

# Central Valley Public Schools

# STUDENT HANDBOOK



**2018 - 2019 Edition**

**Central Valley Jr. / Sr. High School**  
304 North Shannon  
P.O. Box 160  
Greeley, NE 68842  
(308) 428-3145

**Central Valley Elementary**  
303 N. Indian  
P.O. Box 307  
Scotia, NE 68875  
(308) 245-3201

**Central Valley Pre-School**  
Wolbach Site  
P.O. Box 67  
Wolbach, NE 68882  
(308) 246-5634

## Welcome

Dear Parents & Students:

On behalf of the faculty and administration, we welcome you to another school year. This is the beginning of a year of many opportunities for children to learn and grow. It is the goal of the district to provide a quality educational experience for all children. The administration, faculty and staff are committed to providing that experience. We believe that an essential component of that experience is collaboration between parents and school personnel. Your input is crucial and encouraged and will assist us in meeting the needs of our students.

This handbook is designed to provide students and parents with important information regarding the district. I hope it will be a guide for you and will answer many of your questions. Parents please read and discuss the handbook with your child. Your child will also bring home several forms that must be returned to school. These help us maintain student files for the current school year. I encourage you to check the school website.

**Please read this handbook carefully. You & your students are responsible for knowing the rules, regulations, and procedures covered in this handbook.**

It is our goal to establish a positive school atmosphere that recognizes each student for the special person they are. Our motto is “Instilling Pride, Inspiring Others.” Together we will make the 2018-2019 school year an exciting and successful one.

If you have any questions or concerns, please contact the school.

Sincerely,

Amy Malander  
Superintendent

### **Intent of Handbook**

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

Although the information found in this handbook is detailed and specific on many topics, the handbook is not intended to be all encompassing so as to cover every situation and circumstance that may arise during any school day, or school year. This handbook does not create a “contract.” The administration reserves the right to make decisions and make rule revisions at any time to implement the educational program and to assure the well-being of all students and the educational program. The administration will be responsible for interpreting the rules contained in the handbook. Should a situation or circumstance arise that is not specifically covered in this handbook, the administration will make a decision based upon all applicable school district policies, and state and federal statutes and regulations.

### **Notice of Nondiscrimination**

Central Valley Public Schools does not discriminate on the basis of race, color, national origin, sex, age, marital status, religion, or disability in the admission, access to its facilities or programs or activities, treatment, or employment. Any person having inquiries concerning Central Valley Public Schools’ compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to contact Amy Malander, 304 N Shannon, PO Box 160, Greeley, NE 68842, Telephone (308) 428-3145. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution compliance with the regulations implementing Title VI, Title IX, or Section 504.

### **Notice to Central Valley Public Schools Patrons**

Federal regulation requires all schools to inventory asbestos containing materials (AMC) in their buildings and annually inform patrons and employees of the existing management plan. The plan for Central Valley Public Schools is available for inspection to the general public, teacher, and other school personnel. The plan is available at school for anyone to look at, or if you wish to have a copy, you may have one within 5 days of your request for the cost of duplication. The plan for Central Valley Public Schools has also been submitted to the Nebraska Department of Health, Divisions of Environmental Health & Housing Surveillance, in accordance with Federal Regulations.

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**Members of the Board of Education**

Mr. Ross Butcher ..... President
Mrs. Christy Malmstrom ..... Board Member
Ms. Carrie Sheldon ..... Vice President
Mr. Nick Shoemaker ..... Secretary
Mr. Jeremy Straka ..... Board Member
Mr. Larry Wood ..... Treasurer

**Administrative Staff**

Mrs. Amy Malander ..... Superintendent
Mr. Todd Beck ..... Jr. / Sr. High Principal
Ms. Connie Shafer ..... Elementary Principal

**Teaching Staff**

Mrs. Laurie Alexander ..... Spanish
Mrs. Barb Anderson ..... 1st Grade
Mr. Riley Bonifas ..... Physical Education
Ms. Angela Boyce ..... Media Specialist
Mrs. Megan Buettner ..... Pre-School
Mrs. Patty Butcher ..... Reading Coach
Ms. Kacia Callan ..... 1st Grade
Mrs. Lesley Dugan ..... Agriculture
Mrs. Colleen Dutcher ..... 3rd Grade
Ms. Misty Dvorak ..... Family Consumer Science / Special Education
Ms. Leslie Essman ..... Vocal Music / English
Ms. Dori Gills ..... English / Math / History
Mrs. Michelle Grint ..... Technology / Math / Science
Ms. Sarah Hansen ..... 6th Grade
Ms. Shianne Harders ..... Kindergarten
Mrs. Kathleen Kennedy ..... Family Consumer Science / Health
Ms. Tier Leth ..... 4th Grade
Ms. Michelle Linke ..... 5th Grade
Mrs. Rachel Lueck ..... Science
Mrs. Traci Nekoliczak ..... Title I (part-time)
Ms. Maria Nowacki ..... Vocal Music / Instrumental Music
Mr. Josh Nuss ..... Physical Education
Mrs. Holly Perrott ..... Kindergarten
Ms. Kathy Rakness ..... Art
Mrs. Karen Reynolds ..... Social Studies / Speech
Mr. Jess Rother ..... Math
Mrs. Staci Rother ..... Special Education
Mrs. Danielle Ryan ..... 3rd Grade
Ms. JoLeigh Schimenti ..... Pre-School
Mrs. Amanda Shoemaker ..... Guidance
Ms. April Sullivan ..... Special Education
Ms. Jerri Tuma ..... Special Education
Ms. Nicki Underwood ..... English
Ms. Kimbrie Vlach ..... Social Studies
Ms. Andrea Wolf ..... Science
Mrs. Ann Wood-Holley ..... Social Worker
Mrs. Julia Wood ..... 2nd Grade
Mrs. Mary Wood ..... 2nd Grade
Ms. Jodie Wood ..... Business / Technology
Mr. Scott Wood ..... Technology / Math
Mrs. Julia Wright ..... Agriculture

**Support Staff**

Ms. Regina Baker ..... Paraprofessional
Mr. Randall Barr ..... Maintenance
Mrs. Korie Beaty ..... Paraprofessional
Mr. Roger Bombeck ..... Bus Driver
Mrs. Tinette DeRiso ..... Paraprofessional

Ms. Mary DeNoyer	Secretary
Mrs. Kathy Donovan	Secretary
Mr. Randy Dutcher	Athletic Director/Transportation
Mrs. Joyce Earl	Paraprofessional/Bus Driver
Ms. Skyler Erickson	Paraprofessional
Mr. Brian Glenn	Bus Driver
Mr. David Glenn	Bus Driver
Mr. Robert Glenn	Bus Driver
Ms. Becky Gorecki	Kitchen
Ms. Robin Hermsmeyer	Paraprofessional
Mrs. Shelly Houtby	Secretary
Ms. Mandy Jantz	Kitchen/Bus Driver
Mr. Jim Johnson	Bus Driver
Ms. Vicki Keep	Paraprofessional
Mrs. Monette Kolar	Paraprofessional
Ms. Kendra Mach	Paraprofessional
Mrs. Helen Majerus	Kitchen
Mr. Trevor Marlow	Custodian
Ms. Cheryl Massman	Bus Driver
Mrs. Rose McManus	Kitchen/Summer Maintenance
Mrs. MaryAnn McQuillan	Paraprofessional
Mrs. Linda Nielsen	Custodian
Mrs. Laurie Nordhues	Custodian
Ms. Sharon Otto	Paraprofessional
Mrs. Dorothy Pelc	Paraprofessional
Mrs. Diane Ryan	Paraprofessional
Ms. Jacqueline Schmer	Paraprofessional
Mr. Jerry Smyth	Bus Driver
Mrs. Julie Stepp	Bookkeeper/Secretary
Mr. Layne Studley	Bus Driver
Ms. Kelsey Trezoli	Paraprofessional
Mr. David Weeks	Bus Driver
Mr. Bob Wood	Maintenance
Ms. Lisa Wood	Custodian
Mrs. Michelle Wood	School Nurse
Ms. Sidney Wood	Paraprofessional
Mrs. Tammy Wood	Custodian

**Activity Sponsors**

Mrs. Nicki Underwood	Annual
Ms. Jodie Wood	Annual
Mrs. Shelly Houtby	Cheerleading
Mrs. Leslie Essman	Dance Team
Mrs. Kathleen Kennedy	FCCLA
Mrs. Lesley Dugan	FFA
Mrs. Julia Wright	FFA
Not assigned	Math Counts
Mrs. Nicki Underwood	National Honor Society
Ms. Rachel Fox	One Act Play
Mrs. Andrea Wolf	Senior High Quiz Bowl
Mrs. Andrea Wolf	Junior High Quiz Bowl
Mrs. Andrea Wolf	Science Olympiad
Karen Reynolds	Speech
Mrs. Kimbrie Vlach	Student Council
Mr. Scott Wood	STRIVE TV/Media
Mrs. Nicki Underwood	Student Leadership Team

**Head Coaches**

Mrs. Dani Ryan	Softball
Ms. Kathy Rakness	Cross Country
Mr. Jess Rother	Football
Ms. Sklyar Erickson	Volleyball

Mr. Randall Barr .....	Girls' Basketball
Mr. Riley Bonifas .....	Boys' Basketball
Mr. Scott Wood .....	Wrestling
Ms. Kathy Rakness .....	Girls' Track
Mrs. Nicki Underwood .....	Boys' Track
Mr. Scott Wood .....	Golf

**Assistant Coaches**

Mr. Josh Nuss .....	Softball
Mr. Riley Bonifas .....	Football
Ms. Tier Leth .....	Volleyball
Ms. Dori Gills .....	Girls' Basketball
Mr. Josh Nuss .....	Boys' Basketball
Mr. Jesse Lammers .....	Wrestling
Ms. Jerri Tuma .....	Track

**Junior High Coaches**

Ms. Kathy Rakness .....	Cross Country
Mr. Randall Barr .....	Football
Mr. Riley Bonifas .....	Football
Mrs. Michelle Grint .....	Volleyball
Ms. Jodie Wood .....	Volleyball
Mr. Riley Bonifas .....	Boys' Basketball
Ms. Dori Gills .....	Girls' Basketball
Ms. Jodie Wood .....	Girls' Basketball
Mr. Scott Wood .....	Wrestling
Mr. Jesse Lammers .....	Wrestling
Ms. Dori Gills .....	Girls' Track
Mrs. Amanda Shoemaker .....	Girls' Track
Mr. Riley Bonifas .....	Boys' Track
Mrs. Monette Kolar .....	Boys' Track



## **Mission Statement**

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Central Valley Public Schools mission is to provide academic and social opportunities for all individuals to experience explore and expand to become successful citizens.

## **Goals and Objectives**

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The goals and objectives of the Central Valley Public School are to provide:

A curriculum that is based on state standards, comprehensive, coordinated, and sequential and is directed toward locally approved goals and standards for student learning. It draws upon research, best practice, and reputable theory and provides the foundation for standards based instruction. The instructional program focuses on achievement and provides for the diverse learning needs of all students including learners with disabilities and high ability learners. Curriculum and instruction help students develop content and skill mastery, analytical thinking, problem solving, work ethics, creativity, and respect for diversity.

An instructional program that focuses on achievement and provides for the needs of all students including learners with disabilities and high ability learners. It draws upon research, best practice, and reputable theory broad enough yet with sufficient depth to allow education for all of the students.

Assessment procedures and results that assist teachers in planning and providing appropriate instruction for all students. Assessment results also provide information for monitoring program success, and for reporting to parents, policy makers, and the community. The school periodically reviews procedures to improve assessment quality and increase student learning. The information assists schools in establishing and achieving improvement goals.

A library/media/technology program that provides a wide range of accessible print and electronic resources that expand opportunity for learning, contribute to information literacy, support the local curriculum, and enhance and enrich learning experiences for all students. The program provides materials through onsite and electronic access that complement, supplement, and enrich curriculum and instruction. It facilitates research, supports and encourages personal interest reading and the study of current events, and develops technological and other skills for accessing, evaluating, and using resources.

Instructional staff who have appropriate training and preparation to work with the students assigned to them, who are knowledgeable of principles of child growth and development and of the curriculum content for which they are responsible, who use teaching strategies that engage students actively in learning, and who help students understand and apply content across subject areas. Staff development activities that support the school's efforts in curriculum development, instructional improvement, assessment, and general school improvement to achieve school improvement goals.

Administration that exercises leadership in the development and implementation of school goals and policies. Administrators who demonstrate leadership in management and operation of the school system and in the improvement of curriculum and instruction. Building administrators who provide leadership to curriculum, instruction, assessment, and school improvement. They guide staff and students in achieving goals and fulfill other functions supportive of quality learning.

A systematic ongoing process that guides planning, implementation and evaluation, and renewal of school improvement activities to meet local and statewide goals and priorities. The school improvement process focuses on improving student learning. The process includes a periodic review by visiting educators who provide consultation to the school/community in continued accomplishment of plans and goals.

A school system that demonstrates accountability to the school community. School staff periodically assesses and report student progress toward accomplishment of academic content standards. Results are used to plan and make needed changes to improve instruction for all students.

School facilities and a general environment that supports quality learning. Facilities and grounds are safe, orderly, and well maintained, and facilities that have adequate space, lighting, and furnishings. The system has plans or provisions for climate-controlled buildings to the extent feasible. The environment is emotionally safe and supportive and promotes respect, trust, and integrity.

A Board of Education that governs through orderly procedures which focus efforts of the school upon quality learning, result in equitable opportunities for learning for all students, and insure accountability to the local community.

An activities program that is scheduled outside the regular school day, focuses on active participation of all students involved in the activity, and promotes a positive image of the school and community.

A welcoming environment for parents and the community.

### **Central Valley School Improvement Action Plan**

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Goal 1 - ALL students will improve reading fluency and comprehension through increased vocabulary performance.

Goal 2 - Character Development

Goal 3 - Increase technology access and usage to enhance learning.

### **Mutual Respect**

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

### **Academic Integrity**

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

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

The following definitions provide a guide to the standards of academic integrity:

- **Cheating** means intentionally to misrepresent the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others.
- **Plagiarism** means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works.
- **Contributing** to academic integrity violations means to participate or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.

#### **I. Cheating includes, but is not limited to:**

##### **A. Tests** (includes tests, quizzes and other examinations or academic performances):

###### **1. Advance Information**

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

###### **2. Use of Unauthorized Materials**

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

###### **3. Use of Other Student Answers**

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

#### **4. Use of Other Student to Take Test**

Having another person take one's place for a test, or taking a test for another student, without the specific knowledge and permission of the instructor.

#### **5. Misrepresenting Need to Delay Test**

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

### **B. Papers** (includes papers, essays, lab projects, and other similar academic work)

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

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

**3. Assistance from Others:** Having another person assist, with the paper such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.

**4. Failure to Contribute to Group Projects:** Accepting credit for a group project in which the student failed to contribute a fair share of the work.

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

**C. Alteration of Assigned Grades:** Any unauthorized alteration of assigned grades by a student in the teacher's grade book or the school records are a serious form of cheating.

## **II. Plagiarism includes, but is not limited to:**

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

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

## **III. Sanctions**

The following sanctions will occur for academic integrity offenses:

**A. Academic Sanction** The instructor will refuse to accept the student's work in which the cheating or plagiarism took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.

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

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

### **Accidents**

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

### **Attendance**

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Students are expected to attend school every day it is in session. Students must attend school regularly and on time in order to be successful. Parents are obligated to insure that their students attend school every day they are able. The school recognizes outstanding attendance with special awards at the end of the school year.

A parent must call the school before 8:00 a.m. if his or her student will not be in school. Students may not call to inform the school of their absence. The school will telephone parents to notify them if their student is not in school. Students arriving to school 15 minutes after the 8:00 bell rings will be counted unexcused absent unless the student presents a note from a doctor indicating why the student was absent from school.

The administration shall have the authority to determine excused or unexcused absences and establish necessary procedures for recording and validating such absences. It shall be the policy of the district to maintain a telephone contact with all parents and guardians to verify attendance and to notify parents of students who do not arrive at school at the expected time.

Excessive Absenteeism is defined as a student's accumulating a total of twenty days of unexcused absences, or the hourly equivalent of twenty days of unexcused absences, during the school year. When a student accumulates a total of twenty days of unexcused absences, or the hourly equivalent of twenty days of unexcused absences, the administration shall inform the county attorney in writing of the student's habitual truancy, as required by statute.

If a student has fifteen days of unexcused absences, or the hourly equivalent of fifteen days of unexcused absences, during the school year, the school office will serve a written notice on the person violating the compulsory attendance statutes, warning him or her to comply with its provisions, and informing him or her of the school district's statutory obligation to inform the county attorney if the student accumulates twenty days of unexcused absences, or the hourly equivalent of twenty days of unexcused absences.

A student will be allowed 3 days excused absences or the hourly equivalent of 3 days excused absences (per semester) with a note from the parent/guardian. On the 4th absence and any following absences, an unexcused absence will be counted unless the student presents a note, upon the student's return to school, from a doctor indicating why the student was absent from school.

Any exceptions to the absence rule, such as funerals for immediate family members or other such emergencies should be prior approved through the Principal. Other absences will be classified by administration discretion.

Students missing school because of involvement in school-sponsored events are not counted as absent from school. These students plus students that know of an absence in advance must make-up work prior to being excused from school. Failure to do so will result in a student serving a detention and making up the work for 75% credit.

### **Absence Known In Advance**

If you know that you will be absent, stop at the office and get an advance absence slip. You will be required to have an excuse slip signed by your parents or guardian before the advance slip will be issued. This slip will inform your teachers that you will be absent on a given day or days and the reason for the absence. No penalty is given for advanced absence if all work is completed as required prior to absences.

### **Absent From School**

***PARENTS ARE TO CALL THE SCHOOL OFFICE BY 8:00 A.M. WHEN A STUDENT IS HOME DUE TO ILLNESS.*** Upon arrival to school, report to the office. Present a signed parent excuse slip to secretary for "Admit Slip". Carry "Admit Slip" to each class and have teacher write missed assignment on admit slip. Complete assignment in allotted time and have your teacher sign admit slip, indicating completion of work. Return completed admit slip to secretary on date due. You will receive two (2) days make-up time for each one (1) day of absence.

Class work not completed by the required time will be recorded as a zero by each teacher. An absence that has been determined to be unexcused will result in the student having two (2) days make-up time for each one (1) day of absence. The student will receive a maximum of 75% of the graded assignments. In addition, the student will be assigned a minimum of 3 detentions.

### **Absence Procedures**

A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, or a conditional admit slip, is issued by the Principal's office. A conditional admit slip, good for two days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip.

### **Make-up Work**

Upon arrival to school, report to the office. Present a signed parent excuse slip to secretary for "Admit Slip". Carry "Admit Slip" to each class and have teacher write missed assignment on admit slip. Complete assignment in allotted time and have your teacher sign admit slip indicating completion of work. Return completed admit slip to secretary on date due. You will receive two (2) days make-up time for each one (1) day of absence. Class work not completed by the required time will be recorded as a zero by each teacher. An absence that has been determined to be unexcused will result in the student having two (2) days make-up time for each one (1) day of absence. The student will receive 75% of the graded assignments. In addition, the student will be assigned a minimum of 1 detentions.

### **Attendance is Required to Participate in Activities**

Students must attend a full day of school the day of any scheduled school activity in order to participate in the activity. This includes athletic contests, practices and dances. This also includes leaving with the team to an activity before school is dismissed. Failure to attend will result in a student being withheld from participation in the activity. The Principal retains the right to grant participation should exceptional circumstances prevail.

### **Band**

Students may begin taking band lessons in the 5th grade and participate in the elementary band. Students in grades 7-12 may participate in the high school band. Students generally provide their own instruments, or rent them from the school. A fee may be assessed to the student for any unusual wear, damage or loss. Students checking out uniforms have the responsibility of checking to see if the uniform is complete and in good condition. The students will be required to check in the same numbered uniform that was originally assigned. Students are asked to store instruments in the music/band room.

### **Bicycles**

Bicycles are to be parked once you get to school. Only the owner of the bicycle may ride it home unless parents make other arrangements. Trick or stunt riding is not allowed on the districts ground.

### **Bills**

Student payment of bills for supplies, fines, shop materials, clothing orders, etc. should be made in the school bookkeeper's office. Any check written by students or parents for these payments should be made out to **Central Valley Public Schools**, unless otherwise instructed.

When students purchase items of significant value, such as class rings, letter jackets and the like, they must make payment at the time of purchase or when the order is placed.

### **Birth Certificate Requirements**

State law requires that a certified copy of a student's birth certificate be provided within 30 days of enrollment of a student in school for the first time. You may obtain a certified copy from the Bureau of Vital Statistics in the state in which your child was born. Assistance in obtaining birth certificates may be obtained from Health Records Management, P.O. Box 95065, Lincoln, NE 68509-5065. There is a fee per certificate.

Please note: The document parents receive from the hospital looks like a birth certificate, but it is not a certified copy. A certified copy has the raised seal of the state of Nebraska on it and is signed by the director of vital statistics.

If a birth certificate is unavailable, other reliable proof of a student's identity may be used. These documents could include naturalization or immigration documents showing date of birth or official hospital birth records, a passport, or a translation of a birth certificate from another country. The documents must be accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

## **Books and Supplies**

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Parents should impress the proper care of books upon their students. The school will assess fines for damage to books and school property.

1. Students are responsible for the proper care of all books, equipment, supplies and furniture supplied by the school.
2. Students, who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

### **Fines are determined on books according to the following criteria:**

Lost Book	Replacement Cost
Missing One or Both Covers	Replacement Cost
Loose Cover	\$1.00
Missing Page	.50 per Page Up To Replacement Cost
Torn Page	.20 per Page Up To Replacement Cost
Marks that Cannot Be Erased	.20 per Page Up To Replacement Cost

Students must supply their own consumable items such as pens, pencils, tablets, notebooks, erasers, and crayons. Each classroom teacher will prepare a supply list for students at the beginning of the school year.

## **Bulletin Boards**

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Bulletin boards are maintained throughout the building to communicate general information, material, and school announcements. Students should check the bulletin boards carefully each. A copy of daily announcements will be posted on the main bulletin board by the offices. Students may not post any information on any bulletin board or wall without approval from the administration.

## **Class Dismissal**

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Classes are in session from the ringing of the tardy bell until dismissal by the classroom teacher. The bell at the end of the period is a warning bell and not a dismissal bell. Students may not leave their classrooms until their classroom teacher has excused them.

## **Class Parties**

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Class parties are scheduled by classroom teachers. In keeping with the district wellness plan, NO POP will be allowed in the school during regular school hours unless approved by the administration. Please call to receive permission from the principal if you wish to provide pop for special occasions.

## **Class Rank**

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Class rank will be determined by the order of academic grade point averages for students in each class. The percentage grades received in courses will be averaged by quality points each semester to determine the cumulative grade point average of each student. The cumulative grade point averages in each class will be ranked and the student with the highest grade point average will be ranked number one.

Grade point average (GPA) is determined by four years of high school academic work. All courses will be included in the grade point average. However, students must complete a minimum of sixteen classes from the core curriculum to have their grade average included in the final class ranking of their graduating class.

Students who transfer into Central Valley Public School will have their grades evaluated on our grading system.

## **Closed Campus**

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Students may not leave the building without permission from the administration. Only students with written parent permission are allowed to leave campus during lunch. This must be approved by the Principal, and can be revoked if abused. Students cannot drive their vehicles at lunchtime unless approved by the Principal.

## **Coats and Boots**

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Elementary students must wear coats out of doors when the weather so requires. The Central Valley staff will decide when coats are required for recess. Elementary students may want to wear overshoes or boots when the playground is wet or muddy as a result of rain or snow. Waterproof boots worn to school should be taken off and regular shoes worn during the day. Boots worn to school must be marked with the student's name.

## **College Visits**

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All college visits must be approved by the counselor & principal.

## **Communicable Diseases**

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Any student who has contracted a contagious disease may be restricted from attendance at school until the student is no longer contagious. Parents should inform their child's teacher if the student has contracted a contagious or communicable disease or condition. Guidelines for extremely communicable childhood illnesses include:

Chicken Pox . . . . .	7 days from onset or until crusts are formed
German Measles . . . . .	From onset symptoms until 2 days after rash appears
Measles . . . . .	From onset of (Rubella) symptoms until 7 days after rash appears
Mumps . . . . .	Until swelling of salivary glands has subsided. At least 7 days
Whooping Cough . . . . .	7 days after exposure to 3 weeks after onset of paroxysms

## **Complaint Procedures**

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The proper procedure for a parent or student to make complaints or raise concerns is to begin with the school employee who is most immediately or directly involved in the matter, as illustrated in the complaint procedure set forth below. There are specific procedures to address certain complaints or concerns, such as discrimination or harassment, bullying, disciplinary actions. Those procedures should be used where applicable.

Good communication helps to resolve many misunderstandings and disagreements, and the board encourages patrons and school staff to discuss their concerns with appropriate school personnel in an effort to resolve problems. When such efforts do not resolve matters satisfactorily, a complainant should follow the procedures set forth below:

1. The first step is for the complainant to speak directly to the person with whom he or she is dissatisfied, or to who is responsible for the practice or regulation with which he or she is dissatisfied. For example, a parent who is unhappy with a classroom teacher should initially discuss the matter with the teacher.
2. The second step is for the complainant to speak to the building principal, superintendent of schools, or president of the board of education, as set forth below.
  - a) Complaints about the operation, decisions, or personnel within a building should be submitted to the principal of the building.
  - b) Complaints about the operations of the school district or a building principal should be submitted to the superintendent of schools.
  - c) Complaints about the superintendent of schools should be submitted to the president of the board of education.
3. When a complainant submits a complaint to an administrator, the administrator shall:
  - a) Determine whether the complainant has discussed the matter with the staff member involved.
    - 1) If the complainant has not, the administrator will urge the complainant to discuss the matter directly with that staff member.
    - 2) If the complainant refuses to discuss the matter with the staff member, the administrator shall, in his or her sole discretion, determine whether the complaint should be pursued further.
  - b) Strongly encourage the complainant to reduce his or her concerns to writing.
  - c) Interview the complainant to determine:
    - 1) All relevant details of the complaint;
    - 2) All witnesses and documents which the complainant believes support the complaint;
    - 3) The action or solution, which the complainant seeks.
  - d) Respond to the complainant.
4. A complainant who is not satisfied with the building principal's decision regarding a complaint may appeal the decision to the superintendent.
  - a) This appeal must be in writing.
  - b) The superintendent will investigate, as he or she deems appropriate.
  - c) Upon completion of this investigation, the superintendent will inform the complainant in writing of his or her decision.
5. A complainant who is not satisfied with the superintendent's decision regarding a complaint may appeal the decision to the board.
  - a) This appeal must be in writing.
  - b) The board may, but is not required to, receive statements from interested parties and witnesses relevant to the complaint appeal.
  - c) The board will notify the complainant in writing of its decision.
  - d) There is no appeal from a decision of the board.
6. When a formal complaint about the superintendent of schools has been filed with the president of the board, the president shall:
  - a) Determine whether the complainant has discussed the matter with the superintendent.

- 1) If the complainant has not, the board president will urge the complainant to discuss the matter directly with the superintendent.
- 2) If the complainant refuses to discuss the matter with the superintendent, the board president shall, in his or her sole discretion, determine whether the complaint should be pursued further.
- b) Strongly encourage the complainant to reduce his or her concerns to writing.
- c) Determine, in his or her sole discretion, whether to refer the matter to the board of education for consideration at a regular or special meeting.

## **Computer Network and Internet Use by Students**

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Students are expected to use computers and the Internet as an educational resource. Central Valley Public School will, to the extent possible, control access to network news sources, chat groups, and electronic bulletin boards that are considered inappropriate. However, it is impossible for the school district to restrict access to all inappropriate materials, and will not be held responsible for materials acquired on the network. The following procedures and guidelines govern the use of computers and the Internet at school.

### **I. Student Expectations in the Use of the Internet**

#### **A. Acceptable Use**

1. Students may use the Internet to conduct research assigned by teachers.
2. Students may use the Internet to conduct research for classroom projects.
3. Students may use the Internet to gain access to information about current events.
4. Students may use the Internet to conduct research for school-related activities.
5. Students may use the Internet for appropriate educational purposes.

#### **B. Unacceptable Use**

1. Students shall not use school computers to gain access to material that is obscene, pornographic, harmful to minors, or otherwise inappropriate for educational uses.
2. Students shall not engage in any illegal or inappropriate activities on school computers, including the downloading and copying of copyrighted material.
3. Students shall not use electronic mail, chat rooms, instant messaging, or other forms of direct electronic communications on school computers.
4. Students shall not use school computers to participate in on-line auctions, on-line gaming or mp3 sharing systems including, but not limited to Aimster or Freenet and the like.
5. Students shall not disclose personal information, such as their names, school, addresses, or telephone numbers outside the school network.
6. Students shall not use school computers for commercial advertising or political advocacy of any kind without the express written permission of the system administrator and school administrator.
7. Students shall not publish web pages that purport to represent the school district or the work of students at the school district without the express written permission of the system administrator.
8. Students shall not erase, rename or make unusable anyone else's computer files, programs or disks.
9. Students shall not share their passwords with fellow students, school volunteers or any other individuals, and shall not use, or try to discover, another user's password.
10. Students shall not copy, change or transfer any software or documentation provided by the school district, teachers or another student without permission from the system administrator.
11. Students shall not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called, but is not limited to, a bug, virus, worm, or Trojan Horse.
12. Students shall not configure or troubleshoot computers, networks, printers or other associated equipment, except as directed by the system administrator.
13. Students shall not take home technology equipment (hardware or software) without permission of the system administrator.
14. Students shall not forge electronic mail messages or web pages.
15. Students shall not use the computer or the Internet for personal uses.
16. Students shall not bring personal CD's or computer software from home and use it on the school's computers.

### **II. Enforcement**

#### **A. Methods of Enforcement**

1. The district monitors all Internet communications, Internet usage and patterns of Internet usage. Students have no right of privacy to any Internet communications or other electronic files. The computer system is owned by the school district. As with any school property, any electronic files on the system are subject to search and inspection at any time.
2. The school district uses a technology protection measure that blocks access to some Internet sites that are not in accordance with the policy of the school district. Standard use of the Internet utilizes a proxy



- server-based filter that screens for non-curriculum related pages.
3. Due to the nature of filtering technology, the filter may at times filter pages that are appropriate for student research. The system administrator may override the technology protection measure for the student to access a site with legitimate educational value that is wrongly blocked.
  4. The school district staff will monitor students' use of the Internet through direct supervision and by monitoring Internet use history to ensure enforcement of the policy.

**B. Consequences for Violation of this Policy**

1. Access to the school's computer system and to the Internet is a privilege, not a right. Any violation of school policy and rules may result in:
  - a. Immediate loss of computer privileges;
  - b. Short-term suspension;
  - c. Long-term suspension or expulsion in accordance with the Nebraska Student Discipline Act; and
  - d. Other discipline as school administration and the school board deem appropriate.
2. Students who use school computer systems without permission and for non-school purposes may be guilty of a criminal violation and will be prosecuted.

**Computer: Risks of MySpace, Facebook and other Social Networking:**

The purpose of this message is to give our students information about the risks of using MySpace, Facebook, Xanga, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the internet as a means of conducting background checks on job applicants. What you say now on MySpace may affect you years later.

What you say now on MySpace may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on MySpace.

MySpace has published a Guide for schools with some suggestions when using MySpace and the Internet in general, that we would like to share with you:

- Don't forget that your profile and MySpace forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).
- Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.
- People aren't always who they say they are. Be careful about adding strangers to your friends list. It's fun to connect with new MySpace friends from all over the world, but avoid meeting people in person whom you do not fully know. If you must meet someone, do it in a public place and bring a friend or trusted adult.
- Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate, react. Talk with a trusted adult, or report it to MySpace or the authorities.
- Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!
- Don't mislead people into thinking that you're older or younger. If you lie about your age, MySpace will delete your profile.

We urge all students to follow these common sense guidelines.

**Conferences**

Students' academic success has been closely linked to parental involvement in school. Parent-teacher conferences will be held at the middle of the 1st quarter and mid-3rd quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with the teachers.

Classroom teachers may seek to confer with parents whenever necessary. Parents are also encouraged to arrange for meet with their student's teacher or the principal to discuss parental concerns, student needs or any other issue.

### **Contact Information**

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Parents must supply the school with students' address and telephone number as well as information about how to reach a responsible adult during the school day. Parents must promptly inform the school if this contact information changes during the school year.

### **Correspondence Courses**

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Under certain circumstances, the school district will reimburse students for the cost of high school correspondence course tuition, textbooks and other mandatory class materials. This reimbursement is only available if the course is required as a prerequisite for entrance into a college or vocational school but is not available in the Central Valley curriculum.

To receive reimbursement, the student must: 1) pay all initial course costs when he/she registers for the course; 2) select a course that is not available in the school curriculum, nor is any comparable course available; 3) register for the course during a specific school period; 4) have a faculty member designated as course monitor; and 5) complete the course during the regular school semester(s).

The district will not be liable for the costs of a correspondence course until such time as the student has successfully completed the course according to the established timelines. After the student has completed the course and district has reimbursed the student these costs, the textbooks and class materials shall become the property of the district.

Students who enroll in Advanced College Placement Courses are eligible for reimbursement of expenses for textbooks, but not tuition, when the course is taken during the senior year of a college-bound student. The credits that are earned from the course will apply towards requirements for graduation from Central Valley High School if the college instructor also has a Nebraska High School teaching certificate.

### **Credit for Non-academic Work**

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Credit is not awarded for participation in extracurricular activities such as sports, speech, drama, etc.; however, all such activities in which the student participates, as well as honors earned are noted on the student's permanent record.

Credit is awarded to students serving as teacher or office aides. Students wishing to be an aide must have administrative approval.

### **Damage to School Property**

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Students who intentionally or unintentionally damage school property may be required to pay to replace or restore the property, at the discretion of the administration.

### **Dance or Parties**

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It is hoped that each student will attempt to attend as many school functions as possible. Any organization that desires to sponsor a school party must seek approval well in advance in the office. Be sure the date is reserved and marked on the school calendar.

All school dances will be held in the school building or in a place sanctioned by the school administration. The organization sponsoring the dance or party must have a committee responsible for preparing the event and a clean-up committee after the dance or party.

Students who attend a school dance or activity may not leave and then return later without permission of the faculty sponsor. Two sets of parents are required to be in attendance as sponsors. A sign-in sheet will be used as well as a checkout sheet.

### **Dating Violence**

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Dating violence, as that term is defined by Nebraska law will not be tolerated by the school district. Students who engage in dating violence on school grounds, in a school vehicle or at a school activity or that otherwise violates the Nebraska Student Discipline Act will receive consequences consistent with the Act and the district's student discipline policies.

## **Driving and Parking Personal Vehicles**

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Students who drive privately owned motor vehicles to school by students are subject to the following rules:

1. Students may not move their vehicles during the school day without the permission of the Principal or Superintendent. Students will not be allowed to sit in or be around their vehicles during the school day, without administrative permission.
2. Students will drive with care to insure the safety of the pedestrians. Students drive with excessive speed or carelessly will be disciplined.
3. By driving personal vehicles to schools, students consent to having that vehicle searched by school officials, if they have reasonable suspicion that such a search will reveal a violation of school rules.

## **Drug Free Schools**

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The Central Valley Board of Education has adopted policies to comply with the Federal Drug-Free Schools and Communities Act. Students are prohibited from using, possessing or selling any drug, alcohol and tobacco while on school grounds, at a school activity or in a school vehicle. In addition, students who elect to participate in the school's activities program should refer to the Activities Code, which prohibits the use or possession of alcohol, controlled substances and tobacco at all times.

Any student who violates any school policy regarding to drug, alcohol and tobacco use will be disciplined, up to and including short or long term suspension or expulsion from school or referral to appropriate authorities for criminal prosecution.

Central Valley Public School is required to notify parents and students of the existence of policy and its exact contents. By federal law all parents must acknowledge receipt of the policy, with their signature, that regulates student conduct and prohibits the use of drugs, alcohol, or tobacco. To satisfy this requirement, parents must sign the policy at the end of the handbook, list the children in the family, and return it to the school as soon as possible. This will also verify that you have received a copy of the entire handbook. When you sign and return a copy of the policy, this will acknowledge your receipt of the Drug Free School Act policy.

## **Electronic Devices**

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

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

### **Possession and Use of Electronic Devices**

1. Students are not permitted to possess or use any electronic devices during class time or during passing time except as otherwise provided by this policy. Cell phone usage is strictly prohibited during any class period; including voice usage, digital imaging, or text messaging.
2. Students are permitted to possess and use electronic devices before school hours, at lunch time, and after school hours, provided that the student not commit any abusive use of the device (see paragraph (4)(a). Administrators have the discretion to prohibit student possession or use of electronic devices on school grounds during these times in the event the administration determines such further restrictions are appropriate; an announcement will be given in the event of such a change in permitted use.
3. Electronic devices may be used during class time when specifically approved by the teacher or a school administrator in conjunction with appropriate and authorized class or school activities or events (i.e., student use of a camera during a photography class; student use of a lap top computer for a class presentation).
4. Students may use electronic devices during class time when authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care Plan, or pursuant to a plan developed with the student's parent when the student has a compelling need to have the device (e.g., a student whose parent is in the hospital could

be allowed limited use of the cell phone for family contacts, so the family can give the student updates on the parent's condition).

### **Violations**

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

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

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

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

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

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

### **Responsibility for Electronic Devices**

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

### **Emergency Closing Procedures**

Parents are requested to provide an emergency contact telephone number to have on file in the event of an emergency closing or any other general or individual situation that requires the immediate presence of a parent/guardian. In the event that parents do not have such a number or cannot be contacted, it will be assumed that the parent has instructed their children concerning the procedure they are to follow should school be dismissed early. Realizing that the school might be unable to reach all parents, it is suggested that all children be advised as to what they are to do should they ever be dismissed early. It is recommended that parents give their children an alternate destination and that the building principal be made aware of this information.

**If conditions allow and supervision is available in the event of an early dismissal, the child will be held in school until the normal dismissal time. If the parent or guardian has not arrived to pick up the child by the normal dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.**

## **Emergency Exclusion**

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Any student may be excluded from school in the following circumstances:

- **Disease.** If a student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health safety of the school community
- **Conduct.** If the student's conduct presents a clear and present threat to the physical safety of himself, herself, or other, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue and education.

## **Fire/Tornado Drills**

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The school district holds routine fire & tornado drills throughout the school year. All students and faculty must execute these drills in a quiet and orderly fashion. Classroom teachers will provide students with detailed instructions on building evacuations. Written instructions will be posted in all rooms throughout the buildings.

Any student who pulls an alarm as a prank or is responsible for setting a fire on school property or aids in either of these instances will be turned over to the proper authorities and may be recommended or long term suspension/expulsion. (Fireworks and other exploding devices will be considered as attempting to set a fire.)

## **Field Trips**

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Classes occasionally take field trips off school property for educational enrichment. Students may not attend any field trip unless they have submitted a permission slip signed by their parents to the school. Students who have not completed classroom work on time may not be allowed to attend field trips. There are many places to see in the area that can provide positive educational experiences for students. Many times there are rules regarding the number of adults allowed at locations for field trips, therefore, sponsors are invited by classroom teachers to accompany the class. The number of sponsors will be determined by the teacher according to the number of students in the class and types of activities they will be participating in on the day of the field trip. Non-School age children are not allowed to travel on transportation provided by the school district.

## **First Aid**

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First aid items may only be used by school staff. Students who need first aid should ask for assistance from their classroom teacher or the nearest staff member.

## **Finals**

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Student final will be held at the end of each semester. The schedule for the exams will be as follows period 1,3,5 the first day, periods 2,4,6 the second day, and periods 7 7 8 the third day. Length of the periods usually will be 102 minutes.

## **Food Service Program**

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**Applications for free and reduced price meals are available from the office. Everyone is encouraged to complete an application.** The school district provides a food service program which is designed as a nutrition program which provides adequate meals as well as providing an educational experience for students. Cost for Breakfast or Lunch is:

**Breakfast** - The school will serve breakfast daily from 7:15 a.m. until 8:00 a.m. Students who qualify for free or reduced price lunch also qualify for free or reduced breakfast. The school district charges students for breakfast.

K-12 <sup>th</sup> Grade	\$1.90
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**Lunch** - The price of lunches depends on the federal funding the program receives.

K-12 <sup>th</sup> Grade	\$2.90
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Second Entrée	\$1.25
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Second Milk	\$0.50
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**Payment for Meals** - Parents are required to **pay for student meals in advance**. Payment should be sent to the office of the building your child attends. Food service charge privileges are denied to any student (regular price or reduced price) who is delinquent in their payments.

## **Breakfast and Lunch Programs**

Central Valley Public School has agreed to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to eligible children in the schools under its jurisdiction. Central Valley Public School provides the United States Department of Agriculture's required nondiscrimination statement:

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

Fax (202) 690-7442

Email [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **Rules for the Cafeteria**

1. All food is to be eaten by the student or left on the tray when returned to the dishwasher. All straws, papers, milk cartons should be deposited in the trash cans. All leftover food should be scraped off the tray into the correct container.
2. Forks and spoons should be placed in the pan with water, NOT THROWN AWAY!
3. Students are to use proper manners including eating quietly.
4. There will be no throwing of food or other items
5. Second servings are available to those who have made an effort to clean their trays.
6. Students should remain at their tables until they are dismissed.
7. Students must treat lunch personnel with respect.
9. There will be no pop in the cafeteria during lunch time.
10. Lunches may be brought from home and eaten in the cafeteria during lunch time, however, no meals may be brought into the cafeteria by outside businesses.
11. Students who violate the above rules will be disciplined.

Students eating lunch at home must inform the principal at the start of the school year. Students may not accompany fellow student's home for lunch. No one is allowed to ride in a car other than with his or her parents. Unauthorized use of cars will be grounds for suspension from school. All students who do not eat noon lunch at home are asked to take advantage of the specially prepared, well-balanced hot lunch served at the school. A count will be taken first period each morning of the students who will eat at the cafeteria.

### **Grading System**

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The following grading system will be used for academic classes at Central Valley Public Schools.

<b>Letter Grade</b>	<b>4.0 Scale</b>	<b>Percentage</b>
A	4.0	93 - 100
B	3.0	85 - 92
C	2.0	78 - 84

<b>Letter Grade</b>	<b>4.0 Scale</b>	<b>Percentage</b>
D	1.0	70 - 77
F	0.0	0 - 69

## **Grade Weighting**

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In an attempt to recognize those courses that are most academically challenging, grades for certain classes will be weighted. The criteria for choosing courses to be weighted are:

- 1) The course should be highly academic in nature
- 2) The course should require considerable daily preparation time outside of class
- 3) The course requires a high degree of intellectual growth

The weighted classes include:

- Physics
- Anatomy & Physiology
- Chemistry A
- Trigonometry
- English I A, II A, III A, IV A
- Algebra I A
- Geometry A
- Advanced Algebra A
- Pre-Calculus
- Spanish I, II, III, & IV
- American History A
- Government A
- Physical Science A
- Biology A

Courses on this list receive 103% credit when figuring class rank. Grade weighting will in no way affect the number of credits received for classes. It is not intended, in any way, to diminish the value, importance, or prestige of non-weighted classes. It merely recognizes that certain courses require significantly greater preparation and performance to achieve academic excellence.

## **Graduation and High School Yearly Course Requirements**

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To be eligible for graduation from Central Valley High School, a student must have earned a minimum of 250 semester hour's credit in grades 9 through 12 inclusive. A minimum of 40 earned semester hour's credit must be earned during the school year in which the student intends to graduate. Credit hours will be computed in accordance with the Nebraska Department of Education.

To participate in commencement exercises or receive a Central Valley High School diploma a student must fully complete all requirements for graduation prior to the official commencement exercises, and complete other administrative requirements or conditions.

Satisfactory completion of the following courses must be presented in the candidate's record.

English	40 Semester Hours
Speech	10 Semester Hours
Social Studies	30 Semester Hours
Science	30 Semester Hours
Math	30 Semester Hours
Visual Performing Arts	10 Semester Hours
PE & Health	10 Semester Hours
CTE	10 Semester Hours
Computers	10 Semester Hours
Electives	60 Semester Hours
Community Service	10 Semester Hours

Exceptions to these requirements may be made by the Board of Education upon the recommendation of the Superintendent, who will support the recommendation with justifiable reasons. A complete record of the recommendation and of the action taken upon it by the Board shall be included in the minutes. The candidates for graduation shall be presented to the Board of Education for approval.

High School students in all grade levels are required to register in the following course: Math, Social Studies, Science, Health and Physical Education, and Language-Arts Core.

High school students are required to register in the following exploratory courses:

#### 9<sup>TH</sup> GRADE

1. English I
2. Algebra I
3. General Science
4. Physical Education/Health
5. Basic Computers

#### 10<sup>TH</sup> GRADE

1. English II
2. Geometry/Informal Geometry
3. Biology
4. Speech

#### 11<sup>TH</sup> GRADE

1. English III
2. Science Concepts/Physics/Chemistry/Adv. Biology
3. Math Concepts/Algebra II/Business Math
4. American History

#### 12<sup>TH</sup> GRADE

1. English IV
2. Consumerism
3. Government

All students are required to successfully complete six semesters of exploratory courses. Students also have the option of taking band or a vocal music/study hall combination.

A student who has not met the requirements for graduation but who has attended school regularly, may, with the recommendation of the Superintendent, be granted a Certificate of Attendance.

### **Guidance Services**

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Central Valley Public School employs a counselor for the purpose of assisting with the district's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make arrangements for an appointment.

### **Harassment and Bullying Policy**

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

“**Bullying**” is behavior where one person or group engages in harmful action towards another person or group acting on a real or perceived imbalance of power or view of superiority. The behavior typically includes verbal (e.g., teasing or name-calling) and physical aggression (e.g., hitting, pushing), threatening, excluding or ignoring, spreading rumors, or taking, defacing or destroying the others' property. “**Harassment**” includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited. Bullying and harassment is a violation of student conduct rules and appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is done on the basis of gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

Students who are the victim of bullying or harassment or who observe such occurring are to promptly report the problem to their teacher or to the Principal so the problem can be addressed. Students who make reports of bullying activity will not be retaliated against for making the report.



Students and parents are encouraged to inform teachers or administrators orally or in writing about bullying behavior or suspected bullying behavior. School employees are required to inform the administrator of all such reports. The appropriate administration shall promptly investigate all such reports. Each school building shall engage in activities which educate students about bullying and bullying prevention.

### **Head Lice**

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Students found to have live head lice or louse eggs will not be permitted at school and will be sent home. Upon discovering the presence of any indication of lice or louse eggs, the student's parent(s) or guardian(s) will be notified, and if appropriate will be asked to pick up the student from school immediately.

Students will not be permitted to return to school until the district finds that no live lice, eggs, or nits can be detected. The parent(s) or guardian(s) will be required to treat the student and accompany the student to school to be examined.

The student cannot ride the school bus until the district has cleared the student to return to school.

### **Health Problems**

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Parents who do not want their children to play outdoors or participate in P.E. for health reasons must send a written request to school. Persistent requests to be excused from these activities may require a doctor's concurrence sent to the child's teacher. Parents should notify principal or superintendent if their student has any special health problems such as diabetes, asthma, and the like.

### **Homeless Children and Youth**

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Homeless students generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable state and federal law.

It is the school's policy not to stigmatize or segregate homeless students on the basis of their status as homeless. Transportation for homeless students who enroll in the district shall be furnished by the district under the same guidelines applying to other students or if such transportation is necessary for compliance with federal law.

Each homeless child shall be provided services for which the child is eligible comparable to services provided to other students in the school selected regardless of residency.

Homeless children shall be provided access to education and other services that such children need to ensure that they have an opportunity to meet the same student performance standards to which all students are held.

If a homeless child registered to attend school in the district is receiving family reconciliation services pursuant to state law, the district will work in cooperation with any county or department of social services in the district to jointly develop an educational program for the child.

Central Valley's homeless coordinator is the Superintendent, who may be contacted at (308) 428-3145.

### **Homework**

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Classroom teachers will often assign students homework. Parents who have questions about homework or have other concerns about class work should contact the teacher. Questions not resolved by the teacher should be referred to the administration.

### **Honor Roll**

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The purpose of the honor roll is to recognize those students who demonstrate academic excellence. Honor rolls will be determined for 1st, 2nd, 3rd and 4th quarters. Students will be recognized accordingly:

1. Students receiving grades no lower than a 93% in all classes will be considered on the "All A's" Honor Roll
2. Students receiving grades no lower than a 85% in all classes will be considered on the "A-B" Honor Roll

All class grades are figured the same for honor roll status. Honor roll lists are published in school and community publications.

Graduating seniors qualifying for an honor diploma will receive a gold honor cord at the graduation ceremony. Students identified as salutatorian or valedictorian will receive medallions at graduation. Students in the top 25% of the graduation class that have achieved at least a 90% GPP will receive a certificate as an honor graduate at honors night.

### **Illness or Injury at school**

Students, who feel ill or are hurt while at school, should seek immediate assistance from their classroom teacher or the nearest staff member. The school will contact parents to pick students up from school whenever necessary. If parents cannot be reached by phone and, in school officials' opinion, a student needs immediate medical attention, emergency services will be summoned or the student will be taken directly to the doctor and/or hospital.

### **Immunizations**

Students must show proof of immunization. A student who does not comply with the immunization requirements will not be permitted to continue in school. Students with medical conditions or sincerely held religious beliefs which do not allow immunizations must complete a waiver statement or affidavit. Forms are available in school health offices.

Unimmunized students may be excluded from school in the event of a disease outbreak.

### **Summary of the School Immunization Rules and Regulations For 2018-2019 School Year**

<b>Student Age Group</b>	<b>Required Vaccines</b>
Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider	4 doses of DTaP, DTP, or DT vaccine 3 doses of Polio vaccine 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age 3 doses of pediatric Hepatitis B vaccine 1 dose of MMR or MMRV given on or after 12 months of age 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age
Students entering school (Kindergarten or 1 <sup>st</sup> Grade depending on the school district's entering grade)	3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.
Students entering 7 <sup>th</sup> grade	Must be current with the above vaccinations AND receive 1 dose of Tdap (must contain Pertussis booster)
Students transferring from outside the state at any grade	Must be immunized appropriately according to the grade entered.

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: [http://dhhs.ne.gov/Pages/reg\\_t173.aspx](http://dhhs.ne.gov/Pages/reg_t173.aspx) (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2011) **Updated 1/26/2018**

## **Insurance**

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Under Nebraska law, Central Valley Public School may not use school funds to provide general student accident or athletic insurance. Central Valley encourages that all student participants in athletic programs and all students who are in classes with risk of personal injury or accident have injury and accident insurance coverage. Central Valley does not make recommendations nor handle the premiums or claims for any insurance company, agent or carrier. Information about student insurance providers will be available in the school office or on school bulletin boards.

## **Interim Reports**

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Various supplemental reports may be sent to parents throughout the school year concerning student's performance. These reports may describe student work of an exceptional nature or work, which needs improving. These reports will be sent as the teacher determines appropriate.

Included in the academic improvement report will be a request from the teacher for parents to contact the teacher by phone to discuss the student's academic progress. Teachers will arrange with the parents for days when the student can meet with the teacher outside the regular class period until the student returns to satisfactory academic standing.

## **Laboratory Safety Glasses**

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As required by law, approved safety glasses will be required of every student and teacher while participating in or observing vocational, technical, industrial technology, science, and art classes. All visitors to these areas must check out a pair of safety glasses when entering any of these areas.

## **Library**

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1. Students must check our materials from the librarian on duty. Each borrower is responsible for all books checked out in his / her name. All books and materials from the vertical file must be checked out if taken from the library.
2. Books should be returned as soon as possible but no later than two weeks from the date checked out.
3. Some reference books and research books are checked out for only one period at a time or overnight. Magazines are checked out for one week.
4. A fine of five cents per day per book may be charged for books overdue. Each student is responsible for any fine which accumulated on a book charged to him / her. If a student has an excused absence, he / she will not be charged for days missed.
5. Fines for damages or lost books are decided by the librarian, the student must pay for it.
6. Students must return the book previously checked out before they may check out another.
7. Current magazines and newspapers can be taken to study halls for one period only and returned at the end of the period. Failure to return these current magazines and newspapers will result in their removal from the library.
8. Students are reminded that the library is a place for study and research, not for visiting with friends. Necessary talking should not rise above a whisper. Students not abiding by this rule may lose their library privileges.

## **Lockers**

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Each student will be assigned a locker. Lockers are the property of the school district and are on loan, without charge, for the student's use. Students should use only their assigned lockers and are not to change lockers without permission. The assignment of a locker is on a temporary basis and may be revoked at any time. School officials may inspect student lockers without any particular suspicion or with reasonable cause. There should be no expectation of privacy with regard to the contents of such locker.

When leaving for morning classes, please take all the books and supplies you will need for them. Do not expect teachers to dismiss you to return to your locker. All personal items and books are to be kept in lockers when not in use. Nothing is to be kept on top of the lockers or on the floor. Students should not tamper with another locker or give their combinations to another person. The school will assume no responsibility for books or other articles lost or stolen. All clothing, jackets, gym shoes, notebooks, etc. should be carefully marked so that they can be identified in case they are lost. **VALUABLES AND MONEY SHOULD NOT BE KEPT IN LOCKERS BUT ON YOUR PERSON OR CHECKED INTO THE OFFICE.**

## **Lost and Found**

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Students who find lost articles are asked to take them to the office, where the owner can claim the articles. If articles are lost at school, report that loss to office personnel.

## **Medication Guidelines**

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Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that your child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. If your child has asthma or diabetes and is capable of self-managing his or her health condition, contact the health office to develop a self-management plan.

Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

The following regulations govern the administration of medication to students by school staff:

- Medications must be provided to the school by the parent in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted.
- All medications also require a physician's authorization to be given at school.
- The school may limit medication levels to those set forth in the Physician's Desk Reference.
- Medicine which is to be administered under the supervision of school personnel must be stored at all times in locked cabinet in the main office of the school.
- Medicine requiring refrigeration will be brought to school daily.
- Medications that must be administered by injection shall not be administered by school personnel.

## **Memorials**

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Memorials or plaques honoring the deceased students are generally not allowed in or on the school grounds. Dedications to students will not be allowed.

Scholarships in the deceased person's name will not be set up by the school. Scholarships set up by outside organizations or individuals will be allowed.

## **National Honor Society**

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### **Admission to the National Honor Society**

Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a faculty council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative grade point average of 90% or above. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

To evaluate a candidate's character, the faculty council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This obligation includes regular attendance at chapter meetings when and as scheduled and participation in the chapter service project(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Nicki Hansen.

### **Removal from National Honor Society**

A student may be removed from the NHS by action of the Principal upon a determination by the Principal that the student:

- **Prior Conduct:**  
Engaged in conduct prior to induction which was not known at the time of induction and which, if known, would have caused denial of induction
- **Post-Induction Conduct:**  
Engaged in conduct after induction which is grounds for a student to be long-term suspended or expelled from school under the student code of conduct; which is grounds for suspension or removal from any extracurricular activity of the school, or which would cause denial of induction if such conduct had taken place prior to the time of induction.

The student may appeal the Principal's decision to the Superintendent by giving a written notice of appeal to the Superintendent within ten calendar days of receipt of the Principal's removal decision. The appeal procedures shall be established in the discretion of the Superintendent such as to allow a fair opportunity for the student's views and information to be considered. The decision of the Superintendent on the appeal shall be final.

### **Nebraska Childfind**

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Central Valley Public School is looking for unidentified children with special needs as we participate in "Nebraska Childfind." This is an ongoing statewide search for all un-served children with disabilities ages birth through 21.

Children who would benefit from special education services may not be receiving them because parents may not know of available programs or because they do not recognize the handicapping conditions of their children. Special programs are available through public schools for children with disabilities, which may pose restriction on learning. These areas may include: speech/language; hearing/vision/learning disabilities, mental handicaps, behavioral disorders, physical, severe or multiple handicaps. Nebraska law guarantees a free appropriate public education to all children.

Parents who feel their children should be receiving special education services are asked to contact Central Valley Public School at 308-428-3145. You may also contact Nebraska Childfind at 888-806-6287.

### **Payment For School Property**

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Quarterly report cards will not be withheld due to funds due or school property not returned. School officials are encouraged to use other appropriate methods in an attempt to affect the return of school property or to collect funds due the school district.

### **Personal Items**

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The school provides the necessary equipment for games and activities on the playground. **The school is not responsible for ruined or lost personal playground equipment. Students should not bring items such as athletic equipment or toys to school unless they have the prior permission of their classroom teacher.**

### **Physical Education**

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Central Valley Public School requires students to receive physical education to assist students in developing gross and fine motor skills. Jr. /Sr. High Students will be required to wear the PE uniforms provided by Central Valley Public School, and will need to have tennis shoes for P.E class. **Elementary students are not allowed to wear flip-flops to school.**

### **Physical and Visual Exam**

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Evidence of a physical examination and a visual evaluation is required within six months prior to entrance into kindergarten and, in the case of transfer from out of state, to any other grade. A physical examination is also required prior to entrance into the seventh grade. The physical examination is to be completed by a physician, a physician's assistant, or an advanced practice registered nurse; the visual evaluation is to be completed by any of the forgoing or an optometrist. A parent or guardian who objects to the physical examination and/or visual evaluation may submit a written statement of refusal for his or her child. Waiver forms are available in the school health office. Additional physical examination requirements exist for students participating in athletic participation.

### **Pictures**

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Central Valley Public Schools arrange for a photographer to be present at school in the fall to take class pictures and individual student's pictures. Parents will be notified of date. Included in the individual packet is a class composite. Parents who want pictures of their students may purchase them directly from the photographer.

## **Playground Rules**

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Students must follow these rules to keep the playground safe:

- A. Students must obey the playground supervisor at all times.
- B. Students may not enter the street/highway to retrieve a ball unless given permission by the playground supervisor.
- C. Students are not permitted to play baseball or to have baseball bats on the school grounds.
- D. Touch and flag football are permitted, but tackle football is prohibited. Students may only play football on the grass area.
- E. There are no tackle games of any kind allowed.
- F. Students may throw balls and other authorized play equipment. They may not throw rocks, gravel, snowballs, and clothing at any time.
- G. Students must use the playground equipment properly and in a safe manner.
  - a. Use the steps to go up the slides, and sit down feet first when going down.
  - b. Swing forward, not sideways, on the swings.
  - c. Stay on the swings and merry-go-round until the equipment stops. Do not jump off the swings in mid-air.
- H. Stay on the playground unless you have permission from the playground supervisor to leave. This includes going inside to use the restroom, getting gloves, etc.
- I. Beware of icy spots to avoid slipping and falling
- J. Leave your own toys at home, except for “Show & Tell” toys.
- K. All trash should be disposed of properly.
- L. Dress warmly and appropriately in cold or snowy weather. Remember hats, gloves, and boots if needed.
- M. Anyone caught fighting will be sent to the office
- N. Students who violate these rules will be disciplined, up to loss of recess or other privileges, detention and / or other consequences.
- O. School staff will supervise the playground during school hours. However, it is not supervised after school, and students should not play on the equipment without adult supervision.

## **Power School**

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Central Valley Public School uses a student information system called PowerSchool. This system houses information for parents and students concerning grades, attendance and meal account balances. Each student and parent will be given login information to check these items via the internet. There is a link to the login from the Central Valley homepage. Click on either the “High School” or the “Elementary” tabs and then on the “Link” button.

## **Pre-School**

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Preschool is available for children that are 3 or 4 years old. Parents are responsible for transporting preschool students to and from school.

Greeley Pre-School Hours:	Morning Session Only	8:00am-11:15am Monday-Friday
Scotia Pre-School Hours:	Morning Session:	8:15am - 11:15am Monday-Friday
	Afternoon Session:	12:00pm – 3:30pm M, T, TH, F 12:15pm - 2:15pm Wednesday
Wolbach Pre-School Hours:	Afternoon Session Only	12:15pm – 3:45pm M, T, TH, F 12:15pm - 2:39pm Wednesday

## **Promotion and Retention**

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Students will be placed at the grade level and in the courses best suited to them academically, socially and emotionally as determined by the professional staff. Students will typically progress annually from grade to grade. A student may be retained at a grade level or be required to repeat a course or program when such is determined in the judgment of the professional staff to be appropriate for the educational interests of the student and the educational program

## **Property Respect**

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We can do much to make our school a more pleasant place by refraining from marking desks, tables, walls, etc. Let’s do our best to keep the building clean and neat. Students should use school property in the manner in which it was intended. Do not sit on desks; write in magazines, etc. Students who mark, deface, or damage school property will be expected to pay for the damage along with punishment for the act.

## **Public Displays of Affection (PDA)**

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Students are not to engage in inappropriate public displays of affection on school property or at school activities. Such conduct includes kissing, touching, fondling or other displays of affection that would be reasonably considered to be

embarrassing or a distraction to others. Students will face the following consequences for inappropriate public displays of affection:

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

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

### **Report Cards**

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Report cards are issued at the end of each quarter. Letter grades are used to designate a student's progress. A grade of "F" (failing) carries no credit. A grade of "I" (incomplete) received at the end of a grading period must be made up within two weeks or missing assignments will receive grades of "0" and those grades will be averaged into the final grade. No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter.

### **Reporting Student Law Violations**

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Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.

When a Principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the Principal or other school official will take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken. An exception applies when a minor has been taken into custody as a victim of suspected child abuse; in that event the Principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.

In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it shall be the policy of Central Valley Public School to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:

- \*Knowingly possessing illegal drugs or alcohol.
- \*Assault.
- \*Vandalism resulting in significant property damage.
- \*Theft of school or personal property of a significant nature.
- \*Automobile accident.

### **Ringworm**

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The symptoms you should watch for are:

- \*An area of scaly skin, usually surrounded by a ring of red raised skin, and usually in the shape of a circle
- \* Itchiness of the area
- \*If it is on the scalp, the hair will usually fall out of the affected area.

If your child has these symptoms, please be sure you treat the area before allowing your child to return to school.

**Ringworm is contagious.** You can use any type of athlete's foot medicine to treat ringworm (e/g/ Lotromin, Tinactin, etc.). Treatment must be given twice a day for at least 4-6 weeks (preferably treat the area for at least 1-2 weeks after the area looks normal). If treatment is not given for this length of time the child is not cured of the fungus and will either have it again, or pass it on to someone else.

If ringworm is only on the scalp, the only way it can be cured is with oral medication. The medication must be prescribed by a doctor. You can use this in combination with the athlete's foot medication but the lotion by itself will NOT cure the fungus. For ringworm of the scalp you also need to use the special shampoo twice a week until you are finished with the oral medication. The shampoo must contain selenium sulfide (certain types of Selsun Blue and Head & Shoulders, check the label). Once your child has started the oral medication and shampooed with the medicated shampoo they are no longer considered contagious and may return to school. If your child's symptoms do not start to improve in one week, or if they worsen during this time, please consult your Doctor.

## Schedule Changes

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Students needing schedule changes should notify the Principal. The teachers involved, the Principal or counselor, and the student's parent must initiate schedule changes. Final approval of all schedule changes will only be made by the Principal.

## School Closing

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The Administration may close school in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The school closing information will be broadcasted regularly, by the radio and television stations. Those stations include:

Channel 10/11-----KOLN-KGIN TV	KNLV AM 1060 ---- Ord
Channel 8/13 -----NTV	KNLV FM 103.9 ---- Ord
Channel 5 -----KHAS TV	KZ100 FM 100.3 ---- Grand Island

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

### (1) After School Starts

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

### (2) Parental Decisions

**Parents may decide to keep their children at home in inclement weather because of personal circumstances.**

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

### (3) What Not To Do

Parents should not attempt to come to school during a tornado warning. **School officials are not permitted to release students from the school building during a tornado warning.** Tornado drills will be practiced regularly by students and staff members. Also, parents are urged not to call radio and television stations and school buildings during severe weather.

### (4) Emergency Conditions

The school has a signal which, when activated, includes the necessity to either evacuate the building or to move to safer areas of the building. Regular drills are held as required by law through the school year. There are plans for Emergency Exit System, Tornado Warning System, and Critical Incident Response.

## School Day

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Students should not arrive at school before 7:50 a.m. each day, unless they are eating breakfast. Teachers are very busy preparing before that time. If a student needs to come to school early, please make arrangements with the teacher. All classes are dismissed at 2:39 p.m. on Wednesdays.

**Elementary Daily Schedule:** 8:15 a.m. – 3:30 p.m.



### **Jr. / Sr. High School Daily Schedule**

Period 1	8:00 a.m. – 8:51 a.m.	Period 5	12:02 p.m. – 12:53p.m.
Period 2	8:53 a.m. – 9:44 a.m.	Period 6	12:55 p.m. – 1:46 p.m.
Period 3	9:46 a.m. – 10:37 a.m.	Period 7	1:48 p.m. – 2:39 p.m. (Wednesday)
Period 4	10:39 a.m. – 11:30 a.m.	Period 8	2:41 p.m. – 3:45 p.m.
Lunch	11:30 a.m. – 12:00 p.m.		

### **School Health Screening**

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Children in Preschool through twelfth grade, as well as children in sixth and ninth grades are screened for vision, hearing, dental defects, height and weight. The screening program also incorporates scoliosis and blood pressure at the sixth and ninth grades. Students entering the Student Assistance Process at any grade level, and those about whom health concerns are identified to the school nurse may also be screened. Parents who do not wish their child to participate in the school screening, program must communicate this in writing to the school health office at the start of the school year. Because Nebraska statutes require school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

### **School Pride**

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Students are encouraged to take pride in their school. Students should conduct themselves, both in and out of school, in a manner, which brings credit to their school, themselves, and their families. Students should wear school colors and cheer school teams at games. **Students should be proud of their school and do everything they can to make other people proud of it, too!!**

### **School Spirit**

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School spirit involves everyone in our community, students, parents, relatives and staff. However, student action, desire and pride set the pattern. Your desire to be the best, do your best and conduct yourselves in the best possible manner as sports persons will determine the success of your activities. Your pride will be in doing your best and will grow as your actions show.

Positive cheering will make you stand tall in the eyes of those that view you, both at home and away. Everyone's appreciation for your courtesy, sportsmanship and fair play will be remembered long after the cheers have died. Be proud that you were active during your school years and be sure that after you are gone you can look back at your actions with pride. NSAA rules dictate that an athlete removed from competition because of unsportsmanlike conduct must be withheld from competition for the next scheduled contest.

### **Senior Class Trip to Washington, D.C.**

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The Central Valley senior class representative and sponsor are to meet with the Board of Education at the September, October or November meetings to present trip plans and financial status for the senior trip. Students must not be charged a fee to participate in a trip but may be required to earn money through work study to help contribute to the class. However, students may wish to bring extra money for snacks or souvenirs. All required money must be drawn from the class treasury.

### **Sexual Harassment**

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Central Valley Public School will provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. The School Board of Education clearly and unequivocally prohibits sexual harassment by and of its students. Sexual harassment is a form of misconduct that interferes with productivity and wrongfully deprives students of the opportunity to study, and to be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

A person who feels harassed should directly inform the person engaging in the harassing conduct or communication that it is offensive and must stop. If the person who feels harassed does not wish to communicate directly, or if direct communication with the offending person has been ineffective, she or he should report the behavior to the principal or superintendent, or to the board of education member who he or she feels comfortable in reporting the issue. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect her or his status as a student.

### **Signing A Child In And Out Of School**

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Parents or guardians are required to sign their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. The sheet for signing a child in and/or out of school is located on the front counter. If a child is being signed out, the school secretary will call the appropriate classroom and indicate to the teacher that the child is leaving. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the Principal and provide the Principal with a copy of that order to maintain on file at the school.

### **Smoke-Free Environment**

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All of our school buildings and grounds are smoke and tobacco-free. We would appreciate your help in meeting the goal of a smoke and tobacco-free environment for our children. When you attend school events, including athletic events, please abide by Central Valley's policy.

### **Special Education**

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A full range of educational programs are available to those qualifying for them. These include diagnostic services, consulting services, occupational therapy, physical therapy and speech therapy as well as the resource room.

### **Specific Rule Items**

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The following conduct may result in disciplinary action, which, in the repeated violations, may result in discipline up to expulsion.

- a. Students must have a pass when not in class during class time. Students are to use the pass only for the purpose requested. For example, if given a pass to use the restroom, the student must promptly proceed to and use the nearest restroom and promptly return to class.
- b. Gum, candy, etc. are not allowed in the classrooms unless approved by Principal. Students may purchase juice to drink before or after school. Students may drink juice upon approval of administration during school. Containers must be disposed of properly or use of the machine will be discontinued for a period of time.
- c. Students are expected to bring all books and necessary materials to class. This includes study halls.
- d. Assignments for all classes are due as assigned by the teacher.
- e. Students are not to operate the mini-blinds or the windows without permission of the teacher.
- f. Classes are ended by the teacher. Students are not to begin to pack up or leave the class until the dismissal bell has rung or the teacher has dismissed the class.
- g. Students are to be in their seats and ready for class on the tardy bell.
- h. Special classes such as Industrial Technology, Art, P.E., and computers courses will have other safety or clean-up rules that will be explained to you by that teacher which must be followed.
- i. Students are not to bring "nuisance items" to school. A nuisance item is something that is not required for educational purposes and which would cause a distraction to the student or others.
- j. Students are to stand back from the entry steps and doors in the mornings before school and at noon before the bell so that others may pass in and out of the entry doors.
- k. Snow handling is prohibited.
- l. Laser devices, battery powered gadgets, hacky sacks, and other items not directly related to the process of learning are prohibited at school and will be confiscated.

### **Staff Qualifications**

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade level and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree.

We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Central Valley Public Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

### **Standardized Testing**

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The MAPS Test is administered three times a year in grades 3-11 to predict student achievement and to help provide student support. Tests are administered in the fall, winter and spring, and the results are sent home.

### **Student Appearance**

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

Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants) or clothing that is too tight, revealing or baggy, or tops and bottoms that do not overlap or any material that is sheer or lightweight enough to be seen through, or otherwise of an appropriate size and fit so as to be revealing or drag on the ground.

1. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
2. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
3. Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage "horse-play" or that would damage property (e.g. cleats).
4. Head wear including hats, caps, bandannas, and scarves.
5. Clothing or jewelry which exhibits nudity, makes sexual references or carries lewd, indecent, or vulgar double.
6. Clothing or jewelry that is gang related.
7. Visible body piercing (other than ears).
8. Steel-toed shoes are not to be worn in school buildings.
9. Pajamas, bathrobes, and slippers are not to be worn at school unless on special occasions such as homecoming.
10. Students must wear shoe and shirt. No cleated shoes. Hair should be worn in such a way that it does not create a health or safety problem. Students may be sent home or will make other arrangements in order to conform as indicated/defined by school authorities.

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

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

On a first offense of the dress code, the student may call home for proper apparel. If clothes cannot be brought to school, the student will be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes. Continual violations of the dress code will result in more stringent disciplinary actions, up to expulsion. Further, in the event the dress code violation is determined to also violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity, and the like), a first offense of the dress code may result in more stringent discipline, up to expulsion.

### **Student Discipline**

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These student conduct rules are established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations of the rules will result in disciplinary action.

## Forms of School Discipline

### Short-Term Suspension

The Principal or the Principal's designee may exclude students from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:

1. Conduct constituting grounds for expulsion as hereinafter set forth; or,
2. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, that occur on or off school grounds, if such conduct interferes with school purposes or there is a connection between such conduct and school.

#### **The following process applies to short-term suspension:**

1. The Principal or the Principal's designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be imposed only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
2. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what he or she is accused of having done, be given an explanation of the evidence the authorities have, and be given an opportunity to explain the student's version of the facts.
3. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student, and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who, in addition to the parent or guardian, is to attend the conference.
4. Students who are short-term suspended will be given the opportunity to complete class work, including but not limited to examinations, under the following conditions: Full credit is given if all work is finished and turned into the teacher when returning to class. If assignment is not handed in before class time, a zero will be given.

### Long-Term Suspension

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

### Expulsion

1. **Meaning of Expulsion.** Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period.
2. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year. The review will be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the school board or board of education or a committee of such board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the Superintendent.

3. **Suspension of Enforcement of an Expulsion:** Enforcement of an expulsion action may be suspended (i.e., "stayed") for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program and to such other consequences which the school district deems appropriate. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the Superintendent or his or her designee, or (2) if the student's conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the students' participation and conduct has been satisfactory or not shall be made by Principal or the Principal's designee.
4. **Students Subject to Juvenile or Court Probation.** Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal's designee shall meet with the student's probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal's designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

#### **Other Forms of Student Discipline:**

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

#### **Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment:**

The following conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, Neb. Rev. Stat. § 79-254 through 79-296, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

1. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;
2. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property;

3. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;
4. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;
5. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;
6. Engaging in the possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in Section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103 or being under the influence of a controlled substance or alcoholic liquor (note: the term "under the influence" for school purposes has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant);
7. Public indecency;
8. Sexually assaulting or attempting to sexually assault any person. In addition, if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults, the student is subject to suspension, expulsion, or mandatory reassignment regardless of where the conduct took place. For purposes of this subdivision, sexual assault shall mean sexual assault in the first degree and sexual assault in the second degree as defined in Sections 28-319 and 28-320, as such sections now provide or may hereafter from time to time be amended;
9. Truancy or failure to attend assigned classes or assigned activities;
10. Tardiness to school, assigned classes or assigned activities;
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, national origin, or religion;
12. Dressing in a manner which is dangerous to the student's health and safety, a danger to the health and safety of others, or which is disruptive, distractive or indecent to the extent that it interferes with the learning and educational process.
13. Willfully violating the behavioral expectations for those students riding school district buses.
14. Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or
15. A repeated violation of any rules and standards validly established by the Board of Education or school officials if such violations constitute a substantial interference with school purposes.
16. In addition, a student who engages in the following conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
  - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or,

- b. The knowing and intentional possession, use, or transmission of a dangerous weapon, other than a firearm.
17. Firearms
- a. A student who is determined to have brought a firearm to school, or to have possessed a firearm at school, shall be expelled from school for a period of not less than one calendar year. The Superintendent may modify such one-year expulsion requirement on a case-by-case basis, provided that such modification is in writing. The term “to school” or “at school” means on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.
  - b. Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:
    - i. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
    - ii. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
    - iii. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
    - iv. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

**Additional Student Conduct Rules:**

The following additional student conduct rules are established. Failure to comply with such rules is grounds for disciplinary action, up to and including expulsion, as further specified in these rules. These rules govern student conduct on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event.

1. Students must comply with the dress code set forth in the student handbook. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. The final decision regarding attire and grooming will be made by the Principal or Superintendent. In the event a student is uncertain as to whether a particular item or method of grooming is consistent with the school’s guidelines, the student should contact the Principal for approval, and may also review such additional posting of prohibited items or grooming which may be available in the Principal’s office.

Violations of the dress code will result in disciplinary action. If a dress code violation is also determined to violate other student conduct rules (e.g., public indecency, insubordination, expression of profanity), a first offense of the dress code may result in discipline, up to expulsion.

2. “Bullying” and harassment are prohibited. Students who engage in bullying or harassing behavior are subject to discipline up to and including expulsion.
3. Students who violate the district’s computer acceptable computer use policy are subject to discipline, up to and including expulsion.

**Student Fee Policy**

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The school district shall provide fee instruction accordance with the Nebraska State Constitution and the Nebraska statutes. The district also provides, programs and services that are extended beyond the minimum level of constitutionally required free instruction. Under the Public Elementary and Secondary Student Fee Authorization Act, the district is permitted to charge student 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 coaches, and sponsors for further specifics.

**Definition.**

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

**Listing of Fees Charged by this District**

**1. Guidelines for Clothing Required for Specified Courses and Activities**

Students are responsible for complying with the district’s grooming and attire guidelines and 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 detail any special clothing requirements and explain why the special clothing is required for the specific program course or activity.

**2. Safety Equipment and Attire**

The district will provide students with all safety equipment and attire that is required by law. Building administrators will assure that (a) such equipment is available in the appropriate classes and areas of the school buildings, (b) teachers are directed to instruct students in the use of such devices, and (c) students use the devices as required. Students are responsible for using the devices safely as instructed.

**3. Personal or Consumable Items**

The district will provide students with personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers, and notebooks. Students who wish to supply their own personal or consumable items may do so, as long as those items comply with the requirements of the district. The district will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the students and will be held responsible for the reasonable replacement cost of any school property that they lose.

**4. Materials Required for Course Projects**

The district will provide students with the materials necessary to complete all curricular projects. In courses where students produce a project that requires more than minimal cost for the materials, the finished product will remain the property of the district unless the students either furnish or pay for the reasonable cost of materials required for the course project.

The maximum dollar amount charged by the district for course materials shall be:

- \*Industrial Arts/ Agricultural Education Classes... \$200.00
- \*Art Classes..... \$50.00
- \*Family and Consumer Science Classes..... \$50.00

**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. Attached to this policy is a list of the fees charged for a particular activities. The coach or sponsor will provide students with written guidelines detailing fees charged, the equipment and/or clothing required, or usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

The following list in detail the maximum dollar amount of all extracurricular activities fees and the specifications for any equipment or attire required for participation in extracurricular activities:

- \*Student Activity Card.....\$25.00  
(Covers admission to all extracurricular events. Required of all students who participate in athletic, NSAA activities and/or other extracurricular activities.)
- \*FCCLA.....\$30.00 and supply own official dress shirt
- \*National Honor Society.....\$0.00



\*Football – Students must provide their own football shoes, and undergarments.

\*Basketball, Cross Country, Track, Volleyball, and Wrestling - Students must provide their own shoes and undergarments.

\*Future Farmers of America - Students must purchase their own jacket and pay dues of \$100.00

### **6. Post-Secondary 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 post-secondary courses. However, for a course in which students receive high school credit or a course being taken as part of an approved accelerated or differentiated curriculum program, the district shall offer the course without charge for tuition, transportation, books or other fees. Students who choose to apply for post-secondary education credit for these courses must pay tuition and all other fees associated with obtaining credits from a post-secondary educational institution.

### **7. Transportation Costs**

The district will charge students reasonable fees for transportation services provided by the district to the extent permitted by federal and state statutes and regulations.

The maximum dollar amount of the transportation fee charged by this district shall be \$0.36 per mile.

### **8. Copies of Student Files or Records**

The district will charge a fee for making copies of a student’s files or records for the parents or guardians of such students. The Superintendent or the Superintendent’s designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students’ files or records without the payment of a fee, and the district shall charge a fee of \$.15 per page to search for or retrieve any student’s files or records.

### **9. Participation in Before-and-After-School or Pre-Kindergarten Services**

The district will charge reasonable fees for participation in before-and-after school or pre-kindergarten services offered by the district pursuant to statute. The maximum dollar amount charged by the district for these services shall be \$0.00.

### **10. 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. The maximum dollar amount charged by the district for summer and night school shall be \$500.00. The cost of driver’s education for students in the district is \$150.00.

### **11. Charges for Food Consumed by Students**

The district will charge for items that students purchase from the district’s breakfast and lunch programs. The fees charged for these items will be set according to applicable federal and state statutes and regulations. The district will charge students for the cost of food, beverages, and the like that students purchase from a school store, vending machine, booster club or from similar sources. Students may be required to bring money or food for a field trip lunches and similar activities.

The maximum dollar amount charged by the district for the breakfast and lunch programs is as follows:

#### **Breakfast – Grades K-12**

Regular Price	\$1.90
Reduced Prices	\$0.30

#### **Lunch - Grades K-12**

Regular Price	\$2.90
Reduced Price	\$0.40
Second Milk	\$0.50
Second Entrée	\$1.25

### **12. Charges for Musical Extracurricular Activities**

Students who qualify for fee waivers under this policy will be provided, at no charge, the use of a musical instrument in optional music courses that are not extracurricular activities, the school district will require students to provide the following equipment and/or attire:

\*Band - Students must provide their own instrument and shoes selected by the sponsor and/or student group.

\*Swing Choir –Students must purchase outfits and shoes selected by the sponsor and/or student group.

The maximum dollar amount charged by the district for these materials will be \$100.00

### **13. Contributions for Class Extracurricular Activities**

Students are eligible to participate in a number of unique extracurricular activities during their years in Junior/Senior High School, including prom, various senior recognitions, and graduation. In order to fund these extracurricular

activities, the school district will ask each student to make a contribution to their class's fund beginning in seventh grade. This contribution is voluntary, in the instance of having a signed free / reduced lunch waiver on file. Students who choose not to contribute to the class fund (due to having a signed waiver on file) are still eligible to participate in the extra activities. The class dues will be \$10.00 - \$30.00 per year.

#### **A. 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) materials for course projects, and (3) the use of a musical instrument in optional musical 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. Students who wish to be considered for waiver of a particular fee must submit a completed fee waiver application to their building principal.

#### **B. Distribution of Policy**

This policy will be published in the Student Handbook or its equivalent that will be provided to students at no cost.

#### **C. Voluntary Contributions to Defray Costs**

The district will, then appropriate, request donations of money, materials, equipment or attire from parents, guardians and other members of the community to defray the costs of providing certain services and activities to students. These requests are not requirements and staff members of the district are directed to clearly communicate that fact to students, parents and patrons.

#### **D. 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 a depository for all monies collected from students for (1) participation in extracurricular activities, (2) post-secondary 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.

#### **Student Illnesses**

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School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: Temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves.

Please include emergency daytime phone numbers on your child's enrollment card so that you can be reached if your child becomes ill or injured while at school. Please also inform your school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

#### **Student Records**

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The Family Education Rights and Privacy Act (FERPA) provide parents certain rights with respect to their students' education records. These rights include the right to inspect and review the student's education records within 45 days of the day the school receives a request for access; and the right to request the amendment of the student's education records that you believe to be inaccurate.

If parents believe one of their students' records is inaccurate, they should write the school principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing regarding the request for amendment.

#### **Directory Information**

FERPA and the Nebraska Public Records Law authorize school districts to make "directory information" available for review at the request of non-school individuals. These laws also give parents and guardians a voice in the decision-making process regarding the disclosure of directory information regarding their children.

The Central Valley Public Schools has designated the following as directory information:

1. Name
2. Address
3. Telephone Number, including the student's cell phone number
4. E-mail address
5. Date and Place of Birth
6. Dates of Attendance
7. Major Field of Study
8. Participation in Activities and Sports
9. Degrees and Awards Received
10. Weight and Height of Members of Athletic Teams
11. The image or likeness of the student in pictures, videotape, film or other medium
12. Certain class work intended for publication on the Internet
13. Most recent / previous school attended
14. Classroom assignment and /or home room teacher
15. Student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communication in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more actors that authenticate the user's identity, such as a personal identification number (PIN), password, or other factor known or possessed only the authorized user.

Directory information about students can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that market or manufacture class rings, sell student photographs or publish student yearbooks.

Federal law requires school districts to provide military recruiters and institutions of higher education with the names, addresses, and telephone listings of high school students unless parents have notified the school district that they do not want this information disclosed without prior written parental consent.

Parents who **OBJECT** to the disclosure of any directory information about their students should write a letter to the principal. This letter should specify the particular categories of directory information that they parents do not wish to have released about their child or the particular types of outside organizations to which they do not wish directory information to be released.

This letter must be received by the school district no later than second Friday after school begins.

### **Non-directory Information**

All of the other personally identifiable information about students that is contained in this school district's education records will generally be disclosed to anyone outside the school system except under one of two circumstances: (1) in accordance with the provisions of the FERPA statutes and related administrative regulations; or (2) in accordance with parent's written instructions.

### **Complaints**

Individuals who wish to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA may contact the Office that administers FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

### **Transfer of Records Upon Student Enrollment**

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. The school is not obligated to inform parents when it makes a disclosure under this provision.

### **Student Rewards (Eligible for students in grades 9-12)**

#### **Achievement Test**

- Any time a student participates by taking the Achievement Test and scores in the 90<sup>th</sup> percentile or higher, a student will earn a full day out of school.

#### **NSCAS – English-Language Arts, Math & Science**

- Any time a student participates in the Nebraska Student-Centered Assessment System (NSCAS) and scores in the **meet standards** range, a student will earn a half day out of school.
- Any time a student participates in the Nebraska Student-Centered Assessment System (NSCAS) and scores in the **exceeds standards** range, a student will earn a full day out of school.

## **Guidelines**

- Students must have a note from home signed by a parent/guardian and given to the principal prior to the date he/she is planning to be absent. At that time, the student will be given a sign-out sheet to be signed by each of his/her classroom teachers.
- Work must be made up before you leave
  
- Students must use a ½ day or a full day at a time
  
- Student will not be counted absent
  
- May not be used on the days final exams are given
  
- Can only carry 2 days over into the next school year. (For example, if you don't use a day of both days that you've earned that school year, you can carry that day or two days into your next school year. So if you don't use your days as a sophomore, by the time the end of that year arrives, you may have four days built up. But if you don't use them, only 2 can be carried over into the next year.)
  
- If there are tardy and attendance issues/problems, days earned by that student may not be used.
  
- If you have used your allotted 3 unexcused absences per semester, then you have relinquished your right to use your honor days.

## **Student Schedule Changes**

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Student schedule changes may be made without penalty during the first three days of each semester. Drop and Add Slips are to be obtained from the office of the guidance counselor and must be signed by the guidance counselor and principal before they are presented to the teacher of the class that is to be added and / or dropped.

After the first week of the semester, students who insist on dropping a class, except for instances of an extended illness, will receive a grade of "0" on their permanent records and that grade will be averaged into the student's cumulative grade point average. If an extended illness makes it impossible or extremely difficult for a student to successfully complete a class or classes, the student may be allowed to withdraw from a class or classes as (WP)-Withdraw Passing or (WF)-Withdraw Failing. If permission to withdraw as WP or WF is given by the principal and guidance counselor, the grade(s) will not be averaged into the cumulative grade point average of the student.

Before students are allowed to withdraw from a class as WP or WF, the student, parents of the student, guidance counselor, and the principal must meet and review the circumstances of the situation. All available means that could be utilized to allow the student to successfully complete the course(s) must be reviewed before permission to withdraw as WP or WF is given by the principal and guidance counselor.

## **Student Valuables**

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

## **Study Time**

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Each student is expected to spend some time on the preparation of studies outside of school hours. The amount of time needed depends upon student. Normally, at least an hour a day should be spent in the preparation of the average assignment.

Students who struggle to complete assignments or who must spend an inordinate amount of time completing an assignment should seek the help and advice of his/her teachers and consult with the principal and/or the guidance counselor.

## **Supervision at Dismissal**

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The school day typically begins at 8:00 a.m. and ends at 3:45 p.m. Students are to leave the school grounds after dismissal. School staff will provide supervision for students on school grounds 20 minutes before the school day begins. **There will be no supervision provided by the school between 3:45pm and 7:35am.**

Students who leave before the end of the day are to be signed out by a parent or guardian or an escort designated by the parent or guardian.

### **Tardy to Class**

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The school expects students to meet their class assignments on time. This means being in your seat and ready to work when the tardy bell rings or teacher's classroom rule. Detention slips will be given to those students who are late to classes. A student who accumulates three (3) tardies in a semester will be assigned a detention. After six (6) tardies in a semester, two detentions will be assigned. A detention will then be assigned for each tardy after six (6) in a semester. Students who are 10 minutes late to any class period will be counted as Unexcused Absent for that period.

### **Telephone Calls**

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Students WILL NOT be called out of class to answer the telephone, except in case of an emergency. Check the office for messages. Students will not be permitted to make a call except during a free period. Students making personal calls will use the phone located in the office. The office phone is to be used for business calls only. Permission must be gained from the school secretary, principal, or superintendent. Class business calls are to be made during the caller's free period. Only one person will be given a pass for that purpose.

### **Title I Program School-Parent Compact**

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Central Valley Public School and the parents of students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act agree that this compact outlines how the parents, 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 that will help children meet or exceed Central Valley Public Schools high standards. This School-Parent Compact is in effect for the 2016-2017 school year.

#### School Responsibilities:

We, as the faculty and staff of district, will:

- ❖ Provide high-quality curriculum and instruction delivered by certified and highly-qualified staff in a supportive and effective learning environment that enables the participating children to meet the state's achievement standards.
- ❖ Hold a parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
- ❖ Provide parents with periodic reports about their child's progress.
- ❖ Offer parents reasonable access to classroom teachers, Title I teachers, and administrators.
- ❖ Communicate and work with families to support students' learning.

#### Parent Responsibilities:

I, as a parent, will support my child's learning in the following ways:

- ❖ Value and support my child's attendance at school.
- ❖ Ensure that homework is completed.
- ❖ Promote positive use of my child's extracurricular time.
- ❖ Participate in parent groups that support the district's curricular needs, such as Title I meetings, PTA meetings, etc.
- ❖ Stay informed about my child's education and communicate with the school.

#### Student Responsibilities:

I, as a student, will share the responsibility to improve my academic achievement and meet the state's high standards in the following ways:

- ❖ Cooperate with my teachers in school and be responsible for my behavior.
- ❖ Complete all of my homework assignments on time.
- ❖ Participate to the best of my ability in all of my classes.
- ❖ Read independently or with my family on a regular basis.
- ❖ Let my teachers and family know when I need help.

### **Title I Parental Involvement Policy**

Central Valley Public School's Title I Parental Involvement Policy is established in compliance with the No Child Left Behind Act. Central Valley has a parental involvement policy applicable to parents of all children. The parental

involvement policy applicable to parents of all children is not replaced by this Title I Parental Involvement Policy and shall continue to be applicable to all parents, including parents participating in Title I programs.

It is the policy of Central Valley Public School to implement programs, activities, and procedures for the involvement of parents in Title I programs consistent with the Title I laws. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children.

**Expectations for Parental Involvement:** It is the expectation of Central Valley Public School that parents of participating children will have opportunities available for parental involvement in the programs, activities, and procedures of Central Valley Public School's Title I program. The term "parental involvement" means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—(A) that parents play an integral role in assisting their child's learning; (B) that parents are encouraged to be actively involved in their child's education at school; (C) that parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child; and (D) the carrying out of other activities, such as those described in this parental involvement policy. Central Valley Public School intends to meet this expectation through the following activities:

1. Involving parents in the joint development of Central Valley Public School's Title I plan and the processes of school review and school improvement.
2. Providing coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance.
3. Building the schools' and parents' capacity for strong parental involvement.
4. Coordinating and integrating parental involvement strategies under Title I with parental involvement strategies under other programs.
5. Conducting, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served under the Title I program, including identifying barriers to greater participation by parents in Title I programs, with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background, and use the findings of such evaluation to design strategies for more effective parental involvement, and to revise, if necessary, the parental involvement policies of Central Valley Public School.
6. Involving parents in the activities of the schools served under Title I.

**Policy Involvement:**

Each school served under the Title I program will:

1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under the Title I program and to explain the requirements of the Title I program.
2. Offer a flexible number of meetings, such as meetings in the morning or evening. If sufficient funds are provided for this purpose, Central Valley Public School may assist parental involvement in such meetings by offering transportation, childcare, or home visits.
3. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of Title I programs.
4. Provide parents of all children: (1) timely information about programs under Title I, (2) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and (3) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

5. If Central Valley Public School operates a school wide program under Title I and such plan is not satisfactory to the parents of participating children, submit any parental comments on the plan when the school makes the plan available to the district.

**Shared Responsibilities for High Student Academic Achievement:**

As a component of the Central Valley’s parental involvement policy, each school served under the Title I program will jointly develop with parents for all children served under the Title I program a school-parent compact that 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 standards. Such compact shall:

- (1) describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under Title I to meet the State’s student academic achievement standards and the ways in which each parent will be responsible for supporting their children’s learning, such as monitoring attendance, homework completion, and television watching; volunteering in their child’s classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and
- (2) address the importance of parents of participating children in a format, and to the extent practicable, in a language the parents can understand;
- (3) may involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training;
- (4) may provide necessary literacy training from funds received under Title I if the Central Valley Public School has exhausted all other reasonably available sources of funding for such training;
- (5) may pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions;
- (6) may train parents to enhance the involvement of other parents;
- (7) may arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize parental involvement and participation;
- (8) may adopt and implement model approaches to improving parental involvement;
- (9) may establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in programs supported under Title I;
- (10) may develop appropriate roles for community-based organizations and businesses in parent involvement activities; and
- (11) shall provide such other reasonable support for parental involvement activities under Title I as parents may request.

**Accessibility:**

In carrying out the parental involvement activities for this Title I Parental Involvement policy, Central Valley Public School shall provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Title I in a format and, to the extent practicable, in a language such parents understand.

**Use, Distribution, and Updating of this Policy:**

This Title I Parental Involvement Policy shall be incorporated into Central Valley Public School’s Title I plan, shall be distributed to all parents, shall be made available to the local community, and shall be updated periodically to meet the changing needs of the parents and the school.

## **Transportation Services**

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Transportation to and from school is provided to students in accordance with law and Board policy. Students may also be provided transported on field trips and when participating in school activities. Students are expected to follow the behavioral expectations for riding school buses.

### **Behavior on School Buses**

While riding school buses you are expected to follow the same student conduct rules, which apply when you are on school property or attending school activities, functions or events. There are also special conduct rules for riding school buses. These rules also apply to riding other school vehicles.

### **Rules for Getting On and Off the Bus**

1. Be on time to be picked up. As a general rule, get to your bus stop five minutes before your scheduled pick up time. If you miss the bus, immediately return to your home and tell your parents so they can get you to school.
2. While waiting for the bus, stay at least 5 feet away from the street, road or highway. Wait until the bus comes to a complete stop before approaching the bus.
3. You may exit the bus only at your approved destination (your school or your approved bus stop). Exit the bus as directed by the driver. Do not run.
4. If you must cross the street after exiting the bus, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.

### **Rules on the Bus**

1. Riding the school bus is a privilege, not a right.
2. Be respectful of the rights and safety of others at all times.
3. Immediately follow all directions of the driver, para-educator, or adult on the bus.
4. Use seat belts in vehicles in which they are available.
5. Talk quietly and use appropriate language, and be quiet when the bus approaches a railroad crossing.
6. Keep all parts of your body inside the bus.
7. Keep your arms, legs and belongings to yourself.
8. No fighting, harassment, bullying, intimidation or horseplay.
9. Do not throw any object.
10. No eating, drinking, use of tobacco, alcohol, drugs or flammables, or any other controlled substance on the bus.
11. Do not bring any weapon (real or imitation) or dangerous objects on the school bus.
12. Do not damage the school bus.
13. Students must help keep the bus clean, sanitary and orderly. Students must remove all personal items and trash upon exiting the bus.
14. Students must secure any item or items that could break or produce injury if tossed about the inside of the bus if the bus were involved in an accident.
15. Video cameras may be placed on buses, at random, to monitor student behavior on the bus.
16. Students must stay seated while the bus is in motion.

**Getting the Driver's Assistance:** If you need assistance from the driver, wait until the bus is at a full stop. If you are close enough, tell the driver what you need. If you are too far away for the driver to hear you, ask a student in front of you to get the driver's attention. If necessary, walk up to the driver, while the bus is at a full stop. If you need immediate assistance for an emergency, take all action needed to safely get the help of the driver.

**Consequences for Rule Violations:** Consequences for school bus misconduct may include restriction or suspension of bus privileges and other disciplinary measures, up to and including expulsion from school.

### **Visitors**

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All visitors must report to the office, upon entering the main entrance, to sign in and receive a visitor's pass. Visits to classrooms during the first week of school and the last week of school may be limited to ensure a smooth transition. Visits by parents to classrooms are encouraged; provided that the visits do not disrupt the educational program, individual students, or create a safety concern. Please contact the Principal as early as possible.



**Weather – (Emergency Closings)**

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School shall be held on the dates set forth on the official calendar, and shall not be closed or dismissed except by action of the board of education or the superintendent when he or she determines that it unwise to hold school. When school is closed because conditions make it unwise to have the buses run their routes, school will be closed for all students of the district.

Students will not be allowed in the school for any purpose. (No open gyms, no weight lifting, no practices of any kind unless prior approval is given by the Principal.) It shall be at the discretion of the Administration if our students participate in any events scheduled for that day.

**Withdrawal From School**

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Students who are moving from the district must notify the school office.

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**Authorization for Administration of Medication at School**  
**(Prescription & Over-the-Counter)**

Must have a separate sheet for each medication

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

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**To Be Filled Out by Parent/Guardian or Physician:**

Please Note: If samples of prescription medication are to be given, they must be labeled with the name of the student, dosage, route and time to be given.

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Name of Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Route: (e.g. oral) \_\_\_\_\_ Time(s) of Day to be given: \_\_\_\_\_

If medication is NOT given on a regular schedule, but given only when needed; please specify below for what reason it is to be given and the length of time needed between doses: (e.g. Johnny can have this medication when he complains of pain in his leg but no more than every 4 hours)

\_\_\_\_\_  
\_\_\_\_\_

Is the student capable of self-administration of this medication: Yes \_\_\_\_\_ No \_\_\_\_\_

Possible side effects of this medication: \_\_\_\_\_

Emergency procedure in case of serious side effects: \_\_\_\_\_

Please indicate the length of time the student is to take this medication at school (not to exceed the current school year). To be given according to the above instructions \_\_\_\_\_ to \_\_\_\_\_.  
(start date) (stop date)

I request/authorize the school to give medication to my student in accordance with the instructions written above. I understand that unlicensed staff will be assigned to provide medication to my child, and I accept ultimate responsibility for monitoring the effects of this medication.

My child has permission to carry an inhaler: Yes \_\_\_\_\_ No \_\_\_\_\_

My child has permission to self-administer the above medication: Yes \_\_\_\_\_ No \_\_\_\_\_

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

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Home / Cell Phone

\_\_\_\_\_  
Work Phone

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**Physician MUST sign below IF Over-the-counter Medication is to be given for longer than 5 days.**  
I, as the child's prescribing physician, accept responsibility to provide direction and monitoring of this medication.

\_\_\_\_\_  
Physician/Dentist/Provider Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Telephone Number

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**CENTRAL VALLEY PUBLIC SCHOOLS  
ACKNOWLEDGEMENT RECEIPT OF STUDENT/ACTIVITY HANDBOOK INFORMATION**

**Please initial the following that apply:**

**STUDENT /ACTIVITY HANDBOOK**

\_\_\_\_\_ I acknowledge receiving a paper copy of the Student /Activity Handbook or receiving information about accessing the Student /Activity Handbook online.

**INTERNET USE**

\_\_\_\_\_ I agree to abide by Central Valley Public Schools Student Internet & Computer Access Policy, which is stated in the Student /Activity Handbook and available on the Central Valley Public Schools website.

**TITLE I PROGRAM**

\_\_\_\_\_ I have reviewed Central Valley Public Schools Title I Program School-Parent Compact as stated in the Student /Activity Handbook and available on the Central Valley Public Schools website.

**MEDIA PUBLICITY**

\_\_\_\_\_ **I DO NOT** consent to the release of my child's photo, voice, video or other directory information for public access including, but not limited to, inclusion on Central Valley Public Schools' websites and broadcasts and in athletic programs.

**CLASS LISTS TO COLLEGES OF MILITARY RECRUITER**

Central Valley Public Schools is required to supply class lists to college and military recruiters upon their request. Parents may deny inclusion of their child's information by initialing the line below.

\_\_\_\_\_ **I DO NOT** give permission to include my child's name, address, and phone number in class lists requested by college or military recruiters.

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Student Name \_\_\_\_\_ Grade \_\_\_\_\_

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Print Parent or Guardian's First and Last Name \_\_\_\_\_

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Parent of Legal Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_