

2013-2014 MIDDLE SCHOOL HANDBOOK

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Middle School Handbook

**Laurel-Concord-Coleridge
Middle School**

2013-2014

Home of the Bulldogs

203 S. Main
PO Box 37
Coleridge, NE 68727
Phone: (402) 283-4844
Fax: (402)283-4508
www.lcsschool.org

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2013-2014 MIDDLE SCHOOL HANDBOOK

Administration

Director of Administrative, Business and Technology Services.....	Craig Frerichs
Principal	Stephanie Petersen
Activities Director	Scott Petersen
Superintendent.....	Randall Klooz

Middle School Faculty

7-8.....	Patti Cunningham
6-8	Eric DePew
5-6	Julie Ewoldt
7-8	Jean Granquist
5-6	Amy Hall
5-6	Jean Hoelsing
5-8.....	Martha Meier
7-8.....	Doris Troyer
Art	Lisa Scoville
Guidance Services.....	Diane Baker
Instrumental and Vocal Music	Patti Beyeler
Level III.....	Bernice Maxwell
Library/Media Specialist	Laurie Rehnstrom
Physical Education	Shannon Benson
Special Education	Kelli Soden
Technology Coordinator.....	Matt Carley

Support Staff

Cassie Cerino.....	Level III Paraprofessional
Tammy Clodfelter	School Psychologist
Arianne Conley	School Nurse
Angie Feelhaver	Van Driver
Gary Frerichs.....	Bus Driver
Denise Gubbels.....	School Secretary
JoAnn Hauptmann.....	Paraprofessional
Heather Heimes.....	Level III Paraprofessional
Ashley Hochstein	Level III Paraprofessional
Sheri Krei	Business Manager
Susan Kurtzhals.....	Custodian
Sarah Lewon	Level III Paraprofessional
Sharon Longe	Bus Driver
Kim Nelson.....	Level III Paraprofessional
Janice Peregoy	Paraprofessional
Tyler Petersen	Level III Paraprofessional
Ann Rooney.....	Food Service Manager
Jani Wedige	Level III Paraprofessional
Diane Wemhoff	Paraprofessional
Paul Wemhoff	Maintenance Director
Ronnette Wemhoff.....	Level III Paraprofessional
Cindy Wiebelhaus.....	Level III Paraprofessional

Phone Numbers

Central Office (402) 283-4255 – 203 South Main – PO Box 37 – Coleridge, Nebraska – 68727
High School (402) 256-3731 – 502 Wakefield – PO Box 8 – Laurel, Nebraska – 68745
Middle School (402) 283-4844 – 203 South Main – PO Box 37 – Coleridge, Nebraska – 68727
Elementary School (402) 256-3730 – 502 Wakefield – PO Box 8 – Laurel, Nebraska – 68745

Website address.....www.lccschool.org

**Laurel-Concord/Coleridge
2013-2014
School Calendar**

August 12 (Monday)	Football Practice Begins
August 12, 13, 14 (Mo, Tu, We)	Staff Pre-Service Days
August 15 (Thursday)	First day of school (1:37 p.m. Dismissal)
August 16 (Friday)	Regular Friday dismissal
August 19 (Monday)	Volleyball, Cross Country and Girls Golf Practice Begins
September 2 (Monday)	No School: Labor Day
September 30 (Monday)	No School: Staff In-Service
October 18 (Friday)	End Of 1st Quarter
October 24 (Thursday)	Parent/Teacher Conferences (2:00-8:00 p.m.)
October 25(Friday)	No School: Fall Break
November 27 (Wednesday)	1:37 p.m. Dismissal for Thanksgiving
November 28-29 (Th & Fr)	No School: Thanksgiving Break
December 20(Friday)	End of 2nd Quarter / 1st Semester
December 21-25 (Saturday – Wednesday)	NSAA Moratorium
December 23 – January 3 (Mon – Fri)	No School: Christmas Break
January 3 (Friday)	No School: Staff In-Service
January 6 (Monday)	Classes Resume
January 24 (Friday)	No School: Staff In-Service
February 13 (Thursday)	Parent/Teacher Conferences (2:00-8:00 p.m.)
February 14 (Friday)	No School: Winter Break
March 7 (Friday)	End of 3rd Quarter
March 14 (Friday)	No School - Spring Break
April 18 (Friday)	No School: Easter Break
April 21 (Monday)	No School: Easter Break
May 10 (Saturday)	Graduation
May 15 (Thursday)	Last day of classes / End of 4th Quarter/2nd Semester
May 16 (Friday)	Staff In-Service

**** Early dismissals will be at 1:37 p.m. ****

PURPOSE AND DIRECTION

Purpose:

Laurel-Concord Public School and Coleridge Community Schools educate students to be responsible citizens, who can meet the challenges of an ever-changing world.

Direction:

- Education focuses on the act of learning, integrating technology and best instructional strategies.
- All students and staff have individual worth and their contributions are valued.
- All students and staff are responsible for their own individual growth based on their abilities.
- All students and staff strive to create a safe and respectful environment.
- Parent and community involvement improve student success.

PARENT-STUDENT-TEACHER COMPACT

As a *Principal*, I will:

- Support this form of parent involvement. Therefore, I shall strive to do the following:
- provide an environment that allows for positive communication between the teacher, parent and student;
- encourage teachers to regularly provide homework assignments that will reinforce classroom instruction;
- provide a safe, positive and healthy learning environment for your student and their possessions.

As a *Teacher* I will:

- teach the necessary concepts to your student;
- believe that each student can learn;
- show respect for each student and his/her family;
- come to class prepared to teach;
- provide an environment conducive to learning;
- help each student grow to his/her fullest potential;
- provide meaningful and appropriate homework activities;
- enforce school and classroom rules fairly and consistently;
- maintain open lines of communication with student and his/her parents;
- seek ways to involve parents in the school program;
- demonstrate professional behavior and a positive attitude.

As a *Student* I will:

- be punctual and attend school regularly;
- always do my best in my work and in my behavior;
- observe regular study hours;
- show respect for myself, my school, and other people;
- conform to rules of student conduct;
- take pride in my school;
- come to school prepared with my homework and my supplies;
- believe that I can learn and will learn.

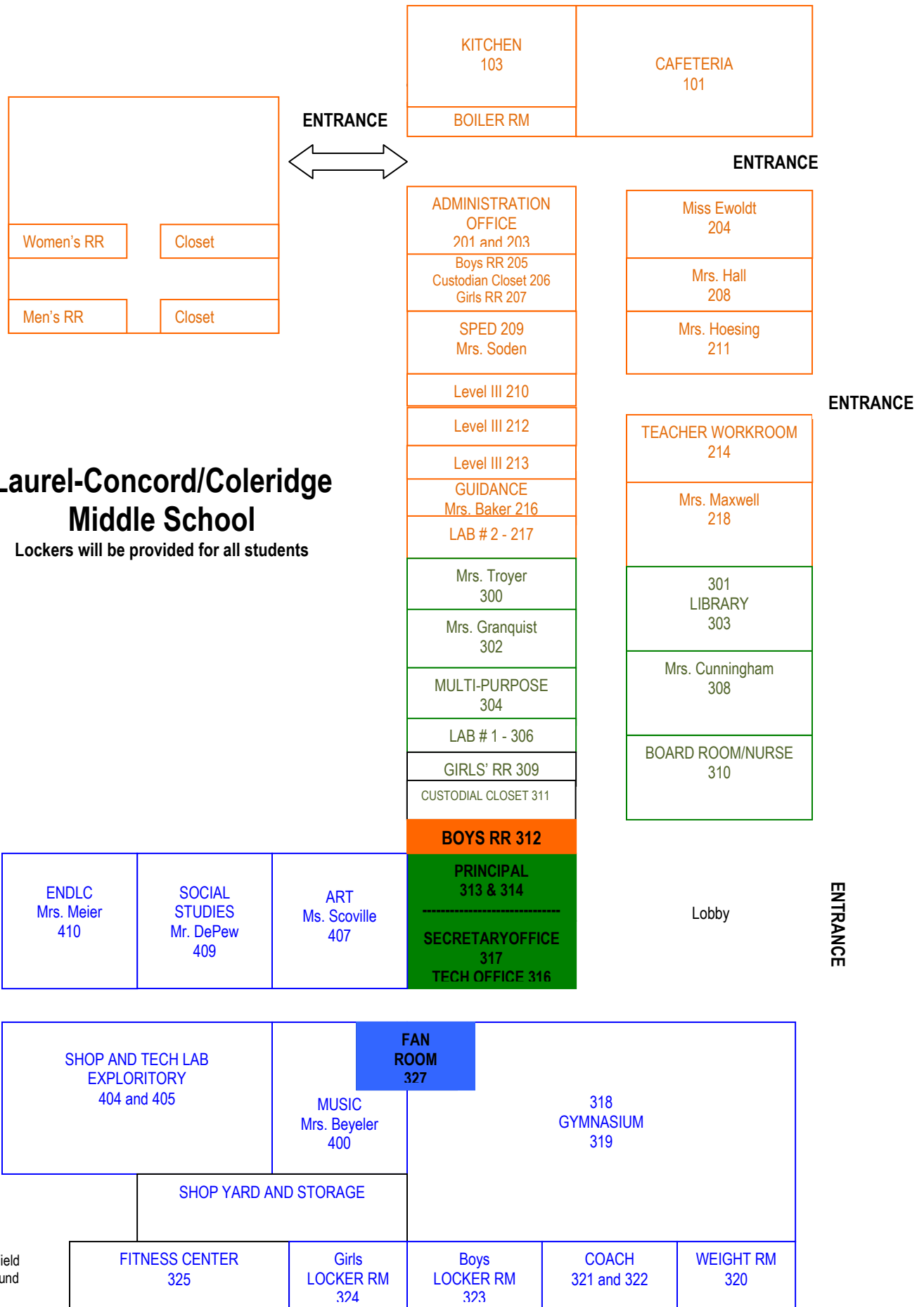
As a *Parent/Guardian* I will:

- see that my student is punctual and attends school regularly;
- support the school in its efforts to maintain proper discipline;
- make sure my student gets adequate sleep and maintains a proper diet and hygiene;
- provide a home environment that encourages my student to learn;
- insist that all homework assignments are completed;
- communicate regularly with my student's teachers;
- talk with my student about his/her school activities every day;
- encourage my student to read at home and to monitor his/her TV viewing;
- show respect and support for my student, the teacher and the school.

All parents have the right to inquire as to their students' teacher's qualifications in relation to the No Child Left Behind - Highly Qualified teacher standards.

Laurel-Concord/Coleridge Middle School

Lockers will be provided for all students



←Football Practice Field
↓Elementary Playground

ABSENCE - STUDENTS

Students absent for any reason are to satisfactorily complete all make-up work assigned by teachers. It is the student's responsibility to promptly contact individual teachers and make arrangements concerning make-up work.

If you know you are going to be absent you are to make arrangements for your school work prior to the absence. These prior arrangements include notifying the school office by bringing a note from home stating the reason for your absence. The school secretary will provide you with a make-up report which will aid you in receiving and completing make-up work. This report must be returned to the office prior to your absence. In the event that assignments are unsatisfactorily made-up a teacher may elect to require a student to remain in class/stay after school or give less credit for the coursework done. Students must sign out at the office whenever they leave the building for any reason.

ABSENCES (EXCUSED)

Make-up work will be permitted for illness of the student, illness in the family, death in the family, medical appointment which of necessity cannot be otherwise arranged, legal or court appointments and emergency situations when a student is needed at home. There will be two school days allowed to make-up work for every day missed due to absence. The two day make-up period may be extended at the discretion of the instructor. Work made up within the allotted time will be given full credit.

ABSENCES (UNEXCUSED)

It shall be the policy of the district to utilize the following guidelines to determine to what extent a student who has been absent, truant, suspended or expelled be given an opportunity to complete any classwork, including but not limited to examinations missed during the period:

1. There will be one school day allowed to make-up work for every day missed due to truancy, class-skipping or for first occurrence disciplinary suspensions. The one day make-up period may be extended at the discretion of the instructor with approval from the principal. Work made up within the allotted time will be given full credit.
2. There will be no credit allowed for work missed due to a second or subsequent short term disciplinary suspensions, long term suspensions or expulsion.
 - a. The principal may use discretion in enforcing the above guidelines.
 - b. The only use of an "incomplete" will be when a student absence comes so late in the 9 weeks that their make-up would extend into the next 9 weeks.
 - c. In no case, other than extreme illness, will make-up time extend over 5 regular school days past the end of a semester. (Regular school days are Monday through Friday.)
 - d. The above guidelines shall be provided to the student and parent or guardian at or prior to the time of suspension.

ABSENCE - SCHOOL ACTIVITY

If a student is going to be absent from school because of a school activity (music trip, athletic event, field trip, etc) it will be the individual student's responsibility to take care of any class work that will be missed. It is suggested that students work closely with teachers to complete work prior to the absence or in a timely manner following the absence. Teachers/Sponsors/Coaches will provide the office a list of students attending a school activity so this may be posted in Powerschool. No student may participate/attend in any school sponsored activity (including all practices) if that student is not in school for at least one-half day the day of the activity. Special permission to participate based on extraordinary circumstances may be granted by the Principal.

ACCIDENTS -EMERGENCIES

When you enroll your child we ask you to complete and sign an "Authorization To Call A Physician" form. We need the following information it provides, such as:

1. The name of your family doctor.
2. The home phone number and business phone of both parents.
3. The name and phone number of a close friend or relative, in the event you cannot be reached.

If your child is injured at school, immediate first aid is applied and parents are notified. If parents are not

available an emergency contact provided by the parent will be called. If that person is also not available, and the child's well being is in danger, the student may be taken to a physician or medical facility.

ADDRESS OR PHONE CHANGE

Please notify the school of any address or phone number changes.

A.P.L.

The staff at Laurel-Concord-Coleridge Middle School has implemented the following APL strategies.

1. Agenda: Posting a written agenda for each lesson. This written agenda let's students know how the lesson is designed and how the instructor intends to arrange and use the allotted class time.
2. Outcomes/Objectives: The posting of written objectives encourages students to stay more focused on the desired outcome of the lesson. The greatest benefit of this process is that it shifts much of the responsibility for learning on the student. It also lets students become aware of the important and relevant information. The process of posting agendas and objectives encourages mastery learning rather than mystery learning.
3. Closure: A mental process where learners are asked to summarize their perception of what has been taught.

Seminars: The final skill adopted by our staff includes the effective use of seminars to teach or reteach a desired behavior. In this process students are taught a specific behavior, the behavior is modeled by the adult, and students are expected to demonstrate mastery of the desired behavior. If a student fails to practice the behavior, the instructor models and reteaches the expectations on the students most valued time. This process is designed to encourage students to demonstrate self-control in place of teacher control.

The staff at Laurel-Concord Public Schools has implemented the following APL strategies.

1. On-The Clock: This strategy involves placing student on the clock. Giving small but reasonable amounts of time to get the job done. Students are encouraged to become self-starters and hold them accountable for the completion of the task. This also increases a sense of urgency to the task at hand and encourages a high level of active participation.
2. Agenda: Posting a written agenda for each lesson. This written agenda let's students know how the lesson is designed and how the instructor intends to arrange and use the allotted class time.
3. Outcomes/Objectives: The posting of written objectives encourages students to stay more focused on the desired outcome of the lesson. The greatest benefit of this process is that it shifts much of the responsibility for learning on the student. It also lets students become aware of the important and relevant information. The process of posting agendas and objectives encourages mastery learning rather than mystery learning.
4. Interaction Sequence: The Interaction sequence involves the process of the correct implementation of questioning techniques. This includes the appropriate implementation of wait time, wait time extended, or the pass option. The appropriate selection of the above skill promotes the development of improved questioning techniques, allows time for students to think or discuss the possible answers, and encourages increased student interaction. In selecting participants, the instructor chooses a student who has had a chance to be observed or coached to the correct answer. The instructor then makes a random selection, and finally asks for volunteers. This process protects against over domination by some and encourages participation by those less confident. The pass option, included in this skill is intended to reduce anxiety by providing a temporary out without the risk of question or embarrassment.
5. Check for understanding: This skill requires the teacher to continually check to make sure students understand. This involves clarifying statements of direction and/or providing relevant information to answer questions. Checking for understanding also ensures that students listen to the entire request and are able to process the problem or question in the way it was intended. This process also provides continual feedback for the instruction as to how well students are grasping the concepts outlined in the lesson objectives.
6. Modeling: The Laurel-Concord staff adopted the skill of modeling expected student behavior or a finished product. This process involves two types of modeling.
 - A. Identifying behaviors that the district, as well as individual instructors, believes impact student learning and effectively model this expected behavior.
 - B. Instructional modeling involves demonstrating the process or finished product to enhance the learning process.

C. Consideration for both non-verbal and verbal communication is a key component to the successful implementation of this skill.

Seminars: The final skill adopted by our staff includes the effective use of seminars to teach or re-teach a desired behavior. In this process students are taught a specific behavior, the behavior is modeled by the adult, and students are expected to demonstrate mastery of the desired behavior. If a student fails to practice the behavior, the instructor models and re-teaches the expectations on the students most valued time. This process is designed to encourage students to demonstrate self-control in place of teacher control.

ATTENDANCE - PARENT RESPONSIBILITIES

PARENTS ARE TO STRESS THE IMPORTANCE OF SCHOOL WORK AND THE VALUE OF DAILY ATTENDANCE. Attendance is an important part of your school record. Please call the school office at 402-283-4844 before 9:00 a.m. if your son or daughter is absent. If we do not receive your call by 9:00 a.m. we will contact you.

If your son or daughter is absent for a day or two, we encourage parents to contact their teachers before or after school to receive assignments for work to be made up. In the event of a prolonged absence the office can assist in coordinating materials between the home and school.

If your child must be out of school because of a reason other than health or family emergency please call or send a note to the office prior to the absence to make arrangements.

Compulsory Attendance - The number of absences shall not exceed five days per quarter or the hourly equivalent. Letters will be mailed home to the parents if students exceed five days. Letters will be forwarded to the County Attorney as needed. Section 79-209 State Statutes.

Truancy - The Nebraska School Law 79-201 requires that all pupils be in school during all days and hours that school is in session. Absences without parental and school authority consent will be considered truancy. The penalty for truancy can range from one to five days of in-house or out of school suspension. Repeat offenders may be sent home, regaining admission only through the Board of Education, or they may be expelled by the Board. Cases of habitual truancy will be reported to the County Attorney.

AUTOMOBILES & PARKING

Because of limited student parking, Laurel-Concord/Coleridge Middle School will operate with a plan of designated parking areas. All students will park in the parking lot on the South side of the school.

It is mandatory that students park in assigned areas and that cars are not driven during the day or noon hour without permission from the principal or superintendent. Driving away from school property at prohibited times is just cause for suspension.

BOARD POLICIES

All Board Policies of Coleridge Community Schools and Laurel-Concord Public Schools can be found on our website at www.lccschool.org or on page 20 of this handbook.

BREAKFAST & LUNCH PROGRAM

As in the past, the school will operate a breakfast and hot lunch program. Prices for the 2013-2014 school year will be:

Breakfast \$1.55 (Grades PreK-8)

Breakfast \$2.05 (Grades 9-12)

Breakfast \$2.05 (Adults)

Lunch \$2.15 (Grades PreK-4)

Lunch \$2.40 (Grades 5-8)

Lunch \$2.65 (Grades 9-12)

Lunch \$3.15 (Adults)

Students with a negative lunch balance will not be allowed seconds until balances are up to date. Free and reduced lunches are available for those who qualify; applications are available at pre-registration, in the office, or via the school's website

NONDISCRIMINATION STATEMENT

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

As stated above, all protected bases do not apply to all programs, *"the first six protected bases of race, color, national origin, age, disability and sex are the six protected bases for applicants and recipients of the Child Nutrition Programs."*

BULLETIN & ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information for the day and specific instructions will be placed in the bulletin.

BUSES

The bus driver is the supervisor on bus routes. Regular school conduct is required of students. Misconduct on the bus will be reported to the principal. Such misconduct can result in regular consequences of in-school misconduct or in loss of right to ride the bus.

These rules apply:

1. Be on time.
2. Find a seat quickly and remain seated.
3. Do not yell, throw objects, or cause any other disturbance.

If the bus does not need to stop at your place on a given morning, please, inform the bus driver before he/she begins the route. The bus will not stop within city limits to pickup or drop off students.

The driver is in complete control of the bus and riders at all times. In matters that require disciplinary measures, these procedures will be followed: a) First offense, the driver will notify the parents of the offense, b) second and further offense; the driver will notify the appropriate grade level principal and the student may be suspended from the bus. The student's length of suspension from the bus will be determined by the driver and the principal.

CARE OF PERSONAL PROPERTY

Students are encouraged to bring only a minimum amount of money and NOT to carry large sums of money while attending school or attending school activities. The school assumes no responsibility for articles left in unlocked areas, around the school building or on a bus.

CARE OF SCHOOL PROPERTY

Careful attention to the protection of school property is essential. This is your building. You are also responsible for all books, lockers, desks and any other school property that is assigned to you. Loss of or damage to school property will result in a fine or other penalty. Students may be subject to suspension until their bills/fines are paid.

CEREMONIES AND OBSERVANCES

Appropriate exercises may be held for the following: Veteran's Day, Martin Luther King Day, Presidents' Day, Flag Day, Memorial Day, and State Fire Day (the Friday before the Fire Recognition Day, which is the second Saturday in May). An educational program on the United States constitution shall be held on September 17 every year or in the preceding or following week if September 17 falls on a weekend or a holiday. The flag of the United States of America will be prominently displayed on the school grounds on each day such school is in session. All flag displays shall be in accordance with the standards prescribed for the display of the flag of the United States of America.

CHAIN OF COMMAND

The Administration shall be responsible to the Board of Education for the operation of all activities programs. The Board of Education shall be brought into any matters which concern the Nebraska State Activities Association's rules or regulations and Board of Education policies.

The Activities Director shall be responsible to the administration for the operation and conduct of all athletic programs. He shall serve as coordinator between the various activities programs and consult with coaches and sponsors in matters pertaining to their assigned duties.

The Coaching Staff/Sponsors shall be responsible to the Activities Director for the operation and conduct of the activities programs. Coaches/Sponsors, at all times, shall conduct themselves in a professional manner and reflect in their actions the purposes of middle school extra-curricular activities. Volunteer Coaches are subordinate to Assistant Coaches in the hierarchy of coaching responsibilities.

Students and parents must bring their questions or concerns to the level most closely associated with the problem. Please refer to the section entitled "Procedure for Due Process" for any questions or concerns not satisfactorily addressed at the initial step.

CHEATING

Students that are cheating on tests or helping other students cheat will be punished. This applies for daily work as well. Students learn by doing their own work.

CHILD ABUSE OR NEGLECT

When any adult has reasonable cause to believe that a child has been subjected to abuse or neglect, that adult must report the incident to the proper law enforcement agency or to the Department of Public Welfare. This toll free number is established for such report. 1-800-652-1999.

CLOSED CAMPUS

Our school campus is closed during student lunch hours. This means that students are to eat their lunch (school or brown bag) in the lunch room. Lunches brought to school must be in the building by 10:00 a.m. This is according to Federal lunch program guidelines. After eating lunch, students may occupy the old gym and/or the area outside the east entrance doors to the gyms during nice weather. Students are not to be found any place else without teacher supervision/pass or office permission.

COMMUNICABLE DISEASE CONTROL

Students who are ill should be kept home until they are well. Keep children home if they experience any of the following symptoms:

1. Fever of 100° orally or higher in the last 24 hrs.
2. Vomiting (must eat & keep last meal down)
3. Diarrhea
4. Severe headache, stiff neck, earache, croupy cough, listlessness or oozing sores.

Any of these symptoms usually indicate the presence of communicable disease and will need medical attention and rest if they persist. When students are ill enough to be put on antibiotics they should usually stay at home for extra rest for 24 hours to allow their bodies to utilize the medicine to the utmost.

CRISIS TEAM – EMERGENCY RESPONSE

The crisis team is a supportive service, which can help schools (buildings) assist, plan and intervene in crises affecting staff and students. Members of this team have specialized training to assist building administrators in directing crisis resolution activities. Each staff member has been provided a brochure with the purpose of a quick reference guide as to what may occur in the event of a crisis. The guiding principle is to return to a normal routine as soon as possible.

DAILY SCHEDULE

Grades 5-8 School hours are: MO-TH 8:10 a.m. to 3:45 p.m. and FR from 8:10 a.m. to 2:45 p.m.

IF STUDENTS ARRIVE BEFORE 8:05 a.m. THEY NEED TO GO DIRECTLY TO THE GYM.

Breakfast will be served for those who are participating in the breakfast program. Adult supervision will be provided for all.

DANCE RULES 7-8

1. Student/guest cooperation with school officials, dance sponsors, etc. is essential.
2. No student is to be admitted to the dance later than 1/2 hour after the announced starting time.
3. Once a student(s) leaves, he/she is expected to leave school grounds. Such students will not be readmitted. In the event of undue confusion, lack of cooperation, etc., law enforcement officials will be summoned.
4. All outside dates must be registered and approved through the principal's office. Non-registered visiting students will not be permitted to be on school grounds. Registration slips will be turned over to the activity sponsor to check as they come in at the door. You must enter with the date you have registered.
5. Dates will be expected to conduct themselves in the same manner as our students. Coleridge and Laurel-Concord students are responsible for communicating this and other expectations concerning dance behavior to their guests. Our students will serve the punishment that is caused by the conduct of their guest.

DRESS CODE

We solicit the assistance of all parents in sending their children to school respectable in appearance and attire. Parents are encouraged to teach students a responsible, appropriate, and safe style of dress that is not offensive or distracting to others. Under garments must be covered, graffiti and/or other student generated insignias or writings inscribed on clothing or on oneself, is distracting and will not be allowed.

EDUCATIONAL MEDIA SERVICES

Students are encouraged to use the media center for reference work. There are special rules for reference books, magazines and reserved books. Learning the use of the media center and observing rules helps to develop good citizenship. A quiet businesslike atmosphere is expected. Students must remember that this is a PUBLIC FACILITY and can/will be used by adults during our school hours. This direct contact with our student body can form an important impression of our school system and students. We want this to be a positive one. Students are expected to be considerate of others. Students failing to renew/check in media center materials on time will be charged five (5) cents per day per item fine. Students who have lost media center material should indicate this to the media center specialist. Payment for lost material will be made with the money-minus a 50 cent handling charge, to be returned if materials are found. Students may be subject to suspension until their obligations are met.

EMERGENCY EVACUATION PROCEDURES FOR FIRE/TORNADO DRILLS

Fire Drill

1. The fire warning is a continuous buzzer.
2. Move quietly and orderly with your class to the assigned exit.
3. Remain outside with your class until given a signal to return.
4. If you are separated from your class, go to the nearest exit and report to an adult outside of the building.

Tornado Drill

In a tornado warning, students will move to assigned tornado stations.

Grade 5 & 7: Tech Office and Principal's inner and outer office

Grade 6: Boys' South Restroom

Grade 8: Furnace Room

EMERGENCY RESPONSE TO LIFE-THREATENING ASTHMA OR SYSTEMIC ALLERGIC REACTION

Definition: Life-threatening asthma consists of an acute episode of worsening airflow obstruction. Immediate action and monitoring are necessary. Coleridge Community Schools and Laurel-Concord Public Schools will follow the protocol below:

EMERGENCY PROTOCOL

- **CALL 911**
- Summon school nurse if available. If not, summon designated trained, non-medical staff to implement emergency protocol
- Check airway patency, breathing, respiratory rate and pulse
- Administer medications (EpiPen and albuterol) per standing order
- Determine cause as quickly as possible
- Monitor vital signs (pulse, respiration, etc.)
- Contact parents immediately and physician as soon as possible
- Any individual treated for symptoms with epinephrine at school will be transferred to medical facility

GRADING

A serious attempt is made at all times to evaluate in the best possible manner student progress. The following system has been devised for that purpose:

Superior: 93-100 (A)

The student is more than meeting the demands of the teacher. His work is on time. The work is of superior quality. It shows mastery of the subject matter. He has the ability to carry the job through, and exerts a positive influence on the class.

Above Average: 85-92 (B)

The work is of superior nature and required work is well done. The student meets the demands of the teacher and exerts a positive influence on the class.

Average: 76-84 (C)

He does satisfactorily the required work. The work is on time and is of average quality. The student is showing achievement.

Below Average to Unsatisfactory: 70-75 (D)

The student is not doing all of the assigned work, is dependent on others, and is inconsistent, uncertain, and confused. Work is below normal, but shows some evidence of growth.

Failing: 69 and below (F)

Unsatisfactory, with little growth taking place, lack of interest and irregular attendance and attention.

S - Satisfactory work.

U- Unsatisfactory work. (No credit recorded.)

GUIDANCE SERVICES

As an integral part of the total educational program, guidance and counseling services are concerned with the study, understanding and adjustment of every student attending Laurel-Concord-Coleridge Middle School. The services are designed to assist students in developing their individual potentials and to assist school personnel, parents and the community in providing opportunities to students to obtain an education best suited to their potential and goals. These basic services include:

1. Individual and group counseling.
2. Educational and occupational planning.
3. Pupil appraisal. (Testing)
4. College and job placement.
5. Parent and staff conferences.
6. Referrals.
7. Follow-up and local research.
8. Student registration and scheduling.

The primary purpose of education is to help each individual become increasingly self-directive and capable of

creative and purposeful living. We accept the fact that each student is an individual with individual goals. It is the task of the guidance program to help each student fulfill his own potential for growth.

Parent, teachers, administrators, the guidance counselor and other school and community personnel have roles in the guidance program. All of these persons, who in various ways are concerned with students, help students meet their special needs, explore or pursue selected goals, maintain good emotional health and develop an appropriate set of values.

Guidance is a process of aiding total growth and focuses on student development educationally and occupationally.

GUM CHEWING

Gum chewing will be permitted. Students are to use the trash cans provided in each room and the halls for disposal of gum and wrappers. Each individual teacher has the right to have students dispose of gum if the teacher feels it is disturbing the class. There will be NO gum chewing in Band or Choir.

HALLS

The practice of courtesy in the halls will result in orderly passing to and from classes and at dismissals. Running, pushing, shouting and whistling are examples of poor conduct. Walk rapidly keeping to the right. Talk in a subdued voice. Teachers will supervise the halls before school, between classes and after school. Excessive show of affection between couples will be regulated. Students are expected to keep hallways clean and put all trash in the containers provided. Any student in the halls during class time must have a proper pass. Hallways must be quiet during classtime.

HEALTH

Each student's height, weight, vision, hearing, teeth and throat are checked during the school year. Parents are notified if the results are not in the normal range. The routine school inspections are not intended to replace regular medical and dental checkups. Parents are asked to inform the school of any abnormality in their child's health.

HOMEWORK GRADES

Homework is a reinforcement activity designed to support skills and concepts taught in the classroom. Some classes are more hands-on or project oriented, therefore require less out-of-class work. Other classes may require homework every day. According to research presented by APL and Associates, students in grades 5-8 see dramatic increases in performance scores, improved work ethic and responsibility, and a greater sense of confidence and independence where homework practices are monitored and consistent. The following guidelines are established to communicate our rationale and consistence for the amount of assigned work for the average student.

"Homework" is an assignment to be prepared during a period of supervised study in class, or at home. It should help the student:

1. Learn to work independently and become self-reliant.
2. Think, plan, organize and apply.
3. Extend proficiency in effective habits and skills.
4. Increase knowledge and its use.
5. Develop insights and stimulate creativity.

Time guide for out of class study:

Gr. 5-6 30-60 minutes

Gr. 7-8 15-20 minutes daily per class

5-6 Incomplete work: 1st incomplete assignment - complete and return to classroom.
2nd incomplete assignment - counsel with principal.
3rd incomplete assignment - call home and discuss study time or other options for completing homework on a regular basis.
4th incomplete assignment - begin study time. Five nights after school to build proper study habits.

A minimum of one grade per week will be recorded in each class and kept current in the Powerschool notebook. All grade books will be up to date at 11:45 p.m. on Monday. Parents are encouraged to keep track of their child's progress on the Powerschool system. (See Powerschool System)

IMMUNIZATIONS/INITIAL ADMISSION REQUIREMENTS

Students entering school for the first time, including kindergarteners, ALL transfer students from outside the State of Nebraska, and any foreign exchange students will be required to provide proof of a vision evaluation within six months prior to the student's entrance.

Kindergarteners, transfers from out of state, and 7th graders all have the same following minimum requirements:

- 3 doses of DTP, (one on or after their 4th birthday)
- 3 doses of Polio
- 2 doses of Varicella or documentation of the chickenpox disease
- 2 doses of MMR on or after 12 months of age and separated by at least 1 month
- 3 doses of Hepatitis B

Effective July 1, 2004

- 1 dose of Varicella (chickenpox) given on or after 12 months of age and prior to 13 years of age
- 2 doses of Varicella (chickenpox) separated by a least one month if over 13 years of age.
- Written documentation (including year) of Varicella from parent, guardian, or health care provider will be accepted. Forms for verifying Varicella disease and exemption may be obtained by contacting the school or at www.hhs.state.ne.us/imm/immindex.htm under the "Nebraska Laws for School Immunizations".

Effective August 2011

The State of Nebraska is requiring that that ALL students who are entering school in the fall, have a second Varicella (chickenpox) vaccine before beginning the 2013-2014 school year. If your child has had the chickenpox disease, they do not need this vaccination. If your child has received only one Varicella vaccine, a second one is now being mandated before he/she can start school in August.

All other students (not entering Kindergarten or 7th Grade, or Transfer Students) are required to have a minimal of:

- 3 doses of DTP, (one on or after their 4th birthday)
- 2 doses of Varicella or documentation of the chickenpox disease
- 3 doses of Polio
- 2 doses of MMR

INSTRUMENT RENTAL

Instruments can be purchased/leased from any area music store. In the case of larger instruments or specialty instruments (i.e. bari saxophones, tuba, tympani, chimes, baritones, French horns, etc.), the school will loan/rent instruments.

Each student using a school instrument will need to sign a statement of agreement to return the instrument in the same condition in which it was received. The school district will provide all routine maintenance on its instruments. All damages which ARE NOT routine wear as determined by the director will be paid for by the student who checked out the instrument.

Percussionists will be using school instruments and equipment throughout the entire school year. All percussionists will furnish his or her own drumsticks. *Please refer to the section on Student Fees in this handbook.

LOCKERS

Each student is assigned a locker for the storage of books and equipment. **Do not trade lockers with another student. You are responsible for the inside and outside of the locker that you have been assigned.** It is the student's responsibility to see that his or her locker is kept in order at all times.

Lockers are property of the school and a permanent part of the building. Students are expected to keep lockers in usable condition and all lockers are subject to inspection at any time of the school year by any school employee.

Parents and organizations must have prior approval from the office before posting any locker decorations or signs.

Get study materials for your morning classes when you arrive in the morning. Materials needed for the afternoon

classes can be obtained between class periods. No one is to leave classes and go to their locker except with permission from their teacher.

LOST AND FOUND

The School secretary is in charge of lost and found items. All items will be donated to a charity at the end of the summer.

MEDICATION

If at all possible, **medication should be administered at home**. If this is not possible, the guidelines listed below must be followed.

A. Authorizations for Prescription Medications. Prescription medications which must be administered during schools hours may be administered when the following are on file at school:

1. Physician's Authorization: A physician's signed, dated authorization including name of medication, dosage, administrative route, time to be given at school, and reason child is receiving the medication.
2. Caretaker's Authorization: A caretaker's signed and dated authorization or permission to administer the medication during school. (Note: All reference to "caretaker" in this policy means a parent, foster parent, family member, or legal guardian who provides care for the student for whom medication is to be administered. The laws include a "friend" as a caretaker, but the school will not ordinarily recognize such an individual as a "caretaker" for the purposes of medication administration).
3. Original Packaging: The medication is in its original packaging and is labeled as dispensed by the pre-scriber or pharmacist. The label must name the child and identify the medication, strength, time interval and route to be administered. Two labeled containers may be requested: one for home and one for school. If needed, the physician may be contacted for clarification on medication administration.

B. Authorizations for Non-Prescription Medications. If a student must take non-prescription medication during school, procedures 2 and 3 above are to be followed before administration.

Student Self Management of Asthma, Anaphylaxis, and/or Diabetes

Students with asthma, anaphylaxis or diabetes will be permitted to self-manage such medical conditions upon:

1. Written request of the student's parent or guardian;
2. Authorization of the student's physician;
3. Receipt of a signed no liability statement from the parent or guardian; and
4. Development of asthma or anaphylaxis or a diabetes medical management plan for the student.

Students with such a medical management plan may possess the necessary medication to manage their medical condition under the conditions established in the plan and not be subject to discipline for such possession. Provided that, if the student uses or allows the medication to be used for any reason other than as prescribed or as provided in the plan or possesses the medication other than as provided in the plan the student shall be subject to discipline in accordance with the student conduct and drug-free school policies.

MID QUARTER REPORTS

Mid-quarter reports are mailed out to parents when the quality of student's work is at the failing point or when the work is considerably below the level of expectation. The parent and/or student should schedule a conference with the teacher immediately.

MOVING/CHECKOUT

Parents of students enrolled in the school who plan to move out of the school district should notify school officials well in advance of the move. Such advance notice allows the school time to make sure the student takes all personal property with him/her, and to arrange an opportunity for classmates to say "farewell". Advance notice is also helpful in keeping our records current.

PARENTS/VISITORS

FOR THE SAFETY OF ALL OUR STUDENTS, ALL PARENTS/VISITORS MUST CHECK IN AT THE OFFICE AND RECEIVE A VISITOR'S NAME BADGE.

Instruction time has a direct effect on student learning; therefore we do not want to disrupt instruction unless it is absolutely necessary. In an effort to reduce interruptions, we are asking parents to:

1. Stop in the office when arriving at school to check in.
2. Bring all items to the office that have been forgotten or are needed by the student in order that the office personnel can deliver it.
3. Call the office and request a return call from the teacher if information is needed.

PARENT CONFERENCES

Parents may make appointments for conferences with teachers, the counselor or the principal by telephoning the school office. We encourage parents to communicate with us on items of concern, interest, etc. Take an active interest in your child's education. It is very important that he/she knows that you are interested and concerned. If after contacting the individual teacher, coach, bus driver, etc. a concern remains, the counselor, principal and/or superintendent, stand ready to assist you.

PROGRESS REPORTING TO STUDENTS & PARENTS

Achievement & Effort

Two of the tasks involved in teaching are to assess each student's achievement as accurately as possible, and to report that assessment to the student and his/her parents. Coleridge teachers do that in a number of ways.

On a daily basis, teachers work with each student, assessing what the student has learned and identifying what needs to be learned next. They evaluate students' written assignments and tests, and encourage students to share those papers with their parents. Teachers contact parents directly when a student appears to be in an academic slump.

A formal report card is sent home with each student at the end of each quarter. Report cards for grades 5 and 6 will include band & choir which are required for grades 5 and 6.

RELEASE OF A CHILD

If anyone other than those specified on the emergency release form is allowed to pick up your child, you must inform the school before your child can be released.

RESOURCE CLASSROOM

A program funded by the state and local district to provide appropriate education for students functioning outside the norms of their age range. Parental permission is required for student participation.

SCHOOL BOARD MEETINGS

Meetings of the Laurel and Coleridge School Boards, the governing bodies of the schools, will be held no later than the third Monday of each month. Meeting times will be publicized in the meeting notifications.

SCHOOL CLOSING

When it becomes necessary to dismiss school early or cancel school completely, announcements to this effect will be made on the following radio and TV stations:

Norfolk: WJAG 780 AM, KEXL 106.7 FM, KNEN 94.7 FM

Yankton: KYNT 1450 AM, KK93 93.1 FM, WNAX 570 AM

Wayne: KTCH 1590 AM, KTCH 104.9

Sioux City: All television stations

School Website - www.lccschool.org

Coleridge Community Schools and Laurel-Concord Public Schools will also utilize the SchoolReach system which automatically calls parents' homes, work and cell phone numbers in the event of a school closing, late start or early dismissal. Any changes to our daily schedule will also be posted on the schools' websites. Please do not call the school as it ties up the lines for school personnel trying to get information out to the media. All announcements will be posted and broadcasted as soon as a decision is made.

SCHOOL CONFERENCES

Communication between the classroom teacher, the student's advisor, student and parent is very important. A parent's involvement and support at home is one of the key factors in the student's success in school. With this in mind, we have structured our school conferences to involve all parties. School conferences are designed to be a student led conference in which the student's advisor, student and parent take a positive look at the student's educational plan and set a goal(s) that will allow the student future success. Having all parties involved keeps everyone focused on the same goals and gives the parent a better idea of what they can support/expect at home.

SCHOOL HEALTH SERVICES

Student health records are maintained on the student information system. A health record is on file for each student. Students are requested to keep this information up to date by reporting to the office any booster shots, new glasses, lens changes, or any other pertinent information that should be recorded.

SCHOOL PROPERTY

The school building and its equipment as well as the books and materials provided through the school are paid for by the community in the name of quality education for the children of the community. It is important that children understand that they have a personal interest in caring for this specialized community property. If a child is responsible for damage to or loss of school property, parents will be contacted to arrange for replacement or restitution.

SCHOOL REACH

In our effort to improve communication between parents and school, we are utilizing a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes an early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. This service is provided by *SchoolReach*, a company specializing in school-to-parent communications. Coleridge Community Schools and Laurel-Concord Public Schools will continue to report school closings due to snow or weather on the TV and Radio stations listed above in the "school closing" section of this handbook, and will use this system as an overlay to the public announcements.

SCHOOL SPONSORED ACTIVITIES

Students are to be in school on time either the day of the activity or the morning after a night activity. If a student is not in school it will constitute a skip. If a student is ill they are not to go to the school activity. There may be extreme cases when a student may not be in school all day and still take part in the activity. However, this must be approved by the principal.

SERVICE TO HANDICAPPED CHILDREN

By state law handicapped children, age birth to 21, are entitled to educational service. If anyone knows of a handicapped child in the district who is not receiving educational services, please contact the school.

SIGNING OUT

Students must be signed out when departing from school during school hours. This helps insure your child's safety as well as provide accurate attendance records. No pupil is to leave during school hours without permission from the principal. If the office is not informed it will constitute a skip and is punishable by making up twice the time on suspension. You must check out in the office.

SOFT DRINK/VENDING MACHINES

In compliance with State and Federal laws soft drink/vending machines in the building will be turned off between the hours of 8:00 a.m. and 4:00 p.m. The exception to this may be any machine vending water only.

SPECIAL SERVICES

The primary goal of Coleridge Community Schools and Laurel-Concord Public Schools is to provide for the student's learning and to enhance the student's self-concept. To these aims, a number of special services are provided.

SPEECH AND HEARING

A program of testing and therapy in areas of speech, language and hearing are provided. Parental permission is required for student participation.

STUDENT BEHAVIOR

All Coleridge Community Schools and Laurel-Concord Public Schools employees are responsible for the supervision and management of students. Employees will refer any inappropriate behavior to the child's classroom teacher. Teachers and those assigned to recess supervision will direct repeated or severe behavior to the elementary principal.

STUDENT COUNCIL

The Student Council is an organization through which the students may express their opinions and assist in the administration of the school and participate in the management of school enterprises. The council tries to promote leadership, initiative, and self-control among its members.

STUDENT – ENROLLMENT

The following are guidelines for children enrolling in grades 5-8:

1. The parents or legal guardian shall furnish a certified copy of the student's birth certificate issued by the state in which the child was born.
2. The parents or legal guardian shall furnish evidence of a physical examination current to within six months prior to enrollment in school for the first time, entering seventh grade or coming from a school out of state into any grade unless the parent or legal guardian submits a written statement objecting to a physical examination.
3. The parents or legal guardian shall furnish evidence of a visual examination current to within six months prior to enrollment in school for the first time or coming from a school out of state into any grade unless the parents or legal guardian submits a written statement objecting to a visual examination.
4. The parents or legal guardian shall furnish evidence of protection against diphtheria, tetanus, polio, measles, mumps, and rubella, Hepatitis B, Varicella (chicken pox) and Haemophilus Influenzae type b (Hib) and other diseases as required by applicable law, by immunization, prior to enrollment, unless the parent or legal guardian submits a written statement refusing immunizations or meets other exceptions established by law.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or enter school, or if provisionally enrolled or enrolled without compliance, shall not be permitted to continue in school until evidence of compliance or an exemption from compliance is given.

If a child has been expelled from any public school district in any state, or from a private, denominational or parochial school in any state, and the student has not completed the terms or time period of the expulsion, the student shall not be permitted to enroll in this school district until the expulsion period from such other school district has expired.

STUDENT INFORMATION SYSTEM - POWERSCHOOL SYSTEM

Coleridge Community Schools, District #14-0541, and Laurel-Concord Public Schools, District #14-0054, is utilizing a computerized student information system, "Powerschool". This system will make it possible for students and parents to access information via the Internet through the use of a series of passwords. The Districts understand the importance of protecting student rights to privacy and will work diligently to ensure confidentiality remains a priority. If you have any objections to this access, please contact the building principal and make arrangements to close access to your child's daily performance reports.

Parents and students may access PowerSchool from the website www.lccschool.org.

STUDENT INSURANCE

Participation in a group accident insurance policy is available to all students at normal cost.

STUDENT RECORDS

A file is kept of school related items for each student. This file contains health and attendance records, student grades, standardized test scores and other education related items. Parents or guardians of elementary students have a right:

1. To review and inspect the student's records.

2. To challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. To provide or withhold consent to reveal the student's records to other persons at the time of a specific request.
4. To be notified of these rights.

Anyone wishing to peruse their child's records should please contact the principal.

STUDY TIME GRADES 5-8

Study time is a positive opportunity for students to build study skills in a quiet learning environment. Students may participate in study time on a voluntary basis or be required to attend a four-day session after four incomplete assignments. Study time will be held Monday thru Thursday. In Laurel-Concord it will be located in the Elementary Activity area and in Coleridge; it will be in the Library.

TARDY

Students arriving after 8:10 a.m. will be counted tardy. Students arriving after 9:00 a.m. will be counted 1/2 day absent. Students leaving before 2:30 will be counted as 1/2 day absent. We want students to be in attendance the full day of school.

TELEPHONES/CELLPHONES

School telephones are business phones and should be used by students for emergencies only. Student cellphones and small electronic devices may be used at appropriate times during the day. Administrators will have the latitude to deem what the appropriate times are.

TESTING PROGRAM

The testing program at Laurel-Concord/Coleridge Middle School involves group testing in grades 5-8 and individual testing as needed or upon request. Included in the testing program are measures of mental ability, interest and achievement. The value of these tests is the objective information they provide in regard to your progress and in identifying your strengths and weaknesses. These test results are summarized and may be interpreted to you and your parents in order that a realistic and effective program of courses and activities may be arranged to meet your needs.

MAP, NeSA and other criterion based assessments are given to students in grades 5-8 throughout the year. These scores are reported to the State Department of Education as required for grades 5-8.

Test scores are included on each student's transcript.

Curriculum-Assessments

1. State Assessments

Coleridge Community Schools and Laurel-Concord Public Schools have adopted an assessment plan and have aligned the curriculum with the state approved content standards. The assessment plan includes a schedule and procedures for assessing success in achieving state standards. Teachers are to clearly articulate the learning targets and align instruction to the learning targets within each of the content standards. Teachers are to give students instruction on the content prior to students being assessed on each standard in order to provide learning opportunities for all students.

The assessments are to be conducted in accordance with the assessment plan schedule. Teachers are to conduct the assessments in a manner that assures it accurately assesses whether or not students are meeting the targets outlined by the content standards.

Assessment results are to be reported by the teachers in the manner and within the time directed by the administration or designee. The assessment data is to be used to meet state standards, to provide students and parents with information about student progress, to enhance school improvement planning, and to improve instruction. The assessment data is to be evaluated by teachers to monitor student learning and to improve instruction or terminate ineffective teaching practices to ensure students are being given the opportunity to meet the standards.

For more information on instruction and assessment of curriculum and state standards you may refer to Board Policy #6211.

TEXTBOOKS

Your books are loaned to you by the taxpayers of the school district. Please use book covers and take care of them. All items being loaned to a student are loaned at the student's risk. Your lockers are not a guaranteed safe place. If school books or other school owned items are not returned in good condition, a fine will be assessed by the school and the fine must be paid before grades will be released. The current price of books ranges from a minimum of \$25.00 up to \$100.00. Unpaid fines are carried over from school year to school year and a graduating senior will not receive a diploma if his/her bills are not paid.

TITLE I SERVICES 5 – 6

A federally funded program of intensive individual/small group instruction and reinforcement of classroom instruction is provided in the Title I services.

WATER BOTTLES

Students are encouraged to bring water bottles. The bottle must be clear and contain only water.

WEBSITES

Parents and students can log on to our website for the school at www.lccschool.org

BOARD POLICIES

All Board Policies can be found on the Coleridge Community Schools and Laurel-Concord Public Schools websites.

ANTI-BULLYING POLICY

One of the missions of the District is to provide a physically safe and emotionally secure environment for students and staff.

The administration and staff are to implement strategies and practices to reinforce and encourage positive behaviors by students. Positive behaviors include non-violence, cooperation, teamwork, understanding, and acceptance of others.

The administration and staff are to implement strategies and practices to identify and prevent inappropriate behaviors by all students, including anti-bullying education for all students. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying means any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by the school being used for a school purpose by a school employee or designee, or at school-sponsored activities or school-sponsored athletic events.

The school district shall review the anti-bullying policy annually.

CHILDREN AND YOUTH IN TRANSITION

Coleridge Community Schools, District #14-0541, and Laurel-Concord Public Schools, District # 14-0054, will ensure that all children and youth receive a free and appropriate public education and are given meaningful opportunities to succeed in our schools. The District will follow the requirements of the McKinney-Vento Homeless Assistance Act (Title X, Part C of the No Child Left Behind Act of 2001.)

Under federal law, children and youth in transition must have access to appropriate public education, including preschool, and be given a full opportunity to meet state and local academic achievement standards. They must be included in state and district-wide assessments and accountability systems. Coleridge Community Schools and Laurel-Concord Public Schools will ensure that children and youth in transition are free from discrimination, segregation, and harassment.

DISTRICT ASBESTOS ACTIVITY SUMMARY

I am pleased to inform you that the District has continued to respond to the asbestos in schools issue in a cautious and proactive manner.

In the summer of 2010, the Institute for Environmental Assessment conducted a thorough inspection of all materials assumed to contain asbestos. The District will continue with the ongoing asbestos operations and maintenance program including periodic surveillance to be conducted every six months for the Laurel-Concord Public School and Coleridge Community Schools.

Please rest assured that the District's ongoing efforts related to the management and control of asbestos-containing materials is geared singularly toward providing a safe and healthy environment for students, employees and occupants. If you have any questions, or would like to review the management plans and update materials, please feel free to contact the District's asbestos program manager, Randall Klooz at 402-256-3133.

The asbestos management plan is located in the office of each building and is available by contacting the asbestos program manager.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

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

Contractors, consultants and volunteers are permitted to have access to education records where they are performing a function or service that would otherwise be done by a school employee. Their access is limited to education records in which they have a legitimate educational interest; which means records needed to effectively provide the function or service for which they are responsible.

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

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

NOTICE CONCERNING DIRECTORY INFORMATION

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

ADDITIONAL NOTICE CONCERNING DIRECTORY INFORMATION

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

Notice Concerning Designation of Law Enforcement Unit:

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

INTERNET SAFETY POLICY

6004.7

Instruction

Date of Approval: November 7, 2005

Reaffirmed: July 8, 2009

Introduction

It is the policy of Coleridge Community Schools and Laurel-Concord Public Schools to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.

TECHNOLOGY PROTECTION MEASURE. The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or
3. Harmful to minors.

HARMFUL TO MINORS. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the Laurel-Concord/Coleridge Middle School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking,' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring

It shall be the responsibility of all members of the Laurel-Concord/Coleridge Middle School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the superintendent or designated representatives.

NON-DISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES

1. It is the policy of the Coleridge Community Schools and Laurel-Concord Schools not to discriminate on the basis of race, national origin, creed, age, marital status, sex or disability in its educational programs, activities, or employment policies as required by Titles VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Education Amendments, the Federal Rehabilitation Act of 1973, and the Nebraska Equal Educational Opportunity Act.

2. Any person who believes she or he has been discriminated against, denied a benefit, or been excluded from participation in any district education program or activity on the basis of sex, race, or handicap in violation of this policy may grieve such matter using the adopted grievance procedures of these districts. Such procedures shall provide for prompt and equitable resolution of complaints alleging acts of discrimination.

3. Inquiries regarding compliance with Title IX, the Nebraska Equal Opportunity Education Act, Section 5404 or Title VI, may be directed to Randall Klooz, Superintendent, Box 8, Laurel, NE 68745 (402) 256-3133, or in case of Title IX and the Rehabilitation Act to the Director of Region VII, Office of Civil Rights, 1022 North Executive Hills Boulevard, 8th Floor, Kansas City, Missouri 64153, (816) 891-8026.

STUDENT DISCIPLINE

A. Development of Uniform Discipline System. It shall be the responsibility of the Superintendent to develop and maintain a system of uniform discipline. The discipline which may be imposed includes actions which are determined to be reasonably necessary to aid the student, to further school purposes, or to prevent interference with the educational process, such as (without limitation) counseling and warning students, parent contacts and parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling upon written consent of the parent or

guardian, or in-school suspension. The discipline may also include out-of-school suspension (short-term or long-term) and expulsion.

1. Short-Term Suspension: Students may be excluded by the Principal or the Principal's designee from school or any school function for a period of up to five school days (short-term suspension) on the following grounds:
 - a. Conduct that constitutes grounds for expulsion, whether the conduct occurs on or off school grounds; or
 - b. Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.

The following process will apply to short-term suspensions:

- a. The Principal or the Principal's designee will make a reasonable investigation of the facts and circumstances. A short-term suspension will be made upon a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
 - b. Prior to commencement of the short-term suspension, the student will be given oral or written notice of the charges against the student. The student will be advised of what the student is accused of having done, an explanation of the evidence the authorities have, and be afforded an opportunity to explain the student's version of the facts.
 - c. Within 24 hours or such additional time as is reasonably necessary following the suspension, the Principal or administrator will send a written statement to the student and the student's parent or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken.
 - d. An opportunity will be given to the student, and the student's parent or guardian, to have a conference with the Principal or administrator ordering the short-term suspension before or at the time the student returns to school. The Principal or administrator shall determine who in addition to the parent or guardian is to attend the conference.
 - e. A student who on a short-term suspension shall not be permitted to be on school grounds without the express permission of the Principal.
2. Long-Term Suspension: A long-term suspension means an exclusion from school and any school functions for a period of more than five school days but less than twenty school days. A student who on a long-term suspension shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends a long-term suspension. The notice will include a description of the procedures for long-term suspension; the procedures will be those set forth in the Student Discipline Act.
3. Expulsion:
 - a. Meaning of Expulsion. Expulsion means exclusion from attendance in all schools, grounds and activities of or within the system for a period not to exceed the remainder of the semester in which it took effect unless the misconduct occurred (a) within ten school days prior to the end of the first semester, in which case the expulsion shall remain in effect through the second semester, or (b) within ten school days prior to the end of the second semester, in which case the expulsion shall remain in effect for summer school and the first semester of the following school year, or (c) unless the expulsion is for conduct specified in these rules or in law as permitting or requiring a longer removal, in which case the expulsion shall remain in effect for the period specified therein. Such action may be modified or terminated by the school district at any time during the expulsion period. A student who has been expelled shall not be permitted to be on school grounds without the express permission of the Principal. A notice will be given to the student and the parents/guardian when the Principal recommends an expulsion. The notice will include a description of the procedures for expulsion; the procedures will be those set forth in the Student Discipline Act.

- b. Suspensions Pending Hearing. When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.
 - c. Summer Review. Any expulsion that will remain in effect during the first semester of the following school year will be automatically scheduled for review before the beginning of the school year in accordance with law.
 - d. Alternative Education: Students who are expelled may be provided an alternative education program that will enable the student to continue academic work for credit toward graduation. In the event an alternative education program is not provided, a conference will be held with the parent, student, the Principal or another school representative assigned by the Principal, and a representative of a community organization that assists young people or that is involved with juvenile justice to develop a plan for the student in accordance with law.
 - e. Suspension of Enforcement of an Expulsion: Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one full semester in addition to the balance of the semester in which the expulsion takes effect. As a condition of such suspended action, the student and parents will be required to sign a discipline agreement.
 - f. Students Subject to Juvenile or Court Probation. Prior to the readmission to school of any student who is less than nineteen years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the Principal or the Principal’s designee shall meet with the student’s probation officer and assist in developing conditions of probation that will provide specific guidelines for behavior and consequences for misbehavior at school (including conduct on school grounds and conduct during an educational function or event off school grounds) as well as educational objectives that must be achieved. If the guidelines, consequences, and objectives provided by the Principal or the Principal’s designee are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student may with proper consent, upon such return, be evaluated by the school for possible disabilities and may be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.
4. Other Forms of Student Discipline: Administrative and teaching personnel may also take actions regarding student behavior, other than removal of students from school, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but are not be limited to, counseling of students, parent conferences, rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation. The actions may also include in-school suspensions. When in-school suspensions, after-school assignments, or other disciplinary measures are assigned, the student is responsible for complying with such disciplinary measures. A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

- B. Student Conduct Expectations. Students are not to engage in conduct which causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose or interfere with the health, safety, well being or rights of other students, staff or visitors.
- C. Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment. The following conduct has been determined by the Board of Education to have the potential to seriously affect the health, safety or welfare of students, staff and other persons or to otherwise seriously interfere with the educational process. Such conduct constitutes grounds for long-term suspension, expulsion, or mandatory reassignment, and any other lesser forms of discipline. The conduct is subject to the consequence of long-term suspension, expulsion, or mandatory reassignment where it occurs on school grounds, in a vehicle owned, leased, or contracted by the school and being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or an employee's designee, or at a school-sponsored activity or athletic event.
1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 2. Use of violence, force, coercion, threat, intimidation, harassment, or similar conduct in a manner that constitutes a substantial interference with school purposes or making any communication that reasonable recipient would interpret as a serious expression of intent to harm or cause injury to another.
 3. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, repeated damage or theft involving property, or setting or attempting to set a fire of any magnitude.
 4. Causing or attempting to cause personal injury to any person, including any school employee, school volunteer, or student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision.
 5. Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student or making a threat which causes or may be expected to cause a disruption to school operations.
 6. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon or that has the appearance of a weapon or bringing or possessing any explosive device, including fireworks.
 7. Engaging in selling, using, possessing or dispensing of alcohol, tobacco, narcotics, drugs, controlled substance, or an inhalant; being under the influence of any of the above; possession of drug paraphernalia, or the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401 of the Nebraska statutes, or material represented to be alcohol, narcotics, drugs, a controlled substance or inhalant. Use of a controlled substance in the manner prescribed for the student by the student's physician is not a violation. The term "under the influence" has a less strict meaning than it does under criminal law; for school purposes, the term means any level of impairment and includes even the odor of alcohol or illegal substances on the breath or person of a student; also, it includes being impaired by reason of the abuse of any material used as a stimulant.
 8. Public indecency or sexual conduct.
 9. Engaging in bullying, which includes any ongoing pattern of physical, verbal, or electronic abuse on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose by a school employee or a school employee's designee, or at school-sponsored activities or school-sponsored athletic events.

10. Sexually assaulting or attempting to sexually assault any person. This conduct may result in an expulsion regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction.
11. Engaging in any activity forbidden by law which constitutes a danger to other students or interferes with school purposes. This conduct may result in an expulsion regardless of the time or location of the offense if the conduct creates or had the potential to create a substantial interference with school purposes, such as the use of the telephone or internet off-school grounds to threaten.
12. A repeated violation of any rules established by the school district or school officials if such violations constitute a substantial interference with school purposes.
13. Truancy or failure to attend assigned classes or assigned activities; or tardiness to school, assigned classes or assigned activities.
14. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students or staff members. Profane or abusive language or conduct includes, but is not limited to, that which is commonly understood and intended to be derogatory toward a group or individual based upon race, gender, disability, national origin, or religion.
15. Dressing or grooming in a manner which is dangerous to the student's health and safety or a danger to the health and safety of others or repeated violations of the student dress and grooming standards; dressing, grooming, or engaging in speech that is lewd or indecent, vulgar or plainly offensive; dressing, grooming, or engaging in speech that school officials reasonably conclude will materially and substantially disrupt the work and discipline of the school; dressing, grooming, or engaging in speech that a reasonable observer would interpret as advocating illegal drug use.
16. Willfully violating the behavioral expectations for riding school buses or vehicles.
17. A student who engages in the following conduct shall be expelled for the remainder of the school year in which it took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year, with the condition that such action may be modified or terminated by the school district during the expulsion period on such terms as the administration may establish:
 - a. The knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - b. The knowing and intentional possession, use, or transmission of a dangerous weapon other than a firearm.
18. Knowingly and intentionally possessing, using, or transmitting a firearm on school grounds, in a school-owned or utilized vehicle, or during an educational function or event off school grounds, or at a school-sponsored activity or athletic event. This conduct shall result in an expulsion for one calendar year. "Firearm" means a firearm as defined in 18 U.S.C. 921, as that statute existed on January 1, 1995. That statute includes the following statement: "The term 'firearm' means (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device." The Superintendent may modify such one year expulsion requirement on a case-by-case basis, provided that such modification is in writing.

Bringing a firearm or other dangerous weapon to school for any reason is discouraged; however, a student will not be subject to disciplinary action if the item is brought or possessed under the following conditions:

- a. Prior written permission to bring the firearm or other dangerous weapon to school is obtained from the student's teacher, building administrator and parent.
- b. The purpose of having the firearm or other dangerous weapon in school is for a legitimate educational function.
- c. A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed must be developed with the prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such limited time as is necessary to fulfill the educational function.
- d. The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.

D. Additional Student Conduct Expectations and Grounds for Discipline. The following additional student conduct expectations are established. Failure to comply with such rules is grounds for disciplinary action. When such conduct occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event, the conduct is grounds for long-term suspension, expulsion or mandatory reassignment.

1. Student Appearance: Students are expected to dress in a way that is appropriate for the school setting. Students should not dress in a manner that is dangerous to the health and safety of anyone or interferes with the learning environment or teaching process in our school. Following is a list of examples of attire that will not be considered appropriate, such list is not exclusive and other forms of attire deemed inappropriate by the administration may be deemed inappropriate for the school setting:
 - a. 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.
 - b. Shorts, skirts, or skorts that do not reach mid-thigh or longer.
 - c. Clothing or jewelry that advertises or promotes beer, alcohol, tobacco, or illegal drugs.
 - d. 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).
 - e. Head wear including hats, caps, bandannas, and scarves.
 - f. Clothing or jewelry which exhibits nudity makes sexual references or carries lewd, indecent, or vulgar double.
 - g. Clothing or jewelry that is gang related.
 - h. Visible body piercing (other than ears).

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.

2. Academic Integrity.

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

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

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

(1) "Cheating" means intentionally misrepresenting the source, nature, or other conditions of academic work so as to accrue undeserved credit, or to cooperate with someone else in such misrepresentation. Such misrepresentations may, but need not necessarily, involve the work of others. Cheating includes, but is not limited to:

(a) Tests (includes tests, quizzes and other examinations or academic performances):

(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 to such an extent that the work does not truly reflect the student's work. For example, a student engages in cheating if the student has a draft essay reviewed by the student's parent or sibling, and the essay is substantially re-written by the student's parent or sibling. Assistance from home is encouraged, but the work must remain the student's.
 - (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 is a serious form of cheating.

(2) "Plagiarism" means to take and present as one's own a material portion of the ideas or words of another or to present as one's own an idea or work derived from an existing source without full and proper credit to the source of the ideas, words, or works. Plagiarism includes, but is not limited to:

- (a) Failure to Credit Sources: Copying work (words, sentences, and paragraphs or illustrations or models) directly from the work of another without proper credit. Academic work frequently involves

use of outside sources. To avoid plagiarism, the student must either place the work in quotations or give a citation to the outside source.

- (b) Falsely Presenting Work as One's Own: Presenting work prepared by another in final or draft form as one's own without citing the source, such as the use of purchased research papers or use of another student's paper.
 - (3) "Contributing" to academic integrity violations means to participate in or assist another in cheating or plagiarism. It includes but is not limited to allowing another student to look at your test answers, to copy your papers or lab projects, and to fail to report a known act of cheating or plagiarism to the instructor or administration.
- c. Sanctions: The following sanctions will occur when a student engages in cheating, plagiarism, or contributing to an academic integrity offense:
- (1) Academic Sanction. The instructor will refuse to accept the student's work in which the academic integrity offense took place, assign a grade of "F" or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work.
 - (2) Report to Parents and Administration. The instructor will notify the Principal of the offense and the instructor or Principal will notify the student's parents or guardian.
 - (3) Student Discipline Sanctions. Academic integrity offenses are a violation of school rules. The Principal may recommend sanctions in addition to those assigned by the instructor, up to and including suspension or expulsion. Such additional sanctions will be given strong consideration where a student has engaged in serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

3. Electronic Devices

- a. Philosophy and Purpose. The District 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, the District hereby establishes the following rules and regulations governing student use of electronic devices, and procedures to address student misuse of electronic devices.
- b. 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.
- c. 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).

d. Violations

- (1) 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 (sexting);
 - (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.

(2) 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.

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

(4) Second Violation: Depending upon the nature of the violation and the imposition of other appropriate disciplinary action, consequences at a minimum may include a relinquishment of the electronic device to the school

administration and a conference between the student and his/her parent/guardian and the school principal or assistant principal. The electronic device shall remain in the possession of the school administration until such time as the student's parent/guardian personally comes to the school's main office and retrieves the electronic device.

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

(6) 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.

- e. 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.

- E. Inappropriate Public Displays of Affection (IPDA): 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 IPDA:
 - 1. 1st Offense: Student will be confronted and directed to cease.
 - 2. 2nd Offense: Student will be confronted, directed to cease, and parents will be notified.
 - 3. 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 IPDA is lewd or constitutes sexual conduct, the student could face long-term suspension or expulsion.

- F. Specific Rule Items: The following conduct may result in disciplinary action which, in the repeated violations, may result in discipline up to expulsion:
 - 1. Students are not given locker passes, restroom passes or telephone passes to leave a classroom or study hall unless special circumstances arise.
 - 2. Students in the hallway during class time must have a pass with them.
 - 3. Gum, candy, seeds, etc. are not allowed in the school building or classrooms. The pop machine is closed until after school and pop is to be drunk outside.
 - 4. Students are expected to bring all books and necessary materials to class. This includes study halls.
 - 5. Assignments for all classes are due as assigned by the teacher.
 - 6. Students are not to operate the mini-blinds or the windows.

7. 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.
8. Students are to be in their seats and ready for class on the tardy bell.
9. 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.
10. 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.
11. 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.
12. Snow handling is prohibited.

G. Law Violations

1. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardian as soon as possible.
2. When a principal or other school official releases a minor student to a peace officer (e.g., police officer, sheriff, and all other persons with similar authority to make arrests) for the purpose of removing the minor from the school premises, the principal or other school official shall take immediate steps to notify the parent, guardian, or responsible relative of the minor regarding the release of the minor to the officer and regarding the place to which the minor is reportedly being taken, except when a minor has been taken into custody as a victim of suspected child abuse, in which case the principal or other school official shall provide the peace officer with the address and telephone number of the minor's parents or guardian.
3. In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs it is the District's policy to notify the proper legal authorities when a student engages in any of the following behaviors on school grounds or at a school sponsored event:
 - (a) Knowingly possessing illegal drugs or alcohol.
 - (b) Aggravated or felonious assault.
 - (c) Vandalism resulting in significant property damage.
 - (d) Theft of school or personal property of a significant nature.
 - (e) Automobile accident.
 - (f) Any other behavior which significantly threatens the health or safety of students or other persons, and such other offenses which are required to be reported by law.

When appropriate, it shall be the responsibility of the referring administrator to contact the student's parent of the fact that the referral to legal authorities has been or will be made.

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

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

- a. The principal shall prepare a written summary of the alleged violation and the evidence supporting the alleged violation with the superintendent or his or her designee.
- b. If the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers, and a notice of intent to discipline the student by long-term suspension, expulsion, or mandatory reassignment is filed with the

superintendent or designee, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of findings and a recommendation of the action to be taken to the superintendent.

- c. The principal or designee shall serve by registered or certified mail or by personal service the student and the student's parents or guardian with a written notice within two (2) school days of the date of the decision to recommend long-term suspension or expulsion.

Said notice shall include the following:

- (1) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension or expulsion including a summary of the evidence to be presented against the student as submitted by the principal or designee.
 - (2) The penalties to which the student may be subjected and the penalty which the principal or designee has recommended.
 - (3) A statement explaining the student's right to a hearing.
 - (4) A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.
 - (5) A statement that the administrative representative, legal counsel for school, the student, the student's parents, or the student's representative or guardian shall have the right to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct, and the right to know the identity of the witnesses to appear at the hearing and the substance of their testimony.
 - (6) A form to request or waive a hearing to be signed by such parties and delivered to the principal or designee in person or by registered or certified mail.
- d. Nothing in this policy shall preclude the student, student's parents, guardian or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.
- e. In the event that the principal has not received a request for hearing within five (5) school days following receipt of the written notice, the punishment recommended in the charge by the principal or designee shall automatically go into effect.
- f. If a hearing is requested more than five (5) school days following the actual receipt of the written notice, but not more than thirty (30) calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.
- g. If a request for hearing is not received within thirty (30) calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.
- h. In the event that a hearing is required to be provided, the superintendent shall appoint a hearing officer.
- i. Hearing Procedure:
- a. Hearing Officer. The hearing officer shall be any person designated by the superintendent. The hearing officer shall be an individual who has had no involvement in the charge, will not be a witness at the hearing and who has not brought the charges

against the student. It shall be the duty of the hearing officer to remain impartial throughout all deliberations. The hearing officer shall be available prior to any hearing held pursuant to this policy to answer any questions the administrative representative, the student, the student's parents, or guardian, may have regarding the nature and conduct of the hearing.

- b. Administrative Representative. The principal may appoint an administrative representative to present the facts and evidence. Such administrative representative may be an attorney or may be represented by an attorney, but any such attorney shall not advise the hearing officer or parties who may review the proceedings as their counsel.
- c. Notice of Hearing. If a hearing is requested within five (5) school days of receipt of the notice, the hearing officer shall, within two (2) school days after being appointed, give written notice to the administrative representative, and the student and the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five (5) school days after it is requested. No hearing shall be held upon less than two (2) school days' actual notice to the administrative representative, and the student, the student's parents, or guardian, except with the consent of all of the parties.
- d. Continuance. Upon written request of the student or the student's parents or guardian, the hearing officer shall have the discretionary authority to continue from time to time the hearing. In addition, the hearing officer may continue the hearing upon any good cause.
- e. Access to Records. The administrative representative, the student, the student's parent or guardian and the legal counsel of the student shall have the right to examine the records and affidavits and the statements of any witnesses in the possession of the schools at any reasonable time prior to the hearing.
- f. Hearing Procedure. The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit or other reliable form, of persons having information about the student's conduct and the student's records. Such statements and records are to be made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question witnesses giving information at the hearing. The student may testify in the student's own defense in which case the student shall be subject to cross-examination. The student may choose not to testify and, in such case, will not be threatened with punishment or later be punished for refusal to testify. Any person giving evidence by written statement or in person at a hearing shall be given the same immunity from liability as a person testifying in a court case.

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

- g. Availability of Witnesses. The hearing officer will have the authority to subpoena any witnesses to the hearing and shall make reasonable efforts to assist in obtaining the attendance of any witnesses requested by the student, student's parents or guardian or their legal representative.
- h. Record. The proceedings of the hearing shall be recorded at the expense of the school district.
- i. Findings. Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the superintendent written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the school board, the reasons for the particular action recommended. Such recommendation may range from no action, through the entire field of counseling, to long-term suspension, expulsion, or mandatory reassignment.
- j. Review by Superintendent. The superintendent shall review the findings and recommendations of the hearing officer and may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. The superintendent may not impose a more severe sanction than that imposed by the hearing officer.
- k. Notice of Determination. Written notice of the findings and recommendations of the hearing officer and the determination of the superintendent shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice, the determination of the superintendent shall take immediate effect.
- l. Appeal to Board. The student, student's parents or guardian may, within seven (7) school days following the receipt of the superintendent's decision, submit to the superintendent of schools a written request for a hearing before the Board of Education.
- m. Review by Board of Education. Upon receipt of the request for review of the superintendent's determination, the Board of Education or a committee of not less than three (3) members shall, within ten (10) school days, hold a hearing on the matter. Such hearing shall be made on the record except that the board may admit new or additional evidence to avoid substantial threat of unfairness. Such new evidence shall be recorded. The Board of Education or committee thereof may withdraw to deliberate privately upon the record and new evidence. Any such deliberation shall be held in the presence only of board members in attendance at the appeal proceeding, but may be held in the presence of legal counsel who has not previously acted as the administrative representative in presenting the school's case before the hearing officer. If any questions arise during such deliberations which require additional evidence, the Board of Education or committee thereof may require the hearing to receive such evidence, subject to the right of all parties to be present. A record of any such new or additional evidence shall be made and shall be considered as a part of the record and based upon the evidence presented at the hearing before the hearing officer, and such new or additional evidence, the Board of Education or the committee shall make a final disposition of the matter. The Board may alter the superintendent's disposition of the case if it finds the superintendent's decision to be too severe, but it may not impose a more severe sanction. The designated method of giving public notice of the hearing, if

required, shall be by posting on the schoolhouse door or on the door to the hearing room.

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

I. Special Education - Discipline Actions for Special Education Students

Additional procedures related to discipline of special education students are provided for in the special education policies.

J. Use of Corporal Punishment

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

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

K. Building Entry and Movement

Students involved in special activities before 7:00 a.m. or after 6:00 p.m. must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area. If a student needs to enter the building prior to 7:00 a.m. and will not be under the direct supervision of a teacher sponsor, the student must stay in the front entrance area. Failure to do so will be referred to the Principal.

During school time students may be permitted to leave the classroom or study hall for specific purposes. Each teacher will maintain a sign out sheet in their room.

L. Respect for Persons and Property

Students are expected to exhibit responsibility by showing respect for persons and property. Students also have responsibility neither to take nor damage the property of other students, school personnel or the District.

M. Tobacco/Alcohol and Other Drugs

As a participant in Toward a Drug Free Nebraska Program, certain training level and standards are present in the District's policies. A comprehensive, age-appropriate, developmentally based, alcohol and other drug education and prevention program for all students in all grades is in place. The education and prevention program includes information on the legal, social, and health consequences of alcohol and other drug use. The program includes teaching students effective techniques for resisting peer pressure to use alcohol and other drugs. The District takes the position that the use of illicit drugs and the unlawful possession and use of alcohol is illegal and harmful. This policy will be revised biennially to 1) determine program effectiveness and implement any necessary changes, and 2) to ensure that the policy sanctions are consistently enforced. Appropriate disciplinary sanctions and educational measures shall be imposed when any student is found to be in violation of school policy relating to the possession, (including "under the influence") use, sale, manufacture or distribution of alcohol, tobacco, (including smokeless tobacco) controlled substances, or "look-alikes", on school property, at school sanctioned activities, (either on school property or at other community sites), or when being transported in vehicles dispatched by the school district.

STUDENT FEES POLICY

The Board of Education of Coleridge Community Schools and Laurel-Concord Public Schools adopts the following student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

The District's general policy is to provide for the free instruction in school in accordance with the Nebraska Constitution and state and federal law. This generally means that the District's policy is to provide free instruction for courses which are required by state law or regulation and to provide the staff, facility, equipment, and materials necessary for such instruction, without charge or fee to the students.

The District does provide activities, programs, and services to children which extend beyond the minimum level of constitutionally required free instruction. Students and their parents have historically contributed to the District's efforts to provide such activities, programs, and services. The District's general policy is to continue to encourage and, to the extent permitted by law, to require such student and parent contributions to enhance the educational program provided by the District.

Under the Public Elementary and Secondary Student Fee Authorization Act, the District is required to set forth in a policy its guidelines or policies for specific categories of student fees. The District does so by setting forth the following guidelines and policies. This policy is subject to further interpretation or guidance by administrative or Board regulations which may be adopted from time to time. The Policy includes Appendix "1," which provides further specifics of student fees and materials required of students for the 2013-2014 school year. Parents, guardians, and students are encouraged to contact their building administration or their teachers or activity coaches and sponsors for further specifics.

(1) Guidelines for non-specialized attire required for specified courses and activities. Students have the responsibility to furnish and wear non-specialized attire meeting general District grooming and attire guidelines, as well as grooming and attire guidelines established for the building or programs attended by the students or in which the students participate. Students also have the responsibility to furnish and wear non-specialized attire reasonably related to the programs, courses and activities in which the students participate where the required attire is specified in writing by the administrator or teacher responsible for the program, course or activity.

The District will provide or make available to students such safety equipment and attire as may be required by law, specifically including appropriate industrial-quality eye protective devices for courses of instruction in vocational, technical, industrial arts, chemical or chemical-physical classes which involve exposure to hot molten metals or other molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials, heat treatment, tempering, or kiln firing of any metal or other materials, gas or electric arc welding or other forms of welding processes, repair or servicing of any vehicle, or caustic or explosive materials, or for laboratory classes involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other similar hazards. Building administrators are directed to assure that such equipment is available in the appropriate classes and areas of the school buildings, teachers are directed to instruct students in the usage of such devices and to assure that students use the devices as required, and students have the responsibility to follow such instructions and use the devices as instructed.

(2) Personal or consumable items & miscellaneous

(a) Extracurricular Activities. Students have the responsibility to furnish any personal or consumable items for participation in extracurricular activities.

(b) Courses

(i) General Course Materials. Items necessary for students to benefit from courses will be made available by the District for the use of students during the school day. Students may be encouraged, but not required, to bring items needed to benefit from courses including, but not limited to, pencils, paper, pens, erasers, notebooks, trappers, protractors and math calculators. A specific class supply list will be published annually in a Board-approved student handbook or supplement or other notice. The list may include refundable damage or loss deposits required for usage of certain District property.

(ii) Damaged or Lost Items. Students are responsible for the careful and appropriate use of school property. Students and their parents or guardian will be held responsible for damages to school property where such damage is caused or aided by the student and will also be held responsible for the reasonable replacement cost of school property which is placed in the care of and lost by the student.

(iii) Materials Required for Course Materials. Students are permitted to and may be encouraged to supply materials for course projects. Some course projects (such as projects in art and shop classes) may be kept by the student upon completion. In the event the completed project has more than minimal value, the student may be required, as a condition of the student keeping the completed project, to reimburse the District for the reasonable value of the materials used in the project. Standard project materials will be made available by the District. If a student wants to create a project other than the standard course project, or to use materials other than standard project materials, the student will be responsible for furnishing or paying the reasonable cost of any such materials for the project.

(iv) Music Course Materials. Students will be required to furnish musical instruments for participation in optional music courses. Use of a musical instrument without charge is available under the District's fee waiver policy. The District is not required to provide for the use of a particular type of musical instrument for any student.

(v) Parking. Students are responsible to pay for damages caused with or to vehicles; or for failure to comply with school parking rules.

(3) Extracurricular Activities—Specialized equipment or attire. Extracurricular activities means student activities or organizations which are supervised or administered by the District, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the District. The District will generally furnish students with specialized equipment and attire for participation in extracurricular activities. The District is not required to provide for the use of any particular type of equipment or attire. Equipment or attire fitted for the student and which the student generally wears exclusively, such as dance squad, cheerleading, and music/dance activity (e.g. choir or show choir) uniforms and outfits, along with T-shirts for teams or band members, will be required to be provided by the participating student. The cost of maintaining any equipment or attire, including uniforms, which the student purchases or uses exclusively, shall be the responsibility of the participating student. Equipment which is ordinarily exclusively used by an individual student participant throughout the year, such as golf clubs, softball gloves, and the like, are required to be provided by the student participant. Items for the personal medical use or enhancement of the student (braces, mouth pieces, and the like) are the responsibility of the student participant. Students have the responsibility to furnish personal or consumable equipment or attire for participation in extra curricular activities or for paying a reasonable usage cost for such equipment or attire. For musical extracurricular activities, students may be required to provide specialized equipment, such as musical instruments, or specialized attire, or for paying a reasonable usage cost for such equipment or attire.

(4) Extracurricular Activities—Fees for participation. Any fees for participation in extra-curricular activities, for the 2013-2014 school year, are further specified in Appendix "I." Admission fees are charged for extracurricular

activities and events.

(5) Postsecondary education costs. Students are responsible for postsecondary education costs. The phrase “postsecondary education costs” means tuition and other fees only associated with obtaining credit from a postsecondary educational institution. For a course in which students receive high school credit and for which the student may also receive postsecondary education credit, the course shall be offered without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a postsecondary educational institution.

(6) Transportation costs. Students are responsible for fees established for transportation services provided by the District as and to the extent permitted by federal and state laws and regulations.

7) Copies of student files or records. The Superintendent or the Superintendent's designee shall establish a schedule of fees representing a reasonable cost of reproduction for copies of a student's files or records for the parents or guardians of such student. A parent, guardian or student who requests copies of files or records shall be responsible for the cost of copies reproduced in accordance with such fee schedule. The imposition of a fee shall not be used to prevent parents of students from exercising their right to inspect and review the students' files or records and no fee shall be charged to search for or retrieve any student's files or records. The fee schedule shall permit one copy of the requested records be provided for or on behalf of the student without charge and shall allow duplicate copies to be provided without charge to the extent required by federal or state laws or regulations.

(8) Participation in before-and-after-school or pre-kindergarten services. Students are responsible for fees required for participation in before-and-after-school or pre-kindergarten services offered by the District, except to the extent such services are required to be provided without cost.

(9) Participation in summer school or night school. Students are responsible for fees required for participation in summer school or night school. Students are also responsible for correspondence courses.

(10) Breakfast and lunch programs. Students shall be responsible for items which students purchase from the District's breakfast and lunch programs. The cost of items to be sold to students shall be consistent with applicable federal and state laws and regulations. Students are also responsible for the cost of food, beverages, and personal or consumable items which the students purchase from the District or at school, whether from a “school store,” a vending machine, a booster club or parent group sale, a book order club, or the like. Students may be required to bring money or food for field trip lunches and similar activities.

(11) Waiver Policy. The District's policy is to provide fee waivers in accordance with the Public Elementary and Secondary Student Fee Authorization Act. Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities and (2) use of a musical instrument in optional music courses that are not extracurricular activities. Participation in a free-lunch program or reduced-price lunch program is not required to qualify for free or reduced-price lunches for purposes of this section. Students or their parents must request a fee waiver prior to participating in or attending the activity, and prior to purchase of the materials.

(12) Distribution of Policy. The Superintendent or the Superintendent's designee shall publish the District's student fee policy in the Student Handbook or the equivalent (for example, publication may be made in an addendum or a supplement to the student handbook). The Student Handbook or the equivalent shall be

provided to every student of the District or to every household in which at least one student resides, at no cost.

(13) Student Fee Fund. The School Board hereby establishes a Student Fee Fund. The Student Fee Fund shall be a separate school district fund not funded by tax revenue, into which all money collected from students and subject to the Student Fee Fund shall be deposited and from which money shall be expended for the purposes for which it was collected from students. Funds subject to the Student Fee Fund consist of money collected from students for: (1) participation in extracurricular activities, (2) postsecondary education costs, and (3) summer school or night school.

**COLERIDGE COMMUNITY SCHOOLS
AND LAUREL-CONCORD PUBLIC SCHOOLS
STUDENT FEE WAIVER FORM**

Dear Parent/Guardian,

The information you gave on your Free and Reduced Price School Meals Application may be shared with the following requested programs for which your children may qualify for financial assistance. Completing this waiver will not affect your child/children's free or reduced priced school meals status.

I give permission to school officials to share information from my Free and Reduced Price School Meals Application in accordance with the Public Elementary and Secondary Student Fee Authorization Act. I also request a Waiver, consistent with Section 12 of the District Student Fees Policy, for fees, transportation, and/or materials and equipment as listed below:

1. Course/Project/Activity: _____
2. Fees Requested: _____ Date: _____
3. Transportation to: _____ Date: _____
4. Supplies and/or Equipment
 - A. _____ Cost: _____
 - B. _____ Cost: _____
 - C. _____ Cost: _____
 - D. _____ Cost: _____

Child/Children's Name: _____

Parent/Guardian (printed): _____

Address: _____

Signature of Parent/Guardian: _____ Date: _____

For more information contact:

Principal, Mrs. Stephanie Petersen at 402-283-4844

Director of Administrative Services, Mr. Craig Frerichs at 402-283-4844

Activities Director, Mr. Scott Petersen at 402-283-4844

Request Approved Request Denied

Administrator Signature: _____

Students or their parents/guardians must request and complete a waiver prior to participating in or attending the activity and prior to the purchase of the materials as outlined in the District Students Fees Policy.

STUDENT GRIEVANCE PROCEDURE

A grievance is defined as a complaint lodged by a student with a member of the staff or administration alleging one or more of the following unfair practices: (1) that a school rule is unfair; (2) that a school rule or regulation discriminates between students; (3) that an unfair procedure has been used in arriving at a punishment. Grievances are processed through three steps: (A) personnel closest to the problem; (B) to the principal or activities director; and (C) to the superintendent, in that order. On all three levels an informal conference is to be held within five school days of the date of filing the complaint so that no student's complaint shall consume more than 15 school days of time in all. Any grievance which is not timely processed under the conditions set forth in this procedure shall be deemed waived.

The burden of proof is upon the student to show that a rule is unfair, is discriminatory, or that an unfair procedure (lack of due process) has been perpetrated. When a grievance is shared by several students, it shall be processed as a single grievance with one member acting on behalf of the entire group. The grievance procedure may be amended in writing by mutual agreement by both parties with written evidence of said consent being presented by each party to the other. The final resolution of the grievance is to be in writing at the principalship or activities director level and designed to provide the student with a basis for resolution of his problem as originally stated in his complaint.

- PROCEDURE:** If a student has a grievance, he/she is to present it in writing to:
- LEVEL I:** The grievant should be scheduled for an informal discussion of said grievance. It is expected that many grievances may be resolved at this level. This conference must be held within five school days time of the date of filing.
- LEVEL II:** If the grievant is not satisfied with the resolution made at level one, he or she may appeal in writing to the principal or activities director for an informal conference and discussion of said grievance.
- LEVEL III:** If the grievant is not satisfied with the resolution made at level two, he or she may appeal to the superintendent for an informal conference and discussion of said grievance. The decision at this level is binding.
- LEVEL IV:** If satisfaction is not received at the administrative levels the student/parent may request to be placed on the agenda and visit with the Board of Education at their next regularly schedule Board meeting.
- NOTE:** In no way is the grievance procedure meant to lessen the legal authority of the school officials to deal with disruptive students. Rather, it is a means of inviting student communications on matters of concern to the school and its students short of having to engage in disruptive behavior in order to be noticed and to have grievance readdressed.

GRIEVANCE FORM

A grievance is defined as a complaint in writing presented by a student/parent to the school staff alleging one or more of the following:

- A. That a rule is unfair: and/or
- B. That a rule in practice unfairly discriminates against or between students and/or:
- C. That school personnel used an unfair or unprofessional behavior, or procedure.

COMPLAINT Check one blank:

Personnel closest to problem, Level 1 _____ Date: _____

Activities Director/Principal, Level 2 _____ Date: _____

Superintendent, Level 3 _____ Date: _____

School Board, Level 4 _____ Date: _____

I, _____, hereby file a grievance complaint
to _____. My grievance is based on
_____.

_____A _____B _____C _____above.
(More than one blank may be checked.)

Specifically, my grievance is that _____

_____.

Student's Signature and/or Parent Signature

The student may be represented at the conference by an adult, but the student must be present to elaborate on his/her grievance at the given time and place of the conference. Failure to appear at the appointed time and place effectively waives the student's right to the conference provided by the school, unless extenuating circumstances make it impossible for the student to appear.

REMINDER
NO WEAPONS ARE ALLOWED AT
COLERIDGE COMMUNITY SCHOOLS
OR
LAUREL-CONCORD PUBLIC SCHOOLS
REGARDLESS OF THE CONCEALED HANDGUN LAW

The Legislature has passed a concealed handgun law. We want to remind and assure staff, students, parents and visitors to our schools that weapons are not permitted to be brought to or possessed in our school buildings, school grounds, or school activities.

The concealed weapons law will allow adults to get a permit to carry a concealed handgun. Permit holders will be allowed to carry a concealed handgun in many places, but **NOT** at our school. Anyone who carries a handgun or weapon at our school is in violation of Board policies and is also committing a crime which will be reported to law enforcement.

We have copied below the section of the new law:

Laws 2006, LB 454, Section 15

A permit-holder may carry a concealed handgun anywhere in Nebraska, except any: Police, sheriff, or Nebraska State Patrol station or office; detention facility, prison, or jail; courtroom or building which contains a courtroom; polling place during a bona fide election; **meeting of the governing body of a county, public school district, municipality, or other political subdivision; meeting of the Legislature or a committee of the Legislature; financial institution; professional, semi-professional, or collegiate athletic event; school, school grounds, school-owned vehicle, or school-sponsored activity or athletic event; place of worship; emergency room or trauma center; political rally or fundraiser; establishment having a license issued under the Nebraska Liquor Control Act that derives over one-half of its total income from the sale of alcoholic liquor; **place where the possession or carrying of a firearm is prohibited by state or federal law; a place or premises where the person, persons, entity, or entities in control of the property or employer in control of the property has prohibited permit-holders from carrying concealed handguns into or onto the place or premises; or into or onto any other place or premises where handguns are prohibited by law or rule or regulation.****

ADMINISTRATIVE REGULATION FOR SCHOOL WELLNESS POLICY

Additional Wellness Goals, Nutrition Guidelines and Implementation Plan

The School Wellness Policy establishes a mission of providing a curriculum, instruction, and experiences in the environment of a health-promoting school community, to instill habits of lifelong learning and health. The School Wellness Policy authorizes the Superintendent to establish such further goals and nutrition guidelines as are determined appropriate to meet the stated mission. This regulation sets forth additional goals and nutrition guidelines as appropriate to meet the District's school wellness mission and implement the School Wellness Policy.

Nutrition Education Activities to Promote Student Wellness

The base goal is to implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education. The administration establishes the following additional goals and actions to achieve such goals:

1. Curriculum: Nutrition education will be integrated into other subjects to complement, but not replace, the health and nutrition education curriculum that is provided in accordance with NDE Rule 10. Educators are to incorporate the promotion of healthy eating nutrition lifestyles in all subject areas as appropriate.
2. Display Nutrition Education Materials: The cafeteria shall display posters or other communications suitable to the ages of students served that promote healthy nutrition choices (e.g., display food pyramid). Educators are encouraged to incorporate such communications in their classrooms as well.
3. Nutrition Health Events: Educators are encouraged to search for and take advantage of events that promote nutrition education. Activities may include:
 - a. health fairs
 - b. traveling health exhibits
 - c. field trips to farm or food production facilities
 - d. school gardens
 - e. health speakers (school assemblies or class speakers on nutrition)
4. Family:
 - a. Parents are to be welcomed to join their children at school lunch as appropriate.
 - b. School communications to parents will include information about healthy nutrition; such as by including information about healthy snacks for children.
5. Staff: Our employees are encouraged to be healthy role models for students. It is important for students to receive consistent messages. Staff is discouraged from eating foods or drinking beverages of minimal nutritional value during the school day in the presence of students.

Physical Activities to Promote Student Wellness

The established goal is to implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education. The administration establishes the following additional goals and actions to achieve such goals:

1. Curriculum: Health and physical education will be integrated into other subjects to complement, but not replace, the health and physical education curriculum provided in accordance with NDE Rule 10. Educators are to incorporate physical activity promotion and non-sedentary lifestyles in all subject areas as appropriate.
2. Physical Activity During the School Day:
 - a. Recess:
 - i. Elementary students will have the opportunity for daily recess. Weather and other conditions permitting, recess will be outdoors. Students who are idle during recess are to be encouraged by supervising staff to engage in physical activity. Daily minimums are as follows: Grades K-3: 50 minutes; Grades 4-6: 30 minutes. Minimums include lunch recess. Minimums are set for

- “ordinary” days and are subject to modification in the judgment of the educator when events such as field trips, testing, etc. occur during the day.
- ii. Middle School and High School students will have the opportunity for physical activity during their lunch period. The gym or outside facilities will be open to use during lunch when possible.
 - b. Class Time: Physical activity within class periods (e.g. stretching breaks when students are at task for more than 50 minutes) will be encouraged.
3. Physical Activity To/From School:
 - a. To encourage biking or walking to school, the administration will work with law enforcement and as appropriate volunteer parent safety monitors to provide safe routes to school. Bike racks will be established commensurate with need.
 - b. In establishing bus pick up/drop off sites, the fact that students will have to walk farther from a particular site will not necessarily be considered as a negative factor.
 4. As Punishment: Physical activity will not be used as punishment and will not be withheld as punishment. This guideline shall not apply to extra-curricular activities. Educators may use appropriate professional discretion to make exceptions to this guideline. In no event, however, will physical activity be used as a form of corporal punishment.
 5. Display Physical Activity Educational Materials: The cafeteria, gym and health classrooms shall display posters or other communications suitable to the ages of students served that promote physical activity and non-sedentary lifestyles (e.g., display sports posters, walking fitness posters). Educators are encouraged to incorporate such communications in their classrooms as well.
 6. Physical Activity Health Events: Educators are encouraged to search for and take advantage of events that promote physical activity education. Activities may include:
 - a. health fairs
 - b. traveling health exhibits
 - c. field trips to physical activity centers
 - d. physical activity speakers (school assemblies or class speakers representing sports figures, medical people)
 7. Family:
 - a. The school’s physical activity facilities (playground, gym) will be made available to use by parents with their children outside the normal school day, subject to priority use being for children and subject to other competing uses and safety and risk management considerations.
 - b. School communications to parents will include information that promotes physical activity. Such communications may include information about the benefits of physical activity to children and the distribution of information about youth sports programs.
 8. Staff: Our employees are encouraged to be healthy role models for students. It is important for students to receive consistent messages. Staff is encouraged to be seen engaging in non-sedentary lifestyles. For example, staff is encouraged to walk or bike to work; use stairs even if an elevator available; and share as appropriate personal information about physical activities they engage in to remain fit.

Other School Activities to Promote Student Wellness

The established goal is to offer other suitable opportunities to students to engage in health-promoting activities. The administration establishes the following additional goals and actions to achieve such goals:

1. Extracurricular Programs: The District will offer athletic and other activity programs subject to and in compliance with the bylaws of the Nebraska School Activities Association. Secondary school students will be offered the opportunity to participate in intramural sports activities commensurate with their interests and school resources.

2. After-School Facility Uses: The school's physical activity facilities (playground, gym) will be made available to use by students outside the normal school day, subject to other competing uses and safety and risk management considerations.
3. Advertising: The administration will monitor advertising that occurs in the school and endeavor to limit messages that promote foods of minimal nutritional value.
4. Staff Development:
 - a. Professional staff members will be provided with professional development and guidance on appropriate practices and procedures to implement the school wellness goals and recommendations. Professional development activities will include activities each year related to the integration of physical activities and nutrition education into the academic curriculum, use of food as rewards and denial of physical activities as a disciplinary consequence, and other wellness goals and activities.
 - b. The District will provide ongoing training and development for food service staff related to nutrition and wellness goals and activities.
5. Community Resources: The administration will coordinate the school wellness program efforts with those available from medical and other community organizations.

Nutrition Guidelines

The established nutrition guidelines for foods available in each school building during the school day are as follows: (1) school breakfast and lunch programs will be offered which meet or exceed the requirements of federal and state law and regulatory authorities and (2) no foods in competition with the school lunch or breakfast program shall be sold or otherwise made available to students anywhere on school premises during the period of one-half hour prior to the serving period for breakfast and lunch and lasting until one-half hour after the serving of breakfast and lunch.

The administration establishes the following additional nutrition guidelines and actions to meet the guidelines:

1. Conditions for School Meals:
 - a. Scheduling meals. Lunch periods will be scheduled at times when students are in need of nutrition (e.g., in the middle of their school day). Students will be provided adequate time to eat. In general students will, upon arrival in the cafeteria, have at least 10 minutes to eat breakfast and 15 minutes to eat lunch.
 - b. Conditions for meals. Efforts shall be made to establish comfortable and relaxed eating conditions. The factors to promote these conditions will be a clean, orderly environment, pleasant food services staff, adequate seating, enforcement of student conduct rules and adequate supervision.
2. Selection of School Meals:
 - a. School Meals: School meals shall at a minimum meet nutrition requirements established by state and federal law. The school food service staff is to offer meals that are of a nutritional value higher than that required. Emphasize is to be on good menu planning principles that offer healthy food choices including lean meats, a variety of fruits and non-fried vegetables daily, whole grains once each week, and low-fat or nonfat milk daily. Locate these choices where they are readily accessible to students. Limit portion sizes of desserts and fried foods.
 - b. Ala carte selections: Elementary students are to be offered balanced meals. Elementary students are not to be sold individual food or beverage selections except for limited portions of low-fat foods, no-fat milk, fruits, and non-fried vegetables. Middle School and High School students may be sold foods and beverage ala carte provided the ala carte items not include foods of minimal nutritional value and that the offerings include fruits, non-fried vegetables, and healthy beverages (waters and 100% fruit juices).
3. Student's Meals From Home: Students will be discouraged from sharing food and be prohibited

from sharing foods brought from home. Parents will be encouraged via health promotional materials to make healthy choices for student lunches.

4. Closed Campus. To encourage students to eat a nutritious lunch, students will not be permitted to leave school during the school day for the purpose of lunch. Exceptions: Students may leave at lunch time if they will be eating lunch at home, with parent permission. The administration may grant special exceptions to the closed campus rule as needed (e.g., for students with special dietary needs).
5. Vending machines:
 - a. Vending machines will not be available for student use at any school for the period of one hour before and one hour after breakfast and lunch periods.
 - b. Elementary school students: Vending machines with foods of minimal nutritional value will not be available to use by elementary school students at any time during the day.
 - c. Middle school students: Vending machines with foods of minimal nutritional value will not be available to use by middle school students for the period of one hour before and one hour after breakfast and lunch periods.
 - d. High school students: Vending machines with foods of minimal nutritional value will not be available to use by high school students for the period of one hour before and one hour after breakfast and lunch periods.
 - e. Promotion of Healthy Choices: At least one vending machine in each school building shall include healthy choices (e.g., water, 100% fruit juices, low-fat/non-fat milk, animal crackers, granola bars, whole-grain fruit bars, pretzels, nuts, plain trail mix).
6. Foods available during the school day:
 - a. Water: Students will be allowed access to water during the school day. Water fountains are available. Educators may, in their discretion, allow students to bring water bottles to class. Students will not be permitted to bring soda pop or other drinks or food to class.
 - b. Food rewards. Food rewards. Food will not be used as rewards. No foods are to be provided by the school or school staff during instructional time except: healthy foods, foods provided for instructional purposes (e.g., cultural programs, FCS classes, and foods given in accordance with a special education student's IEP).
 - c. Classroom Celebrations:
 - i. Staff is not to offer students foods of minimal nutritional value for classroom celebrations.
 - ii. Parents are to be encouraged to bring healthy foods for classroom celebrations.
7. Fund-raising:
 - a. School clubs are not to sell food for the period of 1 hour before and 1 hour after breakfast and lunch periods.
 - b. Student clubs are encouraged to not sell foods of minimal nutritional value as part of fund-raising efforts.
 - c. Each activity sponsor shall report to the Principal the percentage of total fundraising receipts from sales of foods of minimal nutritional value as of the end of the each school year.
8. School activities/events:
 - a. Athletes: Student athletes serve as role models. Coaches are to encourage healthy eating by student athletes. The coaches' conduct rules may limit consumption of foods of minimal nutritional value by their athletes during their sport season.
 - b. Concessions: Concession stands will include healthy food choices. Efforts will be made to reduce offerings of foods of minimal nutritional value.
9. Definition of Foods of Minimal Nutritional Value: For purposes of this regulation, "foods of minimal nutritional value" has the same meaning as in the federal regulations for the National School Lunch program. Foods of minimal nutritional value are as follows:

Food of minimal nutritional value means: (i) In the case of artificially sweetened foods, a food

which provides less than five percent of the Reference Daily Intakes (RDI) for each of eight specified nutrients per serving; and (ii) in the case of all other foods, a food which provides less than five percent of the RDI for each of 8 specified nutrients per 100 calories and less than 5% of the RDI for each of eight specified nutrients per serving. The 8 nutrients to be assessed for this purpose are -- protein, vitamin A, vitamin C, niacin, riboflavin, thiamine, calcium, and iron.

Specific foods of minimal nutritional value are:

- a) Soda Water
 - b) Water Ices (except those which contain fruit or fruit juices)
 - c) Chewing Gum
 - d) Certain Candies – Processed foods made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients which characterize the following types:
 - i. Hard Candy -- A product made predominantly from sugar (sucrose) and corn syrup which may be flavored and colored, is characterized by a hard, brittle texture, and includes such items as sour balls, fruit balls, candy sticks, lollipops, starlight mints, after dinner mints, sugar wafers, rock candy, cinnamon candies, breath mints, jaw breakers and cough drops.
 - ii. Jellies and Gums -- A mixture of carbohydrates which are combined to form a stable gelatinous system of jelly-like character, and are generally flavored and colored, and include gum drops, jelly beans, jellied and fruit-flavored slices.
 - iii. Marshmallow Candies – An aerated confection composed as sugar, corn syrup, invert sugar, 20 percent water and gelatin or egg white to which flavors and colors may be added.
 - iv. Fondant – A product consisting of microscopic-sized sugar crystals which are separated by thin film of sugar and/or invert sugar in solution such as candy corn, soft mints.
 - v. Licorice - A product made predominantly from sugar and corn syrup which is flavored with an extract made from the licorice root.
 - vi. Spun Candy - A product that is made from sugar that has been boiled at high temperature and spun at a high speed in a special machine.
 - vii. Candy Coated Popcorn – Popcorn which is coated with a mixture made predominantly from sugar and corn syrup.
10. Definition of Healthy Foods: For purposes of this regulation, “healthy foods” means foods that are not foods of minimal nutritional value, and that are low in fats, sodium and sugars, and high per serving in the nutrients which are needed to meet Reference Daily Intakes.

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COLERIDGE COMMUNITY SCHOOLS AND LAUREL-CONCORD PUBLIC SCHOOLS EXTRA-CURRICULAR GUIDELINES

The student athletic program of the Coleridge Community Schools and Laurel-Concord Public Schools is an important part of the educational program. It includes a variety of activities which are a direct outgrowth of the regular classroom activities. As such, the athletic program strives to provide for the needs of young people, giving each student additional opportunities to acquire and develop skills, attitudes and appreciations according to his/her individual interests, needs, and abilities. The activities help the student develop into a responsible and efficient member of the community.

The purpose of this handbook is to acquaint all athletes, parents, coaches, administrators, and the boards of education with the policies athletes and the athletic staff must adhere. We believe that a better understanding and greater consistency will result in a higher degree of excellence and strengthen our programs both educationally and athletically.

An athletic program is one aspect of the total school program directed toward developing the following objectives:

- To improve the image of athletics.
- To strive always for playing excellence that will produce winning teams.

- To ensure growth and development that will raise the number of individual participants; that will give impetus to increasing attendance at each contest; that will build up gate receipts; and that will enable a program of continuing upkeep and improvement of facilities.
- To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:

Physical, mental and emotional growth and development;

Acquisition and development of special skills in activities of each student's choice;

Team play with the development of such concomitants as: Loyalty, cooperation, fair play, and other desirable social traits;

Directed leadership and supervision that stresses: Self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously;

A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity;

Achievement of initial goals as set by the school in general and the student as an individual;

Provisions for worthy use of leisure time in later life, either as a participant or spectator;

Participation by the most skilled that will enable these individuals to ascertain possibilities for future pursuits.

ACADEMIC ELIGIBILITY

The Boards of Education of Coleridge Community Schools and Laurel-Concord Public Schools recognize the value of extra-curricular activities as part of a student's educational experience. Through these activities, students may learn social skills, develop self-confidence, and learn to appreciate the value of hard work. The participation in extra-curricular activities is voluntary and considered an earned privilege granted by the successful completion of an academic program.

To be eligible to compete in extra-curriculum activities, after the second week of the quarter, a student must be passing in all but one (1) subject area. Any student failing more than one (1) course will be placed on academic probation for one (1) week (Monday-Sunday). Students will have a one (1) week period to bring their grades to a passing level. If, after the end of that time, the student is failing two (2) or more classes (does not have to be the same classes), the student will be ineligible for the following week. Raising grades during that time will have no effect on the eligibility for that week. If, at the end of the week in which the student was ineligible, the student is still failing more than one (1) class, the ineligibility continues for the next week. Students do not get another week of probation until they have worked themselves off of the ineligibility list by having one (1) or fewer failing grade averages. During a period of ineligibility, students are expected to attend practice sessions for the activities in which they are involved. The eligibility list will be run by 11:15 a.m. on Mondays.

The faculty and administration reserve the right to deviate from this policy in the case of students who have identified Special Education Handicapping conditions.

Students may participate in practice but not represent Coleridge Community Schools and Laurel-Concord Public Schools in **INTERSCHOLASTIC COMPETITION** if they are failing in the above manner. These activities may include but are not limited to:

- Vocal Contests
- Instrumental Contests
- Basketball, Football, Volleyball, Cross Country, Wrestling, Track, Golf and Dance Team/Spirit Squad
- FCCLA
- Academic Contests

Class field trips and local musical concerts are not included on the above list of activities that a student may miss because of violation of the eligibility policy.

In addition to the local policy above, N.S.A.A. enforces certain rules for participation in athletics. These provide additional rules to be met for each athlete in the legal participation in athletics. The local and state policies both determine eligibility. N.S.A.A. rules will be posted.

It should be understood that if a student is serving a suspension or not in school by 12:00 noon, that student will not be allowed to participate in a school-sponsored activity that evening. It is still permissible to be absent from school on Friday and participate on Saturday. The Principal reserves the authority to waive this requirement for an unusual circumstance.

ACTIVITY BUS RULES

1. Students are to enter and leave from the front loading door only.
2. Students are not to extend their arms and/or heads out of windows.
3. Lunches may be stored for use upon arrival at a destination.
4. Students will be expected to be very cautious about pep cheers after arrival in an opponent's home town.
5. Students are expected to clean up any unusual mess on the bus.
6. Students are to return on the same bus that they rode on unless a parent or guardian takes a student from the bus.
7. Students must not throw anything inside the bus or out a bus window.
8. Students will close all windows before disembarking from the bus.
9. Student behavior on a bus must not in any way disrupt the driver's ability to safely operate the bus. Pep buses are a privilege that can be cancelled.
10. There is to be absolute quiet at all railroad crossings.

ATHLETIC GAME LIMITS

Junior High Football: The team may participate in no more than four inter-school games. They may not play two games within one week.

Junior High Volleyball: The team may participate in no more than eight inter-school games. Tournaments will count as one game.

Junior High Basketball: The team may participate in no more than eight inter-school games.

Junior High Track: The team may participate in no more than four meets. They may not participate in two meets within one week. The season will be 5-6 weeks long beginning after the varsity season has begun.

ATHLETIC INSURANCE AND INJURY PROCEDURE

All athletes are required to be covered by some accident insurance or have a signed release from their parents. Since most athletes, however, will have insurance provided by an insurance company you should become familiar with the policy provisions and exceptions.

Any serious injury to an athlete should be reported as soon as possible to the Athletic Director. Coaches should have, readily available, the name, address, and phone number of the parents and family doctor of each athlete.

The Head Coach of each sport shall cause notice of athletic injury to those insured to be reported to the Superintendent on a form provided for the purpose, within 12 hours of the injury so that local records may be completed and the insurance company notified within their (30-day) time limit.

Anytime the Coach thinks that an athlete might be going to a doctor, he should fill out the injury report form and file it in the office. If the athlete does not go to the doctor, no harm has been done. It is vital for the protection of the athletes and the coaches that this procedure is followed exactly.

Procedure in case of severe injury:

1. Treat the situation as if the athlete were your son or daughter.
2. The Head Coach shall assign a member of the Coaching Staff, if possible to accompany the athlete to the doctor and to remain with them, helping as he/she can.
3. The Coach shall see that the injured athlete's game or practice equipment is taken care of.
4. The Coach shall pick up the injured athlete's street clothing at the dressing room after the game, if the

game is out of town.

5. The Head Coach shall check the athlete's condition after the game. All students must have student insurance under the school plan or sign a release.

BUS RIDERS AT CO-CURRICULAR ACTIVITIES

The same rules as for regular buses apply. Time schedules may vary slightly with a seasonal change of activity. It is the activity bus rider's responsibility to know the schedule when it is announced. Any student that is in an activity is expected to ride the activity bus. If for some reason the student must ride with his/her parents, then the parents are responsible to contact the activity sponsor and ask for permission. The activity sponsor has the authority to grant or refuse permission because he is responsible for the welfare of these students.

Athletes, band members, and other special student groups must ride the assigned transportation when attending co-curricular activity events. The driver has full authority at all times and shall report any disturbances to the Superintendent or Principal. Only a written excuse from the parents or guardians of a student will allow deviation from this policy. In this instance, students may ride home with parents or other identified adults--rides home with peers is not permitted. This written request will be presented to the sponsor in advance of the vehicle leaving school or returning.

Student conduct on any bus is to in no way disrupt the driver's ability to safely drive. Teacher sponsors are assigned to be in charge of student bus conduct. However, if the driver does not feel that he or she can operate the bus in complete safety, the driver will take charge.

CHAIN OF COMMAND

The Administration shall be responsible to the Boards of Education for the operation of all activities programs. The Boards of Education shall be brought into any matters which concern the Nebraska State Activities Association's rules or regulations and Board of Education policies.

The Activities Director shall be responsible to the administration for the operation and conduct of all athletic programs. He shall serve as coordinator between the various activities programs and consult with coaches and sponsors in matters pertaining to their assigned duties.

The Coaching Staff/Sponsors shall be responsible to the Activities Director for the operation and conduct of the activities programs. Coaches/Sponsors, at all times, shall conduct themselves in a professional manner and reflect in their actions the purposes of middle school extra-curricular activities. Volunteer Coaches are subordinate to Assistant Coaches in the hierarchy of coaching responsibilities.

Students and parents must bring their questions or concerns to the level most closely associated with the problem. Please refer to the section entitled "Procedure for Due Process" for any questions or concerns not satisfactorily addressed at the initial step.

COORDINATION OF PROGRAMS

The Middle School Activity Program should follow the basic principles determined important by the Head Coach, Principal, and Activity Director. The Middle School Activity Program shall provide:

1. A sound program of physical development.
2. A healthful environment for learning.
3. A maximum stress on development of individual fundamental skills, sportsmanship, enjoyment, and sports appreciation.
4. A minimum emphasis on the competitive aspects of athletics while at the same time striving to win.
5. An opportunity for game participation by all who faithfully practice and follow the standards set forth by the Coaches.
6. At the junior high level students may play for other schools with administrative approval. This level is also treated as a "Club Sport". Practices may happen together with other schools.

END OF THE SEASON - Turn these in to the Activities Director

The Head Coach of each sport at the end of the season shall:

1. Cause a comprehensive inventory of equipment to be made, showing a complete breakdown of all

- equipment. Forms are provided for this purpose. Also list the value of the equipment.
2. Submit a list to the Activities Director of awards needed for the season, along with a complete accounting of individual and team season statistics.
 3. Determine the total anticipated needs of the sport: A breakdown of items and number required shall be prepared and presented to the Activities Director. The budget will be revised by the Coach and Activities Director, adjustments to be made if necessary, and presented to the Superintendent for School Board approval. Items not listed in approved budget will not be purchased during the school year.
 4. All Sponsors and Coaches must furnish and record the information requested for each sport in the record book of the Nebraska School Activities Association.
 5. All equipment will be laundered before it is turned in.
 6. All equipment will be checked in and inventoried one week after the sport is concluded and before any letters are awarded. This is required.
 7. Coaches will complete and return to the Activities Director at the end of each season the following forms:
 - A. Evaluation of Activities Director
 - B. Evaluation of Assistant Coach(s)
 - C. Season Statistics
 - D. Inventory of athletic supplies and equipment

MANAGERS

Good student managers are of great value to athletic teams. Managers must maintain the same standards of eligibility as athletes if they are to represent Coleridge Community Schools and Laurel-Concord Public Schools in interscholastic athletics. Managers should be neatly and appropriately dressed for their work. Students interested in this position must talk to the coach to discuss expectations. The coach will then assign student managers.

Coaches should allot a certain amount of time to training managers, describing in detail what is expected of them in all areas of their work and providing checklists for them to rely on.

PHYSICAL EXAMINATION & PERMISSION SHEETS

Each student who wishes to participate in a sport must present to the coach a physical examination form completed by a physician and signed by the student's parents/guardian and physician declaring the student is physically fit for athletic participation. Forms are available at the high school office or via the school's web site. These must be completed before the student may practice or participate in competition. A specific parental approval form will also be provided and must be completed and returned before participation will be allowed. Only one physical and parental approval form is required for the entire school year.

PRACTICE

When school is dismissed or not held because of existing weather conditions, there will be no practice for any of the athletic teams of the school district. Games scheduled for the night when school is dismissed will be held if at all possible. If a game is cancelled or re-scheduled the local radio stations will carry this announcement—KTCH-Wayne, KNEN- Norfolk, WJAG-Norfolk, WNAX-Yankton, or KYNT-KK93-Yankton. Television stations used will be KCAU-Ch 9 and KTIV-Ch 4.

PRACTICE STANDARDS

While all sports have different requirements, it is expected that the head coach of each sport will develop and with the help of his/her staff, maintain practice standards and procedures that he/she feels are desirable for his/her sport and are in accord with the school's Athletic Philosophy.

Students must attend practices regularly to participate in games.

Students may not join the activity after the first contest unless approved by the coach and administration.

It is expected that when any coach is explaining any phase of an activity, that all athletes and coaches involved in the area will give the instructor their complete attention. A coach involved in explanation may assume that other coaches will see that this standard is maintained.

Coaches shall not permit a student who is not a member of the high school team, an adult, a college student, or

alumni to participate in any practice session, drill, scrimmage, game, or contest in which a school team or an individual who is a member of school team is involved. This does not prevent a coach from being involved for the primary purposes of teaching and demonstrating skills, methods, or techniques.

If an athlete is injured to the extent that his/her injury will require a doctor's attention, the head coach will send one of his/her assistants with the athlete to the doctor, hospital, home, etc.

Coaches should instruct athletes in the care of their equipment and follow up to see that it is being cared for. There is a place for all equipment--see that it is kept there.

High standards of conduct in the locker room are conducive to success. Horseplay in the locker room and shower room such as towel snapping, pushing, wrestling, loud yelling, etc., contributes only to injury; natural jubilation is to be expected, but any act which is capable of causing injury or is damaging to team goals should be prohibited. Coaches should be in close proximity to lockers--Assistant or Head Coach should be in the locker rooms during dressing if possible.

All meetings, practices and contests will be scheduled through the Activities Director.

RESPONSIBILITIES OF THE ACTIVITIES DIRECTOR

The Activities Director shall be responsible for the organization and coordination of all phases of the middle school activities in accordance with the policies of the Coleridge Board of Education, the Laurel Board of Education and the Nebraska School Activities Association. All plans, procedures and activities are subject to the approval by the superintendent of schools or his/her designee. Official responsibilities and duties include:

1. Serve as the official representative of the high school at conference, regional and state clinics, pairings or other meetings involving extra-curricular activities.
2. Directly supervise and approve expenditures for equipment, supplies, dues and fees, and other authorized expenditures within the budget established by the superintendent or his/her designee.
3. Review transportation requests from coaches and sponsors and relay information to the secondary principal and transportation supervisor regarding the request and recommended time of departure.
4. Arrange a well-balanced schedule to allow adequate time for all activities to practice for performance.
5. Provide the Nebraska School Activities Association with the required eligibility lists, entry forms and reports.
6. Maintain a file of all athletic physical forms and any records of student injuries as a result of participation in school sponsored activities.
7. Contract or arrange athletic officials, scorers and timekeepers for all home athletic contests.
8. Assume general responsibility for the care, security, maintenance and inventory of all athletic supplies, equipment, and facilities.
9. Coordinate with the guidance counselor a continuing record of scholastic eligibility for participation in activities.
10. Assume responsibility for correspondence with area schools including: approval forms for officials, distribution of schedules, printing of programs for home contests.
11. Serve as school-community liaison (Activity Booster Club) on all matters related to the Activities Program.
12. Provide Head Coaches with information from the Nebraska School Activities Association including: dates and times of meetings and clinics, interpretation of rules and regulations.
13. Assume general responsibility to see that information is provided to the media following contests on all levels of competition.
14. Conduct an evaluation of each Head Coach following the completion of each sport season and provide the administration with a copy of completed evaluations on both Head and Assistant Coaches at the completion of each season.
15. Provide a monthly calendar of activities to be printed in the School Newsletter to District Patrons.
16. Coordinate information on individual student and team camps, summer leagues, etc...
17. Assist the guidance counselor in coordinating athletic scholarship information for students.
18. Review the responsibilities of the coaching staff prior to each season.

RESPONSIBILITIES OF HEAD COACHES

The Head Coach of each sport is delegated the responsibility of outlining all the duties and authority of each assigned member of his/her staff and shall describe in detail to them the principles, techniques, methods, attitudes, and skills he/she wants taught and shall coordinate and supervise the work of his/her staff.

The Head Coach, in conjunction with the Activities Director, shall develop, interpret, and enforce activities policies and standards that will serve the best interests of the squad and activities department within the framework of the Philosophies and Goals of Coleridge Community Schools and Laurel-Concord Public Schools.

When participation in an athletic event causes a student to miss classes, the Head Coach should secure from the Principal's office absence permit forms which are to be filled out by the coach and given to the athletes to secure the signatures of teachers whose classes they will miss, indicating that the student has made preparation for make-up work. The coach then returns the form to the Principal's office. This should occur prior to the absence. The Coach should also provide the teachers with a list of those making the trip.

Practice schedules should be planned out prior to practice. Head Coaches are expected to explain their philosophy, plays, techniques, etc., to their assistants and Middle School Coaches of their particular sport. The assistants and Middle School Coaches are expected to carry them out. Meetings will be held when necessary to discuss problems that may arise.

Head Coaches are responsible for the Coaches' room, locker room, equipment room, and playing facilities during their season. At least one coach will remain in the building until all boys or girls from your sport have left. The last Coach to leave the building will be responsible for locking all exits and turning out all lights. All doors and windows to locker rooms and gym should be locked before leaving at night. The Coaches' room and storage rooms should be kept locked at all times when they do not have a Coach in them. The Head Coach is responsible for seeing that the locker rooms and Coaches' room are picked up and kept reasonably clean. This should be monitored daily. Coaches are responsible for safety in the locker rooms. Close supervision is required.

Head Coaches are responsible for preparing statistics and scores following varsity competition to the conference official, any local and area newspapers, radio and television stations and any other forms of media typically informed of competition results.

Head Coaches are also responsible assisting the Activities Director in the coordination and scheduling of athletic camps, clinics and leagues and open gym. If a team is involved in a league, camp, or open gym, all eligible participants must be provided information and invited to attend.

The Head Coach will provide information about individual camps and clinics and will arrange to have this information available to any student in the Activities Director's Office.

RESPONSIBILITIES OF ASSISTANT COACHES

1. Assistant Coaches shall study the principles, techniques, methods, attitudes, and skills that the Head Coach wants taught and shall work faithfully to develop them.
2. Assistant Coaches should know their responsibility and authority and carry both out fully.
3. Assistant Coaches shall act as professional advisors to Head Coaches and work in close cooperation with them and should be ready at any time to give an honest, informed opinion regarding the squad.
4. Assistant Coaches should assist in developing and enforcing standards that will serve the best interests of the squad and Athletic Department.
5. Assistant Coaches should take over as many minor detail duties from the Head Coach as possible.
6. Assistant Coaches shall provide the Laurel Advocate with team and individual statistics from any contest in which he/she was responsible for coaching.
7. Assistant Coaches shall act as head coaches in all high school contests below the varsity level.

RESPONSIBILITIES OF VOLUNTEER COACHES

1. Volunteer Coaches must be approved by the Activities Director prior to being involved with the program.
2. Volunteer Coaches must understand the importance of professional conduct both on and off the field or court.

3. Volunteer Coaches shall study the principles, techniques, methods, attitudes, and skills that the coaching staff wants taught and shall work faithfully to develop them.
4. Volunteer Coaches should assist in enforcing standards that will serve the best interests of the squad and athletic department.
5. Volunteer Coaches shall be subordinate to the Assistant Coach(es) and carry out responsibilities appropriate to this level of assignment.
6. Volunteer Coaches shall be in attendance at all high school practices and contests unless excused by the head coach. If there is a conflict between practice and games below the varsity level, the coaches involved in the competition will determine where their help is most needed.
7. Volunteer Coaches are in place to reduce the coach to player ratio and assist in the development of skills as assigned. They shall have **NO** direct involvement in determining any athletes playing time or the direction of any program.

****Failure to carry out any of the above expectations will result in immediate removal from the program.***

RULES OF CONDUCT

Extracurricular Activity - Grounds for Suspension

This policy is supplemental to the Coleridge Community Schools and Laurel-Concord Public Schools policy entitled Grounds for Short-Term Suspension, Long-Term Suspension, Expulsion or Mandatory Reassignment, and any action taken hereunder may be in addition to any action under said policy.

The following conduct shall constitute grounds for suspension from practices, participation in interscholastic competition, or other participation in co-curricular activities and competitions, when such conduct occurs on school grounds or during an educational function, or event off school grounds, or in a school vehicle, or at any time during the school year, and also includes the time frame which begins with the official starting day of the fall co-curricular activity season as established by the NSAA and extends to the last day of the spring co-curricular activity season as established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

1. Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
2. Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving property.
5. Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student.
6. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from such student.
7. Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon.
8. Engaging in the selling, using, possessing or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substance, inhalant or being under the influence of any of the above; or possession of drug paraphernalia.
9. Engaging in the selling, using, possessing, or dispensing of an imitation controlled substance as defined in section 28-401, of the Nebraska statutes, or material represented to be alcoholic beverages, narcotics, drugs, controlled substance or inhalant.
10. Truancy or failure to attend assigned classes or assigned activities.
11. Tardiness to school, assigned classes or assigned activities.
12. 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.
13. Public indecency as defined in Nebraska statutes, except that this subdivision shall apply only to students at least twelve (12) years of age but less than nineteen (19) years of age.
14. Repeated violation of any of the rules adopted by the School District or the school.
15. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.

16. Dressing in a manner wherein such dress is dangerous to the student's health and safety or to the health and safety of others or is distracting or indecent to the extent that it interferes with the learning and educational process.
17. Willfully violating the behavioral expectations for those students riding Coleridge Community Schools or Laurel-Concord Public Schools buses.
18. The knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon.
19. 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.
20. Failure to report for the activity at the beginning of each season; reporting for one activity may count as reporting on time if there is a change in activity within the season approved by the coach or the supervisor.
21. Failure to participate in regularly scheduled classes on the day of an athletic/activity event.
22. Failure to attend all scheduled practices and meetings. If circumstances arise to prevent the participant's attendance, the validity of the reason will be determined by the coach. Every reasonable effort should be made to notify the coach or supervisor prior to all missed practices or meetings.
23. All other reasonable rules or regulations adopted by the coach or supervisor of a co-curricular activity shall be followed, provided that participants shall be advised by the coach or supervisor of such rules and regulations by written handouts or posting on bulletin boards prior to the beginning of the season.
24. Failure to comply with any rule established by the Nebraska School Activities Association, including, but not limited to, the rules relating to eligibility.

Additionally, students who are found to be in violation of sub-paragraphs 8 and/or 9 of this policy shall be subject to the following disciplinary action.

First Offense Grades 7-8

The Activities Director may recommend exclusion from competitive activities for twenty-one (21) calendar days, or fourteen (14) days if a student self reports in the following circumstances:

Second Offense Grades 7-8 The Activities Director may recommend exclusion from competitive activities for nine (9) weeks or six (6) weeks and proof (certificate) of completion of an approved alcohol/drug counseling/education program in the following circumstances:

Additional Offenses Grades 7-8 The Activities Director may recommend exclusion from competitive activities for nine (9) weeks or six (6) weeks and completion of an alcohol/drug evaluation in the following circumstances:
*counseling, education or evaluation are the financial responsibility of the student.

Students may be suspended by the principal or designee from participation in interscholastic competition in co-curricular activities for violation of rules and standards of behavior adopted by the Coleridge Community Schools and Laurel-Concord Public Schools Boards of Education or the administrative staff of the school.

A student who possesses, dispenses, delivers, or administers anabolic steroids shall be subject to the following sanctions:

First Offense: The student shall be prohibited from participating in any extracurricular activities for 30 consecutive days.

Second or Any Subsequent Offense: The student shall be prohibited from participating in any extracurricular activities for one (1) calendar year from date of finding of violation.

Students may be suspended by the principal or designee from practices or participation in interscholastic competition or participation in co-curricular activities for violation of rules and standards of behavior adopted by the Coleridge Community Schools and Laurel-Concord Public Schools Boards of Education or the administrative staff of the school.

The following procedures shall be followed with regard to suspension:

1. The party considering the suspension shall make a reasonable investigation of the facts and circumstances. In addition, suspension shall be made only after a determination that the suspension is necessary to help any

- student, to further school purposes, or to prevent an interference with school purpose.
2. Prior to commencement of the suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of what the student is accused of having done, and the basis of the accusation, and an explanation of the evidence the authorities have.
 3. The student shall be afforded the opportunity to explain the student's version of the facts to the person making the suspension decision.
 4. Within twenty-four (24) hours or such additional time as is reasonably necessary following suspension, the principal or designee shall send a written statement to the student, student's parents, or guardian describing the student's conduct, misconduct or violation of the rule or standard and the reason for the action taken and the right to a hearing upon request on the specified charges.
 5. An opportunity shall be afforded the student, parents, or guardian of the student to confer with regard to the matter with the principal or administrator ordering the suspension.
 6. If the student or student's parents/guardian is not satisfied with the determination, an informal hearing may be requested before the superintendent. A form or a request for hearing must be signed by such parties and delivered to the superintendent in person or by registered or certified mail. This request must be received by the building principal within five (5) days of receiving notice of suspension.
 7. If a hearing is requested, it shall be held within ten (10) days of the request and a notice of the time and place of the hearing will be given to the participants, and parents or guardian within five (5) days of receiving the request. The notice shall contain an outline of the alleged infraction. There shall be no stay of the penalty imposed pending an appeal.
 8. Upon conclusion of the hearing, a written decision will be rendered within five (5) school days. The statement of finding of fact and decision will be mailed to the participant, parents or guardian. A record of the hearing shall be kept by the school.
 9. Nothing contained in this regulation shall prevent the participant, parents, guardian or representative from discussing and settling the matter with the appropriate school personnel at any stage provided herein.

SCHEDULING

All scheduling will be done by the Activities Director. Any games scheduled in any other fashion will not be played. Any changes in the schedule will be made with the approval of the Activities Director. Scheduling of night practices and vacation practices must be cleared with the Activities Director.

START OF THE SEASON

The Head Coach of each sport at the start of the season shall:

1. Have a health examination form, a sports candidates questionnaire, a parental consent form, and a general training and participation rules for all sports contract signed and on file with the Athletic Director prior to participation in a practice or a contest.
2. Cause a squad roster to be drawn up, alphabetically by grades with the athlete's last name first and presented to the Athletic Director for use in determining eligibility before the second practice. The Head Coach will contact the Athletic Director if there are further additions or deletions as soon as possible.
3. As soon as possible before the first game--in football, volleyball and basketball--present a squad roster listing lowest numbers first to the Athletic Director showing the athletes uniform numbers, name, position, height, weight, and year in school so that program information may be mailed.
4. Cause lockers to be assigned to each player out for their sport.
5. Each player will have an equipment checkout sheet starting with football and volleyball for each sport and all equipment will be marked in some manner.
6. Each Coach shall give the standards to the squad for lettering in that particular sport before the first contest.
7. Each Coach is responsible for checking in and out the equipment for his/her sport and placing it in the proper place in the equipment room.
8. Do not use any equipment that belongs to another sport under any circumstances.
9. Try to limit the handling of first aid equipment to only coaches and authorized managers.
10. Coaches will furnish their own coaching equipment. The equipment purchased by the athletic department is for the players.
11. It is the responsibility of the Head Coach to supervise the adherence of all rules governing their activity as established by the Nebraska School Activities Association and the Boards of Education of both Coleridge and Laurel. All student athletes involved in a contact sport must wear the required equipment or adhere to the **NO CONTACT** rule.

STUDENT CONFLICT OF INTEREST IN PARTICIPATION

If a student finds himself in the situation where he is to compete in two N.S.A.A. sanctioned events at the same time and date, the student and his parents will decide which event to compete in. Coaches and sponsors are to provide no pressure to the student and his/her parents in making this difficult decision.

When a conflict arises as to involvement of a student in two activities, one being a competitive event for the student, the other being an event the student wishes to attend (while not competing)--the following procedure shall be used: The student may attend the non-competitive event if written permission is received from the coach or sponsor of the competitive event and the student's parents.

TRANSPORTATION

Any transportation needs for athletics must first be cleared by the Activities Director. All trips are to be made by school bus or school car, only State Tournament teams will be an exception and must be approved by the Administration. All expenses (mileage, meals, etc.) must be cleared by the Activities Director.

UNIFORM LAUNDRY PROCEDURES

Purposes: To keep all game equipment in good condition and to prevent unnecessary loss of equipment. All students will be expected to follow correct laundry procedures as recommended by the coach.

USE OF FACILITIES

There shall be a Coach/Adult immediately present for supervision at any time any facilities are open to students. The use of school facilities for practices or meetings on Sunday shall not be permitted unless special permission is granted by the Superintendent. Only tennis shoes will be allowed on the gym floor. Students are asked to check to make sure that shoes are clean and free of dirt, gravel, gum, etc.

Wednesday night is Church/Family Night. No activities are to be sponsored by the school later than 6:00 p.m. on any Wednesday. In case of state-sponsored events, there will be some adjustment to this policy.

The Coaches' offices shall be maintained as offices and kept neat and orderly. These offices provide one of the primary impressions visitors have of the Athletic Department. Coaches should keep their equipment and clothing hung up in the places provided. Desks should not be cluttered nor should miscellaneous equipment, boxes, etc., litter the floor and tops of lockers. Athletes learn more from what a coach is, than from what he says. We expect the athletes to care for their equipment and to maintain clean, orderly lockers--set a good example.

WHAT THE ADMINISTRATION CAN EXPECT FROM COACHES AND SPONSORS

An example for all students of healthful living, high moral fiber and good sportsmanship.

Achievement of the following criteria:

1. Competence in teaching. The ability to teach players to think clearly in stress situations.
2. Knowledge of the game. Know the history, techniques, strategy, skills, rules and formations necessary for successful participation.
3. Knowledge of the participants.
 - a. Understanding the sociological, physiological and psychological needs of participants.
 - b. An interest in and understanding of each player as an individual.
4. High character and personality.
 - a. The Coach should embody all desirable human traits.
 - b. The Coach should be a worthy example.
 - c. An athlete learns as much from what the Coach is and acts as from what the Coach teaches.
 - d. The Coach must make constant efforts to instill in the athletes wholesome attitudes, and actions. His influence is tremendous. He must use it wisely.

An unwavering interest in the physical well-being of all players. No player should ever participate who is not physically fit.

Sincere interest in the student's classroom achievements and conduct. Make every effort to stimulate scholastic achievement and citizenship by counseling with students and working with faculty. Refrain from pressure tactics or asking for special privileges.

Sincere interest in the total school achievement by attending most school functions.

Care in selection, maintenance, handling and inventorying of the finest equipment available. The loss of or unwarranted destruction of equipment from lack of care results only in available funds being used for replacement rather than build-up of a high quality equipment inventory.

A well-disciplined squad both on and off the fields or courts.

Loyalty. Coaches will support all decisions as to methods and policy deemed necessary by administration or head coaches. Agreement is not necessary, but support of the decision is. Back biting destroys squad, school, and community morale and results in loss of job satisfaction and eventually in loss of position. Participation in community functions lets the people get to know you.

WHAT THE COACHES AND SPONSORS CAN EXPECT FROM ADMINISTRATION

Public declaration and support of a sound philosophy of athletics.

The lending of full support to the Nebraska School Activities Association, the Northeast Nebraska Activities Conference and the local coaching staff.

Interest in the development and maintenance of a superior athletic program; advice, guidance and direction toward the improvement of the program according to the sound principles of education, athletics, and administration.

Unqualified support, win or lose, for coaches who competently work with players under their direction according to the Educational Goals of the Coleridge Community Schools and Laurel-Concord Public Schools.

An understanding of the problems of good coaches and aid in helping solve them.

Adequate financial support and physical facilities.

WHAT THE COACHES, SPONSORS AND ADMINISTRATION CAN EXPECT FROM STUDENT ATHLETES

That they will represent themselves, their parents, the school, and the community in a socially acceptable manner as regarding dress, personal grooming and manners, appropriate to time and place.

Maintenance of scholastic achievement according to ability.

Maximum effort contributing to team goals.

Faithful care and use of equipment and facilities according to recognized standards as set by Coaches/Sponsors.

The development of personal habits that lead to excellence in physical skill, strength, endurance and health.

It is expected that all Coaches/Sponsors will require athletes and other students as well, to refer to adults in positions of authority as Mr., Mrs., Miss, Ms., Coach, or in some manner denoting respect. The development of respect for authority is an area in which those involved in extra-curricular activities should provide leadership.