

Falls City Public Schools Secondary Code of Conduct

Falls City Public School District does not discriminate on the basis of race, color, national origin, religion, sex, marital status, sexual orientation, disability, age, genetic information, citizenship status or economic status in its programs, activities and employment.

SPECIFIC COMPLAINTS OF ALLEGED DISCRIMINATION WOULD BE REFERRED TO:

***SUPERINTENDENT OF SCHOOLS
SECTION 504 COORDINATOR
FALLS CITY PUBLIC SCHOOLS
1415 MORTON STREET, BOX 129
FALLS CITY, NE 68355
402-245-2825***

***THE STUDENT'S FUTURE IS
THE SCHOOL'S MISSION***

***FALLS CITY PUBLIC SCHOOLS INSPIRE OUR STUDENTS TO BECOME INNOVATIVE,
RESOURCEFUL, RESILIENT, AND RESPONSIBLE.***

The Falls City Middle School seeks to provide a curriculum that will meet the needs of the middle level student through high academic standards balanced with a humane approach to instruction.

Goals of Falls City Middle School

Middle School can be a trying, yet exciting time in the development of young people. Changes in the brain and body that occur during this time cause a lot of confusion and anxiety in young people. At Falls City Middle School, our staff understand these changes and we work to help our students not only gain the knowledge and skills they need in the job market of the 21st century, but we also work to help students navigate the myriad of feelings that bombard students and this point in their development. This is our mission and below are our goals:

1. To be the top performing middle school in the southeast quadrant of Nebraska as measured by AQUESTT testing and other academic measures.
2. Our school will encourage taking risks, and we want to provide an environment where it is ok to make mistakes and then learn from those mistakes.
3. We will encourage social emotional growth and help students navigate interpersonal relationships in a positive and constructive manner.
4. We will provide a safe learning space where all students are free to be who they are without fear of bullying or persecution.
5. We will compete at a high level in all extracurricular athletic and academic competitions.
6. We will be known for our character and as ambassadors for the Falls City community.

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FALLS CITY MIDDLE SCHOOL STAFF

Lampe, Roger	Grade 6, Coding
Boatright, Karen	Grade 6, NJHS
Milam, Jamie	Grade 6, TIG
Haines, Allison	Computers, Coding, Sports Tech and MTSS
Nolte, Kim	Family & Consumer Science
Coolidge, Don	Industrial Technology
Bennett, Chris	Art
Huppert, Kory	Language Arts 7/8
Findlay, Susan	Librarian - Media Center, TIG
Zimmerman, Charity	Library Aide, Take 5
Hogue, Terri	Math 7/8 Pre-Algebra/8 Algebra
Sutton, Alisha	Choral Music 6/7/8, Musical Theatre
John Furrow	Instrumental Music 6/7/8, Guitar
Michelle Furrow	Choral Music 6/7/8
Kraft, Nick	Physical Education/Sports Tech
Vrtiska, Kim	Science 7/8
Mount, Sarah	Special Education, MTSS
Munford, Jack	Social Studies 7/8
Holloway, Jeanne	Special Education, MTSS
Brown, Jennifer	Para Educator
Rolph, Mike	Para Educator
Helmick, Jenny	School Nurse
Fankhauser, Linnette	Guidance Counselor
Bangert, Jack	Principal
Martineau, Vicki	Secretary
Thompson, Anna	Cook
Coonce, Rita	Cook
Dungan, Mara	Food Service Manager
Strathman, Julie	School Psychologist
Jacobs, Jamie	Mental Health Counselor
Feek, Ginger	Life Skills Teacher
Koopman, Laura	Para Educator
Whitney, Lori	Para Educator

School Song

*We will fight, we will fight for the orange and black;
Fight 'til the battle's won.
We will fight, we will fight, for the alma mater
Every loyal son and daughter.*

*Give a cheer, give a cheer for the orange and black,
We will see you through.
Onward now, keep up your courage, we will win tonight.
As we fight, fight, fight, for you.*

*We will fight, we will fight for the orange and black;
Fight 'til the battle's won.
We will fight, we will fight, for the alma mater
Every loyal son and daughter.*

*Give a cheer, give a cheer for the orange and black,
We will see you through.
Onward now, keep up your courage, we will win tonight.
Fight, fight, fight, fight, Tigers, Tigers: fight, fight, fight, fight, tigers, tigers,
FIGHT!*

Normal Day Bell Schedule

Breakfast: 7:45-8:07
 Homeroom: 8:07-8:20
 Period 1: 8:23-9:10
 Period 2: 9:12-9:59
 Period 3: 10:02-10:49
 Period 4:
 Block 1: 10:52-11:22
 Block 2: 11:22-11:52
 Block 3: 11:52-12:22
 Period 5: 12:25-1:12
 Period 6: 1:15-2:02
 Period 7: 2:05-2:52
 Homeroom: 2:55-3:20
 TASC Time: 3:25-4:00

Extended Homeroom Schedule

Breakfast: 7:45-8:07
 Homeroom: 8:07-8:20
 Period 1: 8:23-9:10
 Period 2: 9:12-9:59
 Period 3: 10:02-10:49
 Period 4:
 Block 1: 10:52-11:17
 Block 2: 11:17-
 11:42
 Block 3: 11:42-12:07
 Period 5: 12:10-12:57
 Period 6: 1:00-1:47
 Period 7: 1:50-2:37
 Homeroom: 2:40-3:20
 TASC Time: 3:25-4:00

1:20 Dismissal Schedule: Shortened Homeroom

Breakfast: 7:45-8:07
 Homeroom: 8:07-8:20
 Period 1: 8:23-9:00
 Period 2: 9:02-9:39
 Period 3: 9:42-10:19
 Period 5: 10:22-10:59
 Period 4:
 Block 1: 11:02-11:22
 Block 2: 11:22-11:42
 Block 3: 11:42-12:02
 Period 6: 12:05-12:42
 Period 7: 12:45-1:17
 Homeroom: 1:17-1:20

Introduction

The purpose of the secondary code of conduct is to provide expectations and corrective actions for disciplinary violations by students within the school, on school property, in school vehicles, or at school sponsored events. The code of conduct not only provides a list of rules and consequences but is designed to help students make better and healthier choices while at school. The code strives to be consistent with the application of corrective action with a mix of punitive and therapeutic responses to code of conduct violations.

Compliance with the student code of conduct is expected of all students. This code of conduct applies to all students attending Falls City Middle School. Administrators reserve the right to consider student age and grade level among other factors when assigning disciplinary actions.

Levels of Intervention and Response

This code of conduct will divide code of conduct infractions into 4 levels. As the number increases the severity of the infraction and intervention increases. Below is a description to the levels of intervention.

1. **Level 1** intervention aim to teach alternative behavior so students can learn and demonstrate safe, respectful, and responsible behavior. Staff are encouraged to try a variety of teaching and classroom management strategies. Examples of interventions at this level are PBIS positive interventions, social emotional training using the 16 Boystown skills along with standard tier 1 classroom interventions implemented by the teacher.
2. **Level 2** interventions often involve support staff, both school-based and within the community and/or the administrator. These interventions aim to increase the student's social skills and encourage a positive view of school so that misbehavior is less likely to continue or escalate.
3. **Level 3** violations may involve short term removal of the student from the school environment due to the severity of the behavior. The duration of the short-term suspension, if issued, is to be limited as much as possible while adequately addressing the behavior. The duration of the suspension will be at the discretion of the administrator and determined on a case by case basis. Possible referral for behavior intervention plan (BIP) if the violations are chronic.
4. **Level 4** violations have the potential to significantly impact the safety of the school environment. These violations may result in the removal of a student from the school environment due to the severity of the behavior. Such violations may result in the student being removed from Falls City Public Schools.

Level 1 Violations	1	2	3	4	Mandatory Response	Therapeutic Response Available
Cheating or Plagiarizing	X	X				
Classroom Disruption/Other Behavior Disruptive to School	X	X				
Disrespectful to Adults/Others	X	X				
Engaging in Verbal Conflict	X	X				
Excessive Tardies	X	X			No out of School Suspensions for Attendance Infractions	
Failure to Serve Detention	X	X				
Misuse of Pass/Out of Area	X	X				
Inappropriate Clothing (Violates Dress Code)	X					
Inappropriate Language	X					
Insubordination/Non-Compliance with Behavioral Expectations	X	X				
Truancy	X	X			No out of School Suspensions for Attendance Infractions	
Unauthorized Parking	X					
Theft (Items under \$25.00 Value)	X	X			Restitution may be Required	

Level 2 Violations	1	2	3	4	Mandatory Response	Therapeutic Response Available
Excessive Absence	X	X			No out of School Suspensions for Attendance Infractions	
Bus Misconduct (Unsafe actions, breaking of bus rules or not following the directions of the driver)	X	X				
Fighting, Less Serious (Physical combat that does not result in injury or a substantial disruption to the school environment other than the disruption of the fight itself)		X	X			
Misuse of Computers or Network	X	X	X			
Possession of Obscene or Pornographic Literature, Materials or Electronic Images		X	X			
Reckless Behavior Resulting in Personal Injury		X	X			
Refusal to Cooperate with School Administrative Staff		X	X			
Use of Tobacco or Vaping Products on School Grounds	X	X				
Unauthorized use of Camera, Video Device, Personal Device that Attaches to a District Network, Cell Phone or Recording Device (Student use of camera/video devices without authorization of the principal is prohibited)	X	X				
Verbal or Written Abuse to Staff, Nonthreatening	X	X				
Vulgarity/Profanity	X	X				
Youth Gang Apparel or Behaviors	X	X	X			
Careless Driving		X				
Repeated Chronic Level 1 Behaviors	X	X				

Level 3 Violations	1	2	3	4	Mandatory Response	Therapeutic Response Available
Assault, No Injury (Attempting to cause injury to another person, intentionally placing another person in reasonable apprehension or imminent personal injury)		X	X			
Bullying (Any intentional ongoing pattern of written or verbal expression, electronic abuse, physical acts, or gestures intended to cause distress/harm upon one or more students and includes an imbalance of power)		X	X	X		
Damage to School, Staff, or Student Property		X	X		Restitution may be Required	
Drugs, Possession or under the Influence (Drugs, alcoholic beverages, controlled or imitation controlled substances or other mood-altering chemicals)	X	X	X	X	Referral to Counselor for Substance Abuse Screening	
False Allegations Against Staff		X	X	X		
Fighting, Serious (Physical combat that results in injury, creates a substantial disruption involving large numbers of students, and/or results in the potential for continued fighting)			X	X		
Harassment (Any physical, verbal, graphic, electronic, or written material or behavior, which may be related, but not limited to a person’s disability, gender, race, color, national origin, gender identity, sexual orientation, age, religion, or marital status which has the effect of creating intimidating, hostile, or offensive school environment)		X	X	X		
Public Indecency		X	X	X		

<p>Theft (Stealing or attempting to steal property of substantial value, greater than \$25.00)</p>	X	X		Restitution may be Required	
<p>Threats or Intimidation (Use of violence, force, coercion, threat, intimidation or similar conduct in a manner that constitutes a substantial interference with school purposes)</p>	X	X	X	Threats Considered Serious Require a Threat Assessment	
<p>Unlawful Activity (Engaging in any activity forbidden by state or federal law and not otherwise specifically included in this code which creates potential danger in the school environment or interferes with school purposes)</p>	X	X	X		
<p>Verbal or Written Abuse to Staff, Threatening</p>	X	X	X	Threats Considered Serious may Require a Threat Assessment	

Level 4 Violations	1	2	3	4	Mandatory Response	Therapeutic Response Available
Arson		X	X	X	Contact Fire Marshal	
Assault with Injury (Intentional) Assault of another person where the student has knowingly and intentionally used force to cause personal injury			X	X		
False Alarm/Bomb Threat		X	X	X		
Firearm				X	Per Federal Law- Expulsion for 1 year, Law Enforcement Contacted	
Selling, Distributing, Intent to Distribute, or Attempting to Distribute Drugs, Alcoholic Beverages, or a Controlled/Imitation Controlled Substance			X	X	Contact Law Enforcement	
Sexual Assault				X	Contact Law Enforcement, Report to Title IX Coordinator	
Weapon (other than firearm)			X	X		

Repeated Violations:

Concerning violations at any level, it may be relevant that the student has committed the same, or similar, violation multiple times during the same school year. In such a case, repeated violations may be added as a secondary violation. There may be instances of repeated violations that warrant a higher level of response than indicated in this code.

A note regarding level of response

When determining the level of response to a violation of the Code of Conduct, school staff will consider the age of the student, the student’s intent, the severity of the circumstances, the level of disruption to the school environment (either during or after the violation), the repeated nature of the situation (if applicable), and any other mitigating or aggravating factors. School response will not necessarily begin at the lowest level of the indicated offense.

Level 1 Interventions

Level 1 interventions revolve around classroom management strategies and tier 1 interventions which focus on all students. Level 1 violations should only need limited administrative support since most can be handled by research-based classroom management strategies. Chronic problems can be referred to administration for additional support.

The following is a list of possible Level 1 interventions in no specific order:

1. Parent/guardian contact or conference
2. Parent/guardian accompany student to school
3. PBIS supports (see PBIS plan)
4. Verbal correction
5. Collaborative problem solving
6. Utilization of a safe room for de-escalation
7. Written or verbal reflection/apology
8. Seat change
9. Check in Check out
10. In class timeout/break
11. Loss of classroom privileges
12. Teacher or student conference
13. Makeup time after school (TASC)
14. Classroom service
15. Skills teaching / Boystown skills
16. In school suspension

Level 2 Interventions

Level 2 supports often involve the administration and support staff working with the teaching staff to change behavior. Short term suspensions may be applied depending on the frequency or severity of the violations.

The following is a list of possible Level 2 interventions in no specific order:

1. **Level 1 interventions**
2. Parent meeting
3. Behavior help therapist referral
4. Counselor referral
5. Change in class schedule
6. Consultation with school psychologist
7. Gang interventionist
8. Social worker referral
9. Mentoring
10. Peer mediation
11. Referral to medical provider
12. Conflict resolution

13. Restorative practices (school and community service)
14. Loss of school privileges
15. Temporary removal from bus
16. Revision of IEP
17. Referral to community agency
18. In school suspension
19. Short term out of school suspension
20. Check in Check out

Level 3 Interventions

These violations may involve short term removal of a student due to the severity of the behavior. The duration of the short-term removal is to be limited as much as possible while adequately addressing the behavior. In the cases of repeated short-term suspensions an assistance plan (BIP or SAT) should be developed.

The following is a list of possible Level 3 interventions in no specific order:

- 1. Interventions from all previous levels**
2. Parent or guardian collaboration (parent meeting before re-entry from suspension)
3. Plan of assistance (BIP, SAT)
4. Substance abuse screening
5. Credit recovery alternative school
6. Restitution
7. Communication with law enforcement

Level 4

These violations have the potential to significantly impact the safety of the school environment. These violations may result in the removal of the student from the school environment due to the severity of the behavior. Such violations may involve the reassignment of a student to another school or alternative placement. These interventions focus on maintaining the safety of the school community and correcting self-destructive and dangerous behavior.

Long term suspension may be applied when it is feasible to reintegrate the student back into the school environment.

Expulsion may be applied when the student's presence at school is deemed too dangerous or disruptive for staff to maintain a safe and positive climate.

The following is a list of possible Level 4 interventions in no specific order:

- 1. Interventions from all previous levels**
2. Parent or guardian notification

3. Long term suspension, reassignment, or expulsion
4. Referral to IEP team for students with disabilities for manifestation meeting
5. Alternative education placement
6. Communication with law enforcement

DEFINITIONS:

DUE PROCESS: Students suspended, expelled, or reassigned will have his or her rights spelled out by state statute.

SHORT TERM SUSPENSION: Five school days or less.

LONG TERM SUSPENSION/EXPULSION: Exceeding five school days, but less than 20 days.

EXPULSION/NO ALTERNATIVE SCHOOL: Due Process prior to the expelling (20 days or longer) of a student unless the expulsion was required by Section 79-283(4) (I.E. – FIREARM OFFENSE)

EXPULSION/FIREARM VIOLATION: Any student found to have knowingly and intentionally possessed, used, or transmitted a firearm on school grounds, in a vehicle owned, based, or contracted by the school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or designee, or at school sponsored activity or athletic event will be expelled from school for a period of not less than a year. A firearm is as defined in 18 U.S.C. 921.

Middle School Discipline Policies and Procedures

PBIS information

A team of ten teachers and parents volunteered to attend the Positive Behavior Intervention System (PBIS) program. This team established the Behavior Matrix outlining the positive expectations students should follow while attending Falls City Middle School. These expectations are taught to all staff and students that attend our school. It is our goal to improve the positive relationships built between students and teachers by re-enforcing those expectations with a rewards system. Our hope is that our students will internalize those expectations by displaying positive behaviors within our community and throughout their adult lives.

PBIS Mission Statement

Our goal is to facilitate positive behavior change in our students and staff. We strive to promote continuing growth of those students already meeting those expectations. We strive to increase instructional time through the development of effective, proactive expectations and interventions. We strive to use rewards effectively to help increase, maintain, or improve the number of appropriate behaviors by students and staff at Falls City Middle School.

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based framework that helps schools design effective environments and supports that, when implemented with fidelity, increase teaching and learning opportunities for all students.

Since 2007, Falls City Middle School's PBIS team has worked to prevent or reduce problem behaviors while creating more positive learning environments for all students. Falls City PBIS schools report reduced discipline rates and increased learning opportunities in their classrooms. This work involves helping our district build the necessary framework to promote positive outcomes for all students over time.

Respectful, Organized, Attitude, Responsible (R.O.A.R.)

Our school acronym R.O.A.R. is designed to help students display positive behavior as each student moves through our school building. The Falls City Middle School Matrix is displayed throughout our building and serves as a reminder to help students meet the required expectations in the following areas: Arrival and Departure, Bus, Cafeteria, Gymnasium, Hallway, Office/Nurse, Restroom, Digital Technology, and Classroom.

Classroom Expectations

1. All students are expected to be in the classroom when the bell rings.
2. All students are expected to bring all materials required for class.
3. Student who need to use the restroom must have a restroom pass from the teacher.
4. Students who need to use the office must have an office pass. If they try to go to the office without an office pass they will be sent back to class.
5. Any student leaving the class will need to sign out.

6. Other expectations/rules will be explained and posted for each class.

LUNCH ROOM REGULATIONS

Students must eat lunch in the school cafeteria whether you eat school lunches or bring a sack lunch. The following regulations must be followed when using these facilities:

1. Do not litter. Pick up your trash before taking your tray to the washing area. Remember, someone could be sitting in your seat after you.
2. Return trays to the window and deposit litter (all paper/plastic containers, and napkins) in the trash can conveniently located in the cafeteria. Leave food leftovers on your tray and deposit utensils in the proper place.
3. You may remain in the cafeteria the entire lunch period or go to other areas that might be designated by the faculty.
4. Food, drink, etc., unless permission is granted for a class.
5. Avoid **table hopping** or excessive movement in the cafeteria.
6. Soft drinks in either cans or bottles are not allowed during breakfast or lunch. Vending machines are not to be used during these times.
7. Stay Seated unless throwing away trash or retrieving your food.

SCHOOL BUS RULES

All students riding on school transportation vehicles are subject to the policies governing student conduct within the discipline code. Riding on school transportation vehicles is an extension of the normal school day. When riding school transportation, the student is responsible to abide by all handbook rules. Students who ride school vehicles to an away activity are to ride school vehicles home unless they have a note signed by their parent or guardian telling who they will be riding home with. If they don't have a note, they will ride home with the rest of the activity group. If a parent comes up to a sponsor driver to ask to take the student home, the parent should ask you face-to-face to take them.

Bus Conduct Reports

Students who cannot follow the rules of the bus will have a conduct report completed. The following action will be taken depending on how many conduct reports are issued:

1st Report - It must be signed by a parent. If the report is not signed and returned, the student will be sent to the principal's office for an explanation.

2nd Report - The student is sent to the principal's office for a conference with the principal and the transportation supervisor.

3rd Report - No bus privileges for one week.

4th Report - No bus privileges for up to one month.

5th Report - No bus privileges for one semester.

Depending on the seriousness of the offense, students may lose bus riding privileges for an indefinite period of time at the discretion of the principal and transportation supervisor. A conduct report will be completed to document the offense.

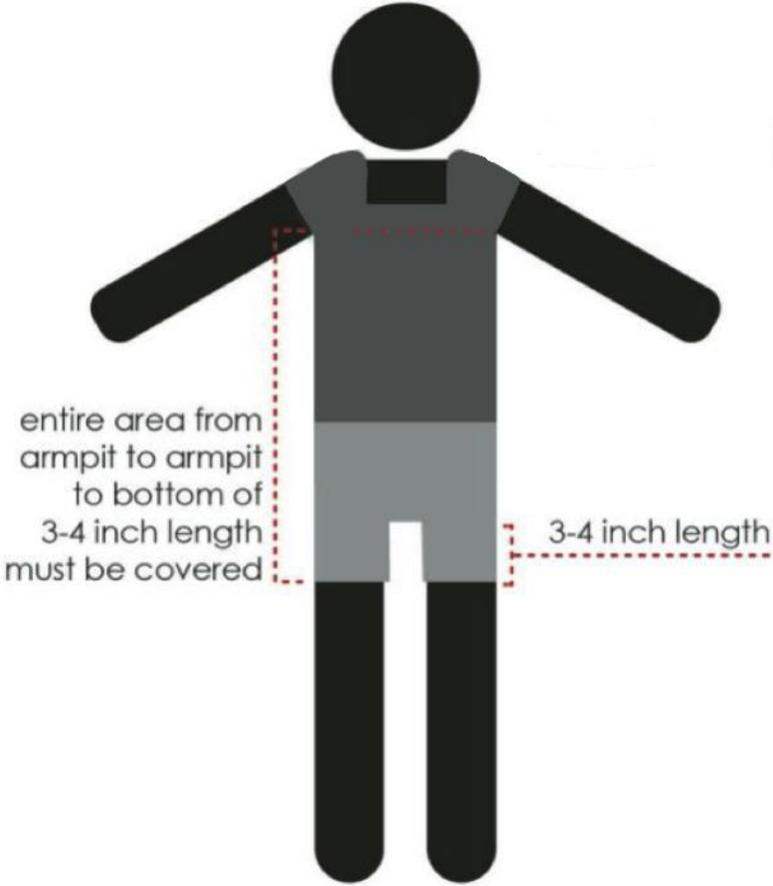
BUS RULES

The following are some of the school bus rules that we all need to be aware of:

1. When riding school transportation, the student is responsible to abide by all handbook rules. Students who ride school vehicles to an away activity are to ride school vehicles home unless they have a note signed by their parent telling who they will be riding home with. If they don't have a note they will ride home with the rest of the activity group. If a parent comes up to a sponsor driver to ask to take the student home, the parent should ask you face-to-face to take them.
2. Food, candy, gum and drinks are allowed on buses and vans, but each individual is responsible for their own trash. There are two (2) trash boxes on each bus, if you cannot keep the trash mess down to a minimum, this privilege will be revoked. All you have to remember is, if you carry something on, carry it off, or put it in one of the trash boxes. There will be absolutely no sunflower seeds permitted on the buses or vans. Each route driver has the authority to stop this privilege. This is a bus by bus privilege.
3. Electronic devices without headphones are not to be played on buses or vans while you are traveling. If they are played without headphones while you are on the bus it will be taken from you. When you return home, it will be returned to you and reported to the principal. Hand held videos may be played only if they have a mute button and use it. No boom boxes. All they do is take up space.
4. Outside of ordinary conversation, classroom conduct is to be observed by students. Any student who is guilty of unbecoming conduct, of using inappropriate language, (talking or singing), of abusing or casting reflections upon sponsors, drivers, or other students may forfeit the right to ride on the bus.
5. There will be no smoking or use of tobacco of any form and no use of or possession of drugs or alcoholic beverages on school vehicles.
6. Students are not to stand to get off the bus until the bus has come to a complete stop.
7. No one is to exit out the rear door of the bus except in an emergency.
8. It is now a state law that when seat belts are provided in school vehicles, all passengers will wear them.
9. Once in motion:
 - A. Movement in the bus is not recommended.
 - B. Riders should have one leg (if not both) out of the aisle.
 - C. Riders should have one shoulder (if not both) behind the bus seat in front of their seat.
 - D. No standing in seats.
 - E. All students will be quiet when nearing and stopping at railroad crossings.

Student Dress Code

Students are expected to wear school appropriate clothing. The diagram below is for both boys and girls. The parts covered in the diagram need to be covered on all student who attend Falls City Middle School. There are additional regulations included below the diagram.



1. Articles displaying indecent writing, pictures, or slogans, or clothing with suggestive or derogatory pictures or phrases, or advertising of alcohol, tobacco, or drugs may not be worn.
2. Bare feet. Some type of footwear must be worn.
3. Clothing made of the open mesh material, unless it is worn over other non-mesh material.
4. Pants should be pulled up at all times (use a belt if needed-no sagging).
5. No student is to wear a hat of any kind in the building between the hours of 8:00 a.m. and 4:00 p.m. (a bandana or a hood over the head is considered a hat). Exception can be made for religious or medical purposes at the discretion of administration.
6. Any type of clothing that is considered a distraction to the learning environment will not be allowed during school hours.

The final decision regarding attire and grooming will be made by the principal. If the principal decides that your attire is unacceptable, he/she will insist that you call home and have someone bring you the necessary replacement or you will be sent home for a more satisfactory outfit.

Make up time After School (TASC)

1. The purpose of TASC is to recover the time lost to poor choices in class or to reteach social skills that were lacking during class.
2. TASC time begins promptly at 3:25 and concludes at 4:00 PM. Teachers may assign shorter TASC recovery times as needed.
3. The only pass that will be issued will be a two-minute telephone pass to call home.
4. Students are to come to TASC with books and materials needed to complete work and/or acceptable outside reading material.
5. Students are not allowed to talk to any student or teacher without permission.
6. Students are expected to make up the activities that they missed or did not participate in during class.
7. Upon entering indicate whom they are staying if they are staying in the building wide TASC area.

A student assigned TASC is expected to attend the TASC on the night it was assigned unless:

1. He/she is a bus student and cannot make arrangements. (No note, but will attend next night or they will serve TASC time over their lunch).
2. He/she had an excuse and a note from the parents explaining the reason for missing. (Note may be necessary).
3. He/she makes arrangements with the teacher. (Note may be required upon returning).

Students not attending on the night of the assigned TASC will have a responsibility of bringing a written excuse from home and get it to the person assigning the TASC immediately the next school day. Those that do not have an excuse for missing the night before, may stay the next night also.

If students skip TASC they may be assigned in-school suspension as a replacement. The principal will make the decision on a case by case basis.

TARDIES

Students are considered tardy after the 8:20 bell. Students who are tardy must bring a written excuse to the office or have a family member call or email the school secretary for a tardy slip before going to their first class. If a pattern of tardiness develops, parents will be called to consider the causes and to aid in reestablishing a timely arrival at school. A tardy between class is recorded in PowerSchool and will be handled by teachers on an individual basis using the code of conduct.

Cell Phone Policy and Guidelines

Falls City Middle School has a phone free school day policy. Students are to check their phones into their homeroom teacher during first period. At the end of the day the students will retrieve their phone from the same homeroom teacher. (The day starts and ends with homeroom). Students cannot store their phone in their lockers they must be stored with the teacher for security purposes. The best solution, if possible is to leave phones at home.

If students are caught with a phone during the day the phone will be stored in the principal's office until a parent comes to school and retrieves the phone.

The principal reserves the right to allow students to have a phone in extra ordinary circumstances in cooperation with a student's parents. Cases will be reviewed on an individual basis.

The school will not conduct extensive searches for lost items that have no purpose in school. Cell phones and other non-essential electronic devices fall into this category. If a cell phone is lost or stolen during school hours, the school will only collect items turned in, but will not search for these lost items.

ID Badge Policy

All students will visibly display their ID badges at lunch. It speeds students through the lunch line and ensures an accurate lunch count. Students are encouraged to store their ID's in their locker at the end of the school day so they do not lose them. Students who lose their ID or do not have it visible will be asked to go to the end of the lunch line until they get a new ID or find

their ID. The school will provide a lanyard, but students are welcome to use their own if they prefer.

Book Bags

Book bags, purses, fanny packs or any other type of container for carrying items should be stored in lockers and not carried into classes.

Water Bottles

Students are allowed and encouraged to carry water bottles in order to stay hydrated. Only water is allowed in the bottles. Clear bottles are preferred, but if students use an opaque bottle, it is allowed. Teachers have the right to check bottle contents at any time. If students do not allow checks, they will lose the privilege of carrying a water bottle during the day. Teachers also reserve the right to limit water bottle use in the classroom due to safety or equipment concerns.

Before and After School Policy

Falls City Middle School starts each day at 8:07 and ends at 3:20. Breakfast begins at 7:45AM for students who elect to eat at school. A para professional is paid to supervise breakfast. The School will not have supervision outside the building before 8:00AM as that is the contracted start of the work day for teachers. Students who do not eat breakfast and arrive before 8:07 will be expected to wait outside. Parents who drop their students off before 8:00AM accept the risks involved if students have problems on school grounds before the contracted day begins. Students will not be allowed in the building before 8:07 regardless of outside weather conditions. After school students are expected to leave the building immediately at the conclusion of the school day. Students may only remain in the building if they are supervised by a teacher or if they are involved in athletics.

Physical Restraint and Seclusion

As a part of the emergency procedures in place in our schools, any student who poses an imminent risk of injury to him/herself, to others, or to school/private property may be physically restrained and/or placed in seclusion by school staff in accord with school board policies. These could occur along with other emergency actions such as calling law enforcement. Significant violations of the law, including assaults on students and staff, will be reported to law enforcement. As soon as possible after any such incident, the parents or guardian will be informed when any of these actions have occurred.

Sniffer Dog Policy Notice to Students

By this policy and/or via the provision in the student or staff handbook, students and staff are specifically notified that:

1. Lockers may be sniffed by sniffer dogs at any time.

2. Vehicles parked on school property may be sniffed by sniffer dogs at any time.
3. Classrooms and other common areas may be sniffed by sniffer dogs at any time students and staff are not present.
4. If contraband of any kind is found, the student or staff member shall be subject to appropriate disciplinary action.

ARTICLES PROHIBITED BY STUDENTS IN SCHOOL

Problems arise each year because articles are brought to school which are hazardous to the safety of others or interfere in some way with school procedure. Such items as cameras, electronic items, laser lights, lighters, chains (to wallets included) permanent markers, toys or games etc., when brought to school, are undesirable or distracting and will be confiscated.

Solicitation

Falls City Public Schools and staff support the many clubs, activities, and civic organizations that our students belong to. We ask that sales and fundraising activities be conducted outside of the school day. Sales and fundraising should be conducted at staff member's homes rather than in school.

POSSESSION, USE, OR DISTRIBUTION OF ALCOHOL, TOBACCO OR OTHER DRUGS (Code: 7119)

To ensure that students in the Falls City Middle School attend school in a drug-free environment, the following rules shall be enforced in accordance with the Student Code of Conduct:

1. The possession, use, or distribution of the common drugs or marijuana, hallucinogenic, amphetamines, barbiturates, narcotics, alcohol, or any possession or use of a prescription drug in an unlawful fashion by any student regardless of age shall not be permitted while under the supervision of school personnel in a school-related activity, at home or away, even when not engaged in school activities if this is part of the good conduct training rules established by the sponsors of a school-related activity. Individuals who are involved in school activities or sports will need to check with their coach/sponsor or look in the student handbook for information about good conduct training rules and all activities which are subject to the good conduct rules.
2. The bringing of any of the aforementioned drugs to school or any school-related activity by any student shall not be permitted.
3. Any possession, use, or distribution of illegal drugs will result in disciplinary actions being taken within the bounds of applicable law, up to and including short term suspension, long term suspension, or expulsion. The parents and the appropriate law enforcement agencies will also be contacted.

SCIP TEAM

The School Community Intervention and Prevention Program (SCIP) is an observation and intervention process identifying problem behaviors which interfere with the student's ability to learn. The objectives are:

1. To identify students exhibiting high-risk behaviors which interfere with their ability to learn.
2. To provide alternative approaches in helping students deal with these problems.
3. To provide a support system for students and parents to address problem areas both within and outside the school.

TELEPHONE

The telephone in the office is for school business; however, it may be used by students for **emergency calls**, provided permission is obtained from the secretary or the principal. Students with written permission from teachers may make calls during or between classes. **Important** messages from your parents will be delivered. A log will be kept of student phone calls and the purpose of the call. The school number is 402-245-3455.

COPY MACHINE

The copy machine is off limits to students unless authorized by the principal's office or secretaries. When it is found necessary for use by students, there is a \$.10 (B & W) or \$.25 (color) charge for each copy produced.

Dating Violence Prevention

Falls City Public School District shall make continued efforts to provide physically safe and emotionally 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 are required of all students and staff. Inappropriate behaviors, including but not limited to, dating violence, will not be tolerated and must be avoided by all students and staff.

Dating violence is defined as (a) a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" means any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

The district will provide appropriate training to staff and incorporate within its educational program age-appropriate dating violence education that shall include, but not be limited to, defining dating violence, recognizing dating violence warning signs, and identifying characteristics of healthy dating relationships. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate

behaviors. Dating violence training shall be provided to staff deemed appropriate by the administration.

GOOD SPORTSMANSHIP

The rules of good sportsmanship should be observed at all times. It is especially important at basketball games, and other athletic events where rivalry between school and students should stay on friendly terms. You should show respect for players, officials, spectators, and cheerleaders. Good school citizens display good sportsmanship through orderly and respectful behavior in and out of school activities. Dispose of trash in appropriate containers. The need for good sportsmanship is apparent in all individual and group situations.

AUTOMOBILES - BUSES

The **red curb area** in front of the school is for buses and handicap parking. **Please use the parking lots north and south of the school for loading and unloading students.** Extreme care should be exercised in getting out of and/or getting into automobiles. It is a busy area, especially before and after school. **Students should always use the crosswalk when crossing the street.** The red curb area from the front door to the north is covered by video camera surveillance which helps monitor traffic.

BICYCLE AND PEDESTRIAN SAFETY

Safety should be an important concern for everyone. The need for safety extends beyond the school grounds. Traffic conditions at the hours of arrival and dismissal necessitate careful observation of rules for the pedestrian. If you walk to and from school, stay on the sidewalks where they exist. If no sidewalk exists and streets provide the only route, stay close to the curb on the left side. Respect the position of vehicle operators. Use the crosswalks where provided. No shortcuts through school or private property. All bicycle racks are under video surveillance.

The rider of a bicycle, like the driver of a car, must obey traffic rules. The following are some of the most important rules for bicycle riders:

1. Ride with traffic, not against it.
2. Never use a zigzag course; ride straight ahead.
3. Remember that a bicycle is built to carry one person at a time.
4. Always ride as close to the right curb as possible.
5. Leave parked bicycles alone.
6. Know and use your hand signals before you turn or stop.
7. Keep both hands on the handlebars.
8. ***Park bicycles immediately on arriving at school.***

ENTRANCES AND EXITS

All students who arrive to school before 8:00AM should be gathered at the main entrance. The principal or principal designee will send all 6th graders to the north band door once a staff member is on duty to monitor the door. All seventh and eighth grade students will enter the building through the cafeteria entrance at 8:07 a.m. All sixth-grade students will enter through the band entrance at 8:07 a.m. Stay off the front lawn (grass). It is not to be used for waiting and/or relaxing.

FIRE AND DISASTER DRILLS

(Evacuation Drills)

The following important rules should always be observed in any school or public building during an emergency. You will be held responsible for knowing them and obeying them. Read them carefully and become thoroughly familiar with them.

1. Should you discover a fire, notify the nearest teacher.
2. Rise at the sound of the alarm and follow the student leader to the assigned place. All persons must leave the building in case of fire.
3. Walk rapidly, but do not run.
4. Do not talk at any time during the drill, including the return to class.
5. Continue walking until your group reaches the place of safety. Stay with your own group and await further direction.
6. Regardless of what room you may be in, you are expected to know how to leave the building by the nearest exit and rejoin your class so that the teacher may check attendance.
7. Take shelter in the building as specified by supplementary instructions for all other emergencies.
8. Know all drill procedures posted in each classroom.

STUDENT ACCIDENTS

Should a student have an accident on or around the school grounds during, before, or after school activities, it should be reported immediately to the principal, the nurse, or any teacher available at the moment regardless of how minor the accident might seem.

Computer/Internet Use

All students and their Parent(s)/Guardian(s) that have permission to use the internet and the computer network have signed the Falls City Public School District Acceptable Use Policy and acknowledged responsibility of abiding by the Terms and Conditions for the FCPS computer network. Violation of any regulation is unethical and may constitute a criminal offense. Upon committing any violation, access privileges may be revoked and other school disciplinary action, and/or appropriate legal action may be taken.

We also want to give Falls City Middle School students information about the risks of using Facebook, YouTube, Gmail, Snapchat, Instagram and similar social networking sites. These sites are public sources of information. Information posted on the Internet is public and may be seen by school administrators, law enforcement officers, scholarship committees, and

prospective employers. That information may lead to disciplinary actions by the school, criminal charges by law enforcement, and difficulty in securing future scholarships or employment. We encourage students to use the Internet responsibly.

Behavior Expectations for Students Participating in Co-Curricular Activities and Athletics

Students who participate in extracurricular activities are deemed to be held to a higher standard when it comes to representing their respective schools both on and off campus. It is therefore critical for those students to always be mindful their behavior and how it reflects on the school. A substantial disruption to the school environment is not required in order to be suspended from participation in co-curricular music/sports/clubs.

In addition to any other discipline imposed for violations of the Code of Conduct or for behaviors prohibited as part of co-curricular activities, students may be subject to suspension from participation in co-curricular activities. The sanction shall be implemented upon confirmation and notice to the student by the principal and the sanction will apply to all school sponsored activities or any activity that occurs on school property or at a school function. In addition, the teacher/coach/sponsor may impose additional sanctions.

The principal may take action based on first-hand information. This may include contact with witnesses to the students prohibited behavior. Prior to any decision, the principal must confer with the student and inform the student of any charge or available information and give the student an opportunity to tell his or her version of events, weigh the evidence, make a decision whether the student engaged in prohibited conduct, and then inform the student of the final decision. The principal will then inform the parent of the decision.

Rules Regarding Other Conduct

Individual coaches/sponsors or staff responsible for an activity may impose participation restrictions or eligibility restrictions in co-curricular activities on students for behavior other than those listed provided:

1. Students and parents have first been advised of the participation/eligibility rules and the types of misbehavior that would cause the student to become subject to such participation and or eligibility restrictions.
2. Restrictions and/or eligibility are imposed only after the coach/sponsor has:
 - a. Investigated the matter.
 - b. Given the student notice of the charges.
 - c. Explained the evidence against the student.
 - d. Given the student a chance to give his/her side of the story.
 - e. The coach/sponsor decides that the student in fact violated team rules.

Crisis Procedure

In the case that a student becomes destructive, is non-compliant, or is threatening to hurt themselves or others during the course of the school day, Falls City Middle School will enact this

crisis management procedure. Falls City Middle School has a trained crisis intervention team that is made up of 4 to 5 staff members. This “CPI” team is trained to deal with crisis situations that may occur during the school day. The following steps are to be followed in the event of a student crisis during school hours.

1. The supervising teacher will call the leader of the CPI team. This will be the principal and if the principal is out of the building it will be his/her designee.
2. The building will go into “Hold” status. All classes will remain in the classroom with the door shut.
3. The team leader will call the CPI team together. Teachers on the CPI team who have classes will move their classes to another classroom or available paras and teachers will cover the classes so students can be supervised while the CPI team deals with the crisis.
4. Students in the room where the crisis is occurring will be evacuated from the room.
5. The CPI team will then intercede with the student in crisis following the guidelines provided by CPI.
6. At the conclusion of the crisis, students/teachers will return to classroom and the hold will be lifted.

Suicide Ideation Policy

Suicide ideation occurs when a student either threatens to commit suicide/self-harm or a student, parent or other stakeholder reports that a student is considering suicide/self-harm to a staff member. The following procedure should be followed when a suicide ideation occurs.

1. If staff become aware that a student is threatening or considering suicide/self-harm, they should inform the principal and guidance counselor immediately.
2. The principal and counselor will inform the behavioral health therapist for immediate intervention.
3. Law enforcement will be notified of the situation along with the school superintendent.
4. Depending on the circumstances surrounding the situation, administration along with law enforcement and the behavioral health therapist will work together to inform parents of the situation.
5. If the student receives a re-entry plan, the family will share this plan with the appropriate school officials upon return to school.

Threats to Staff, Students, or the School

If a student issues a threat to the staff, student/s or the school, the principal will enact the district policy in regards to threat assessment and apply the code of conduct as warranted.

Hope Squads

Falls City Middle School is utilizing Hope Squads in order to make sure students are getting the services they need to be healthy and successful at school. Hope Squads are the eyes and ears of a school. They are comprised of students who are trained to watch for at-risk students—

provide friendship, identify warning signs, and seek help from adults. Hope Squad advisors train students who have been identified by their classmates as trustworthy peers to serve as Hope Squad members. Through evidence-based training modules, Hope Squad members are empowered to seek help and save a life. Hope Squad members are NOT taught to act as counselors, but rather, are educated on how to recognize signs of suicide contemplation, and how to properly and respectfully report this to an adult.

Public Displays of Affection

Inappropriate displays of affection in school include, but are not limited to, consensual kissing, groping, or inappropriate touching on school grounds. The principal reserves the right to decide what is appropriate and a distraction to the learning environment. In the case of inappropriate PDA, the principal may apply level 1 interventions.

Searches

Students can be searched for prohibited items if the school official has a reasonable suspicion that the student in question has items that are banned from school property. (i.e. weapons, drugs, etc.). Two school officials must be present in order to conduct a search.

Middle School Academic Policies

AGENDA BOOK 6th grade

Sixth graders will receive an agenda book on the first day of school. It is to be carried with you at all times of the day. Assignments are to be recorded for each day in the core and exploratory classes. Students that properly fill out the assignment book will receive a Golden PBIS ticket when checked by 6th grade teachers during grade/marking periods.

GRADING POLICY

Reports of grades are issued quarterly. In addition, copies of all grades will be sent home at three-week intervals. Each pupil should strive for marks commensurate with his ability.

A+	97 – 100	C+	82 – 85	F	(0 - 69)
A	93 – 96	C	78 – 81	P	Passing
B+	89 - 92	D+	74 - 77	NG	No Grade
B	86 - 88	D	70 - 73	I	Incomplete

INCOMPLETES

Students with incompletes should see the teacher concerned at once. If the work is not satisfactorily completed in a timely manner, these marks automatically become failures.

Eligibility Requirements

A student may not be in failing status in any class in order to participate in extra-curricular activities. Grades will be checked by the principal on the morning of the first day of the week. If a student is in failing status they are ineligible to play that week. If all grades are passing by the next grading period, then they are eligible to play.

Exceptions:

1. If a teacher has not updated grades by the time of the grade check, then the student will be deemed passing.
2. If there is an extenuating circumstance, the principal reserves the right to grant or revoke eligibility.

If a student is absent past 10:00 a.m. for an illness or unexcused absence or tardy, he/she will not be able to participate or travel to any extra-curricular activity that day unless it is for an excused appointment with parent provided documentation.

Attending an extra-curricular event is a privilege that can be revoked due to violations of the code of conduct during events. The principal reserves the right to revoke attendance privileges for students who violate the code of conduct at any Falls City Public School extra-curricular event.

Any student who is found possessing or consuming any type of drugs, tobacco or alcohol, or is reported being observed by a school employee smoking or consuming any drugs, tobacco, vape, or alcohol will be ineligible to compete for the following duration:

First offense	3 weeks
Second offense	30 school days
Third offense	90 school days
Fourth offense	remainder of middle school years

Dropping Classes

Middle school students are not allowed to drop classes unless there is an extenuating circumstance that requires the drop. The principal reserves the right to decide if the circumstance requires the drop. The desire to drop or not liking a class is NOT an extenuating circumstance.

Honor Roll

Falls City Middle School has 2 levels of Honor Roll. In order to qualify for the regular Honor Roll a student must carry a 3.5 GPA and not carry any D's or F's at the end of the quarter. In order to make the High Honor Roll a student must carry a 3.75 GPA and have no D's or F's at the end of the quarter. GPA is calculated on the following scale:

- A = 4.0
- B = 3.0
- C = 2.0
- D = 1.0
- F = 0.0

Titanium Tigers

In addition to Honor Roll students can earn the title of Titanium Tiger. This is the highest level of achievement at Falls City Middle School. In order to be a Titanium Tiger students must qualify for honor roll, miss 2 or less days of school per quarter (unless nurse excused), be involved in an extra-curricular activity, have no discipline incidents, and be average or higher on their MAP tests.

National Junior Honor Society

National Junior Honor Society (NJHS) is an organization established to recognize outstanding middle-level students who have demonstrated excellence in the areas of *Scholarship, Leadership, Service, Character, and Citizenship*. Students in grades 6-8 who are full-time students with a 3.5 GPA for the first semester (among other criteria) receive an invitation to fill out a Candidate Information Form to be considered for membership. The goal of NJHS is to build leaders and all-around great young adults, along with promoting community involvement.

NJHS members select activities and officers along with his/her own individual service project every semester that best reflects his/her personal interests.

Middle School Informational Items

LEAVING SCHOOL DURING SESSION

Under no circumstances will a student be permitted to leave a classroom or a practice session unless the reason is urgent. Students will not be permitted to leave the building before being dismissed unless granted permission by the office.

BULLETINS

A daily bulletin will be read over the intercom at **8:15 a.m.** A bulletin will be **posted on PowerSchool by 10:30 a.m.** These bulletins contain announcements and information important to all students. Students are, therefore, responsible for knowing the information contained in these bulletins.

The principal's signature or initials are required for outside school information, dances, tryouts, etc. before posting of any kind is permitted in the building.

LOST AND FOUND

All lost and found articles should be taken to and claimed in the office. A collection of lost articles is in the cafeteria. Report to the office for lost articles - not once, but several times. Check with the secretary on such items as jewelry, watches, purses, billfolds, phones, etc.

National School Lunch/Breakfast Program

The Falls City Public Schools participates in the National School Lunch Program. Breakfast is available during all school days beginning at 7:45 AM until the start of the school day, and lunch is also available at all building sites. A featured entrée, a la carte items, milk, a full salad bar, and special dietary needs meals are available for students. Free and Reduced meal applications are available at the main office of each school building. Lunch account information can be monitored through the district's PowerSchool Parent Portal found at <https://ps.fctigers.org/public/>.

USDA 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, religious creed, disability, age, political beliefs, 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, 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:

- (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

2019-2020 LUNCH PRICES

Breakfast	Students - \$1.95	Adults - \$2.35
Lunch	Students - \$3.00	Adults - \$3.70

Meal Charges Policy

The district's policy on charged meals is if a student has no funds available to pay for a meal, the student will be provided and charged for up to ten meals. If a student has no funds available to pay for a meal, the building principal or his or her designee will contact households about unpaid meal charges and notify them again of the availability of the free and reduced meal program and/or establish payment plans and due dates by telephone, e-mail, or other written or oral communication. Students who qualify for free meals will not be denied a reimbursable meal, even if they have accrued a negative balance from other food purchases. A la carte or extra items will be available for a cash purchase only.

If these collection efforts are unsuccessful, the school district may pursue any other methods to collect delinquent debt as allowed by law. Collection efforts may continue into a new school year.

In the event that the Nebraska Department of Education develops a state-level meal charge policy, it shall supersede that portion of this policy.

ABSENCES

You MUST bring a written excuse giving the reason and date(s) following each absence from school. A parent or guardian may also call the school secretary or send an email to the secretary giving the excuse for the absence. The note, email, or call must be made/written by the parent or guardian, then sent to the office before reporting to your first class. After three consecutive days of absence due to illness, a doctor's excuse/note is requested.

The principal will make the decision as to whether or not the reason for the absence is excused or unexcused. An excused absence allows the student full credit for make-up work in the classes which he/she has missed. An unexcused absence, as well as a substantial number of absences, will be handled according to board policy.

Parents are to notify the school whenever a child is to be absent. The call should be made by 9:30 a.m.; otherwise, we shall call you to verify the child's absence. Your call will save us this step. **Calls to report either an absence or a request for assignments should be made by 9:30 a.m.**

Prearranged application - when a student knows in advance that he or she will be absent from school, he/she should notify the office. Pre-notification should be arranged for the following:

1. Vacations (needs parent/guardian signatures).
2. School activities (no parent/guardian signatures).
3. Personal activities (needs parent/guardian signatures).

In the event that a student must leave school before a regular dismissal time due to illness, he/she is to report to the office where the reason for leaving will be recorded and proper arrangements made for transportation. In every case, a school official will phone the home before sending the student from the school.

A primary obligation of the school is to encourage regular attendance by the students. A relationship between success in school and good attendance does exist. Therefore, the purpose of this policy is to promote regular school attendance. Regular attendance is a habit that directly applies to the world of work. This policy stresses to the students the importance of regular attendance, and it promotes a habit that will transfer into adulthood.

The current compulsory attendance laws (**§ 79-209**) & (**§ 79-201**) define that in all Nebraska school districts, any superintendent, principal, teacher, or member of the school board who knows of any violation of the compulsory attendance law on the part of any child of school age, his/her parent, the person in actual or legal control of the child, or any other person must within three days report the violation to the attendance officer of the school, who must investigate the case.

The number of absences may not exceed five days per quarter or the hourly equivalent. Missing more than 5 days in a quarter may result in letter to parent and a copy given to the truant officer. Missing more than 17 days in a school year has a negative effect on the schools AQUESTT rating. The goal is to have all students miss less that 17 days in a school year. Missing 20 days or more may result in a letter to the parent and a copy to county attorney, truant officer, and student file.

APPOINTMENTS DURING SCHOOL HOURS

Students should make dental, medical and other appointments for after school hours if possible.

Special requests to leave class during the school day for scheduled appointments must be approved and initialed by the principal or by the office secretary. Give the permit to your classroom teacher at the beginning of the period from which you wish to be excused. ***You must sign out in the office before leaving the building.***

VISITORS

All visitors should enter the main entrance. During school hours you must push the button and give your name when asked to be permitted. Visitors wanting to observe a class may do so only after asking and receiving approval from the office. All visitors must report to the principal's office upon entering the building.

PHYSICALS - PHYSICAL EDUCATION

Nebraska state law requires that ALL students entering the seventh grade, new enrollees from out-of-state, and anyone planning to participate in athletics must have a current physical examination form on file (March 1, 1992). Students will have physical education two/three days per week.

Before participating in sports, all students must have completed all insurance and physical documentation, along with the other office forms that are needed to compete. **No student will be allowed to practice until all forms are submitted to the main office and documented.** Coaches cannot allow students to practice until all forms are turned in and verified with the school secretary.

CHANGE OF ADDRESS

Students changing their address or telephone number should report this information to the office. This is necessary so that your file may be kept current.

WITHDRAWING FROM SCHOOL

If it becomes necessary for a student to withdraw from school, the following procedure should be observed:

1. ***Report to the counselor before your first period class on the morning of the day you plan to withdraw from school*** and receive a checkout sheet to take to your teachers.
2. ***Pay all library fines and outstanding bills.***
3. ***Check in all books and other school property to the proper teacher, have the teacher sign the checkout sheet, and return it to the office.***
4. The counselor will give you a letter of introduction and a transcript of your grades to take to the new school.
5. Other pertinent information will be sent upon request.

Lice

Students suspected to have lice will be removed from the classroom and inspected. If an active louse is discovered, the student's parent(s) or guardian(s) will be notified, and prompt, proper treatment will be required. Any other students residing in the same household, or otherwise at risk, should be inspected as soon as possible after the initial finding.

The student will not be excluded from school. No healthy child should be excluded from or allowed to miss school because of lice unless efforts to remedy an infestation have been unsuccessful.

The school will not be closed due to a louse presence. If pest management is necessary, it will be provided to affected areas of the school. Determination of notifying parent(s) or guardian(s) will be made by the superintendent and/or principal of the building.