Education as long as at least three members are present. After examining the record, and if necessary, taking new evidence, the deliberating body may alter the Superintendent's disposition of the case if it finds the decision to be too severe, but may not impose a more severe sanction. If the appeal is heard by a committee of the Board as prescribed (79-4. 199 R.R.S.), such committee should consider the committee's recommendation and take action as the board may elect. However, that action may not impose a more severe sanction than recommended by the Superintendent. Nothing in this policy shall be construed to require a committee of the Board of Education to receive any new evidence unless the failure to do so would, in the judgment of the Board or the committee as applicable, cause substantial unfairness in the proceedings. Final Action of the board shall be evidenced by personally delivering or mailing by **certified mail** a copy of the deliberating bodies decision to the student and the student's parent/guardian.

#### 7) Procedures for Hearings Requested After Five Days but Within Thirty Days.

If the student or the student's parent/guardian requests a hearing more than five days but not more than thirty calendar days following actual receipt of written notice, the hearing shall be held. However, the imposed punishment shall continue in effect pending final determination as described above.

#### 8) Maximum Length of Expulsion.

Except as herein otherwise provided, the expulsion of a student shall be for a period not to exceed the remainder of the semester in which the expulsion took effect. However, if the misconduct occurred within ten school days prior to the end of the first semester, the expulsion may remain in effect through the second semester. If the misconduct occurred within ten school days prior to the end of the school year, the expulsion may remain in effect for summer school and for the first semester of the following year.

#### 9) Expulsion for Personal Injury or Possession of a Dangerous Weapon

If a student is expelled for the use of force or causing or attempting to cause personal injury to another individual or for knowingly and intentionally possessing or transmitting a firearm or a dangerous weapon, the expulsion shall be for a period not to exceed the remainder of the school year in which it took effect if the misconduct occurs during the first semester. If the expulsion took effect during the second semester the expulsion shall remain in effect for summer school and the first semester of the following year.

#### 10) Review of Expulsions

Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review and shall be reviewed by the hearing examiner before the beginning of that school year. The review shall be limited to newly discovered evidence or changes in the student's circumstances occurring since the original hearing. If there is no such evidence the hearing examiner need not provide a hearing in order to complete his/her review. The student may be readmitted for the upcoming year. The student may be readmitted by action of the Superintendent unless the Board of Education took the final action to expel the student. Under such circumstances, the student may be readmitted by action of the board.

#### 11) Suspension of the Enforcement of Expulsion

Once a student has been expelled the school district may suspend the enforcement of such expulsion as long as such suspension does not extend beyond the end of the full semester after the semester in which the expulsion took effect. During the period of time that the expulsion is suspended the school district may assign the student to a school, class, or program which it deems appropriate for rehabilitation of the student. This district is by this policy herewith authorized to join together with another district or districts as the Superintendent may decide in providing such rehabilitation. This district may, by agreement with another district, send its suspended or expelled students to any school, class, or program if offered. This may be a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as in on-the-job trainee or individualized prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit towards graduation.

If, at the end of the period of suspension of enforcement, the student has satisfactorily participated in the rehabilitation program, the district shall permit the student to return to the school of former attendance or to attend other programs offered by the district. However, if the student's conduct has been unsatisfactory, the district shall enforce the expulsion action. If the student is reinstated, the district, by its Superintendent, may also take action to expunge the record of the expulsion action.

Nothing in this section shall be construed to require the district or the administration to suspend the enforcement of any expulsion nor to require the district to enter into any contract or other arrangement with another school district or districts to provide any programs as are described in this section of the policy.

#### **STUDENT/PARENT/GUARDIAN COMPLAINT OR CONCERN:**

If a student or parent/guardian has a complaint/concern about a school policy or an employee the following procedure will be followed in order to resolve the problem as quickly as possible.

1. Contact the person with whom you have the complaint about to discuss both sides of the story.
2. If the problem still exists, contact the Principal.
3. If there is still no resolution, contact the Superintendent.
4. Finally, if unresolved, ask the Superintendent to place the complaint on the next month's Board of Education agenda for further discussion.

Problems do exist. However, the best and quickest manner in which to resolve them is to meet the "source" of the conflict. Remember, before passing judgment, there are always two sides to every story.

## **CODE OF CONDUCT FOR STUDENTS OF THE RED CLOUD PUBLIC SCHOOLS**

The activities program of the Red Cloud Public Schools is considered an integral part of the total educational program. Pupils participate on their own accord with parents' knowledge and consent.

The Red Cloud School District recognizes that rules and regulations concerning the decorum and conduct of the student body will vary with times and values of the community. Further, the individual family should be the primary guiding influence of student behavior. However, the school district also has a significant interest in teaching students to behave responsibly and appropriately. Consequently, students will be held accountable for their actions, and their participation in any extra-curricular activity is dependent upon their adherence to the school district's policies, procedures, and rules.

Major infractions of school rules are covered by existing policy. Disciplinary action resulting from behavior at school, practice, games, or outside of school and activities, will be dealt with by the coaching and activity staff. The penalties will be dealt with by the administration according to student handbook rules.

### **K-12 ALCOHOL, DRUG AND TOBACCO POLICY**

All students have the right to attend school in a drug free environment conducive to good learning. The use of a controlled substance, alcohol and/or tobacco is not only a violation of the law, but interferes with both effective educational activities and the healthy development of young people. The educational system has a fundamental and ethical obligation to prevent drug abuse and maintain a drug free and safe educational environment, not only through the schools, but also in all school-related activities.

It shall be the policy of the Red Cloud Community Schools, District No. 2, to provide information to all students concerning available drug and alcohol counseling, rehabilitation and reentry programs within fifty miles of the administrative offices of the district or, where no such services are found, within the state of Nebraska. Information concerning such resources shall be presented to all of the students of the district. It shall be the policy of Red Cloud Community Schools, District No. 2, to provide each student of the district a copy of the standards of conduct for student behavior in the district which prohibit the unlawful use or distribution of illicit drugs and alcohol on school premises or as part of any of the school's activities. Such standards of conduct shall be given to each student and his/her parent/guardian prior to the commencement of each school year on a form to be developed by the administration or Board of Education.

#### **POLICY**

It shall be the policy of Red Cloud Community Schools, District No. 2, in addition to the standards of students conduct elsewhere adopted by board policy or administrative regulation to absolutely prohibit the unlawful possession, use or distribution of illicit drugs or alcohol on school premises or as part of any of the school's activities. This shall include such unlawful possession, use or distribution of illicit drugs and alcohol 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 herein above described shall include, but not be limited to, the following:

1. Possession of any controlled substance, possession of which is prohibited by law.
2. Possession of any prescription drug in an unlawful fashion.
3. Possession of alcohol on school premises or as 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 manner.
7. Distribution of any drug or controlled substance when such distribution is unlawful.
8. The possession, use or distribution of alcohol.
9. Misconduct

It shall further be the policy of the district that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within the bounds of applicable law. This may include short term suspension, long-term suspension, expulsion, referral to appropriate authorities for criminal prosecution or completion of an appropriate rehabilitation program.

## **NOTICE ON STUDENT RECORD POLICY**

The Red Cloud Community Schools are required by Federal law to notify parents of students and eligible students that the schools do maintain personally identifiable data on students enrolled in the Red Cloud Community Schools. The Red Cloud Community Schools are also required to notify the parents of students and eligible students of their right to inspect and review the educational records of their child or children and to challenge the contents of the records as inaccurate or misleading or violates the privacy and other rights of the student. Any parent of a child or an eligible student (a student who has attained eighteen years of age) who is or has been in attendance at the Red Cloud Community Schools who desires to inspect and review their child's educational records, should contact either the Custodial of Records at the school the student was or is enrolled in or the office of the Superintendent.

Copies of the Red Cloud Community Schools Student Record Policy may be obtained at no cost by contacting the office of the Superintendent, Red Cloud Community Schools, whose address is 334 N. Cherry Street, Red Cloud, NE 68970. The policy describes the procedures for inspecting and reviewing records, challenging the contents, and releasing information to third parties. The policy also identifies the Custodian of Records for each building, the records maintained by the school, the contents of these records, who has access to the records, and how long each record is maintained by the school before being destroyed.

Notice is hereby given to parents of students and eligible students that the personally identifiable information designated by the Red Cloud Community Schools as "directory information" is as follows, the student's name, grade, age or date of birth, height, weight, position in the group, experience in the group candidacy for graduation or date of graduation, and/or the list of academic and/or activities, achievement including without limitations, honor rolls, scholarships earned, activity honors, and awards earned in connection with current school activities.

Parents of the student or an eligible student have the right to refuse to permit the foregoing designation of any or all of the categories of personally identifiable information with respect to that student as directory information by informing the Red Cloud Community Schools in writing within two weeks that such personally identifiable information not to be designated as directory information with respect to that student.

If you have questions on the Records Policy of the schools, please contact Brian Hof at 402-746-3413.



**SAMPLE**

**RED CLOUD COMMUNITY SCHOOLS  
POLICY for LEAVING  
AWAY ACTIVITIES**

Students safety is a major concern/priority when discussing travel to and from away activities. No student will be allowed to drive to or from a school activity, in their own vehicle, which is away from school if they are a participant in the activity. For all school-sponsored activities away from school, the school will provide transportation. It is required that all students involved in these activities ride to and from the activity in the vehicle furnished by the school district.

The only exception to this rule will be for students to ride with their parents **or another RC staff member as approved by the sponsor**. Students will not be allowed to ride with anyone else. In order for this to happen the parent/guardian must contact the sponsor in person following the activity at the site of the activity. The sponsor will ask the parent/guardian to sign the release at the bottom of this page.

Because of liability and concern for student safety, Red Cloud students will not be allowed to ride home with friends, boyfriends, girlfriends, etc.

\*\*\*\*\*

**We the parents of \_\_\_\_\_ release the school from all responsibility in transporting our child to Red Cloud following this school sponsored activity.**

-----  
**(Parent/Guardian signature)**

-----  
**(Date)**

**SAMPLE**

**SAMPLE**

**SAMPLE**

**DO NOT RETURN THIS TO THE SCHOOL!**

## **RED CLOUD COMMUNITY SCHOOLS Internet Safety Policy**

It shall be the policy of Red Cloud Community Schools that access to the Internet provided by Red Cloud Community Schools is expected to be used as an educational and/or work-related resources and that such access shall be made available subject to such rules and regulations as may be established, provided that no use shall be permitted which, in the judgment of the Board of Education of Red Cloud Community Schools, is in any way prejudicial to the best interest of the unit or in conflict with the Red Cloud Community Schools Program of Services.

The Red Cloud Community Schools Board of Education reserves the right to refuse access to the Internet by Red Cloud Community Schools to anyone when it deems it necessary in the public interest.

### **Definitions**

1. Access to the Internet-A computer shall be considered to have access to the Internet if such computer is equipped with a modem or is connected to a computer network which has access to the Internet.
2. Minor shall mean an individual who has not attained the age of 19.
3. Obscene shall have the meaning given such term in section 1460 of Title 18, United States Code.
4. Child pornography shall have the meaning given such term in section 2256 of Title 18, United States Code.
5. Harmful to minors shall mean any picture, image, graphic image file, or other visual depiction that:
  - a. taken as a whole and with respect to minors, appeals to prurient interest in nudity, sex, or excretion;
  - b. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
6. Hacking shall mean attempting to gain unauthorized access to computer and network systems connected to the Internet.
7. Technology protection measures shall refer to a proxy server managed by Red Cloud Community Schools that blocks and/or filters Internet access or other means by which access may be blocked and/or filtered.
8. Authorized staff member as used herein shall refer to an adult staff member appointed by the Red Cloud Community Schools Technology Committee.
9. Technology Committee as used herein shall refer to a group of Red Cloud Community Schools staff including the following:
  - a. Administrator
  - b. Technology Coordinator
  - c. One staff member appointed by the Administrator
  - d. Two teachers appointed by the Administrator

### **ACCESS TO INTERNET BY MINORS**

Minors accessing Internet services provided by Red Cloud Community Schools shall be subject to the following rules and regulations:

1. Minors shall not access material that is obscene, child pornography, harmful to minors, or otherwise inappropriate for educational use.
2. Minors shall not use Red Cloud Community Schools technology or Internet resources to engage in hacking or attempts to otherwise compromise any computer or network system's security.
3. Minors shall not engage in any illegal activities on the Internet.

4. Minors should only use electronic mail and other forms of direct electronic communications for purposes related to education within the context of a school-related assignment activity.
5. Minors shall not disclose personal identification information on the Internet.
6. Minors shall be monitored while using the Internet.

### **TECHNOLOGY PROTECTION MEASURE**

Red Cloud Community Schools shall use a technology protection measure that blocks and/or filters Internet access to prevent access to Internet sites that are not in accordance with the policies of Red Cloud Community Schools.

1. The technology protection measure that blocks and/or filters Internet access may be disabled by an authorized staff member for bona fide research purposes with permission of the immediate supervisor of the staff member requesting said disabling or with the permission of the administrator of Red Cloud Community Schools.

### **PLEASE RETAIN THIS POLICY FOR FUTURE REFERENCE RED CLOUD COMMUNITY SCHOOLS**

#### **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. They are:

1. The right to inspect and review the student's education records within 45 days of the day the district 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 principal 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 records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district 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 authorized 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 district 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 District has contracted to perform a special task (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 educational record in order to fulfill his or her professional responsibility and effectively provide the function or service for which they are responsible.

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited

to education records in which they have legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

The District forwards education records (may include academic, health and discipline records) to schools that have requested the records and in which the student seeks or intends to enroll, or where the student has already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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. 20202-4605

#### 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 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.

#### Notice Concerning Designation of Law Enforcement Unit:

The District designates the Webster County Police Department as the District's "law enforcement unit" for the purposes of (1) enforcing any and all federal, state or local law, (2) maintaining the physical security and safety of the schools in the District, and (3) maintaining safe and drug free schools.

#### **Homeless Students Policy**

Homeless children for the 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 Red Cloud Community School 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 insure 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 which 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 a 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 a 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 Red Cloud Community School, and the homeless child continues to live in the Red Cloud Community School District, transportation to and from the school or origin shall be provided by the Red Cloud Community School; and (2) if the homeless child lives in a school district other than the Red Cloud Community School District, but continues to attend Red Cloud Community Schools based on it being the school of origin, the new school and the Red Cloud Community School District 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.

## Title I

### **ELEMENTARY TITLE I: PARENTS RIGHT-TO-KNOW**

On January 8, 2002, President Bush signed into law the “No Child Left Behind” Act (NCLB). NCLB is designed to improve student achievement by increasing federal involvement in public education both at the state and local level. Under NCLB, school districts that receive Title I funding are now required to inform parents they have a right to know the professional qualifications of their children’s teacher(s). Therefore, parents of the Red Cloud Community School District may request to know the qualifications of their child’s teacher(s).

As a parent, if you would like to receive specific teaching credential information about your child’s teacher(s), please contact your school’s building administrator at 402-746-3413 (elementary) or 402-746-2818 (high school). Please give the building principal at least five school days to contact you with information about the teaching credentials of your child’s teacher(s).

In addition, under NCLB the school district is required to let parents know when teachers who don’t fit the NCLB’s definition of “highly qualified” teach their children for four or more consecutive weeks.

**2022-2023**

### **Schoolwide Title I Parent and Family Engagement Policy of the Red Cloud Community Schools**

**At the district level, it is the policy of the Red Cloud Elementary School Schoolwide Title I program that parents of all kindergarten through 6<sup>th</sup> grade children will have the opportunity to be involved in the joint development and annual evaluation of the district Parent and Family Engagement Policy and in the district’s review process for the purpose of school improvement. This includes parents and family members of migratory children, parents with limited English proficiency, limited literacy, are economically disadvantaged, are of racial or ethnic minority background or are disabled. These documents will be provided in an understandable and uniform format, and to the extent practicable, in a language the parents can understand. The district provides coordination, technical assistance, and other necessary support in the planning and implementation of parental and family involvement activities. The district encourages parental and family involvement and supports the partnership between home/school/community by providing training and materials for parents and families to work with their children to improve academic achievement, educating school personnel about involving parents and families and understanding the value of parental and family contributions, and developing meaningful roles for community organizations and businesses to work with parents, families, and schools.**

- 1. The jointly developed Schoolwide Title I written policy and the Parent and Family Engagement Policy are given to the parents of K-6<sup>th</sup> grade children in the school handbook.**
- 2. An annual Title I meeting is held for all parents of the district to inform them of their school’s participation under this part, to explain the requirements of this part, and the right of the parents to be involved. There is information explaining Schoolwide Title I Law given to each parent at the annual fall meeting. Additional parent meetings with flexible times may be held throughout the year.**
- 3. Parents are given assistance upon request in understanding Schoolwide Title I Law, National Education Goals, content standards, performance standards and the forms of academic assessments used to measure student progress and the achievement levels of the challenging State academic standards. Opportunities are provided for parents and family members to participate in decisions related to the education of their child/children.**
- 4. Parents receive an explanation of the school’s performance profile annually through the Report of Patrons Summary and the State of the Schools Report, available by link on the school’s website.**
- 5. Parents receive timely verbal and/or written responses to their recommendations through phone calls, letters,**

or meetings. All information sent to parents is in the language used in the home. Parents and families are provided opportunities to participate in Schoolwide Title I activities.

A teacher/parent/student compact jointly developed by parents and the Schoolwide Title I teacher outlines how the entire school staff, parents, and students share the responsibility for improved student achievement and the means by which the school and parents continue to build and develop partnerships to help children achieve the state's high academic standards. The compact will be discussed with parents at the annual parent-teacher conferences as it relates to the individual child's achievement. The compact is placed in the student handbook, signed by the student and parent(s), and returned to school to be signed by the classroom teacher. Parents are given the opportunity to review and suggest changes to the policy every year during the annual meeting.

School-Parent Compact  
Red Cloud Elementary School  
2023-2024

*This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At the annual parent-teacher conferences, the compact shall be discussed as it relates to the individual child's achievement.*

Parent/Caring Adult Responsibilities

*It is important that students achieve. Therefore, I ( \_\_\_\_\_ ) shall strive to do the following in order to support my child's learning:*

- Communicate and work with the teachers and school staff on an ongoing basis to be involved and support my child's learning.
- See that my child is on time and attends school regularly.
- Support the school in its efforts to provide structure and consistency for my child.
- Follow up on my child's homework to ensure all assignments are completed.
- Encourage my child as he/she learns new skills, content, and concepts.
- Encourage my child to read and study at home.
- Attend parent-teacher conferences (if possible).
- Participate in important decisions relating to my child's education.

Student Responsibilities

*It is important that students achieve. Therefore, I ( \_\_\_\_\_ ) shall strive to do the following in order to support my learning:*

- Attend school regularly.
- Come to school prepared and with an attitude to learn.
- Complete my work to the best of my ability (without complaining).
- Respect all teachers and students.
- Be responsible for my own behavior.

Teacher/School Responsibilities

*It is important that students achieve. Therefore, I ( \_\_\_\_\_ ) shall strive to do the following in order to support students' learning:*

- Provide varied, high-quality curriculum and instruction in a supportive and effective learning environment to enable children to meet the challenging state academic standards.
- Regularly communicate with parents on their child's progress.
- Demonstrate professional behavior and positive attitude.
- Encourage students throughout the learning process.
- Give feedback on assignments in a timely manner.
- Cultivate a safe, engaging, and challenging learning environment.
- Post and discuss learning goals.



# At Red Cloud Elementary...

We do our BEST each and every day

- We WILL participate in class
- We WILL complete our work to the best of our ability
- We WILL study for all tests
- We WILL ask questions if we don't understand something
- We WILL walk and use quiet voices in the hall

We are kind in the things we do and say

- We WILL show respect
- We WILL use good manners
- We WILL be polite

We have positive Character traits

- We WILL do the right thing even if no one is watching
- We WILL be fair
- We WILL be honest
- We WILL show integrity

We take Pride in being a WARRIOR

- We WILL take care of our building and keep it clean
- We WILL celebrate successes

**BECAUSE It's the**

# Warrior Way!



# STUDENT HANDBOOK RECEIPT

(PLEASE HAVE EACH STUDENT IN YOUR HOUSEHOLD SIGN THIS FORM)

WE THE UNDERSIGNED HAVE RECEIVED THE RED CLOUD COMMUNITY SCHOOL  
K-12 STUDENT-PARENT HANDBOOK ON THE SCHOOL WEBSITE  
<https://sites.google.com/redcloudschool.us/redcloudschools/home>  
IN ADDITION TO THE INFORMATION IN THE HANDBOOK, WE HAVE RECEIVED THE  
FOLLOWING POLICIES:

- A. DRUG FREE SCHOOLS AND COMMUNITIES POLICY.
- B. COMPUTER AND COMPUTER NETWORK USAGE AGREEMENT.
- C. FIELD TRIP PERMISSION STATEMENT
- D. PHOTOGRAPH/VIDEO PERMISSION

IF YOU WISH TO HAVE A PAPER COPY OF THE HANDBOOK THEY WILL BE HANDED OUT BY REQUEST ONLY  
BY CONTACTING THE HIGH SCHOOL OFFICE.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature of Parent or Guardian

\_\_\_\_\_

Student's Signature Grade

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Student's Signature Grade

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Student's Signature Grade

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Student's Signature Grade

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Student 's Signature Grade

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Student's Signature Grade