

**Chadron Public Schools
2011-2012**



**Parent/Student
Academic and Activities
Handbook**

Chadron Public Schools Parent/Student Handbook 2011-2012 School Year

Note: Handbook Items Specific to High School, Middle School, and Elementary are found in *Chapters 1, 2, and 3* starting on page 77.

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Chadron Public Schools Parent/Student Handbook 2011-2012 School Year

Foreword

Section 1: Intent of Handbook

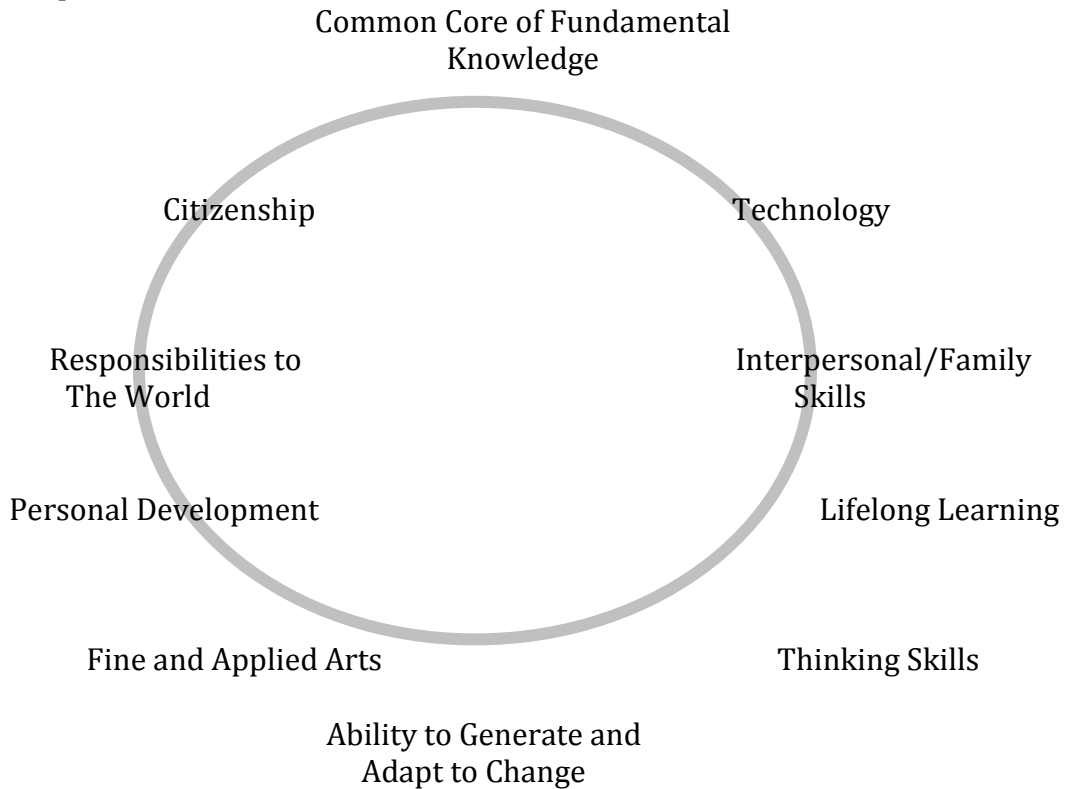
This handbook is intended to be used by students, parents and staff as a guide to the rules, regulations, and general information about Chadron Public Schools. Each student is responsible for becoming familiar with the handbook and knowing the information contained in it. Parents are encouraged to use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

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

Section 2: District Mission/Vision Statement



It is the mission of the Chadron Public School District to provide a safe, nurturing, and equitable learning environment where each student develops positive attitudes toward, as well as competencies in:



Board of Education's Continuous Improvement Program Goals:

Chadron Public Schools will ...

1. Foster a positive/adaptive climate that builds trusting relationships through communication and collaboration with all stakeholders.
2. Continue to embrace new technology to educate every student to the best of their ability to allow them to compete in a global society.
3. Involve all stakeholders in one-year, five-year, and ten-year planning. Planning will include the following focus areas: facilities and equipment; budget; curriculum; staffing and reconfiguration; student outcomes; and technology.

On this basis, the Chadron Community and the Public School District are committed to excellence and graduating students with a zest for learning and preparation for living in a rapidly changing world.

Section 3: Members of the Board of Education

President: Charlie Kuskie

Vice President: Sandy Roes

Secretary/Treasurer: Kim Morrow

Board Members: Keith Drinkwalter, Terri Haynes, David Johnson & Tom Menke

Section 4: Administrative Staff

Office Phone Number

Dr. Caroline Winchester	Superintendent	308 432-0700
Mr. Jerry Mack	High School Principal	308 432-0707
Ms. MariBeth Moore	Assessment/Curriculum Director	308 432-0707
Mr. Andy Pope	Activities Director	308 432-0707
Mr. Nichlas Dressel	Middle School Principal	308 432-0708
Mr. Bill Cogdill	Intermediate (3-4) School Principal	308 432-0717
Mrs. Lou Alcorn	Primary (K-2) School Principal	308 432-0710
	Special Education Director	

Section 5: Building Support Staff

Office Phone Number

Mrs. Tricia Berry	HS Administrative Assistant & District Registrar	308 432-0707
Mrs. Megan Williamson	Activities Secretary	308 432-0707
Mrs. Carolyn Hinrichs	HS Student Liaison	308 432-0707
Mrs. Rhonda Schommer	MS Administrative Assistant	308 432-0708
Ms. Pamela Rogers	MS Guidance Counselor	308 432-0708
Mrs. Jeanette Matt	Intermediate Administrative Assist.	308 432-0717
Mrs. Kay Mitchell	Primary & Special Education Administrative Assistant	308 432-0710
Mrs. Pamela Smith	Elementary Guidance Coun.	308 432-0710

Section 6: Chadron Public Schools Website

www.chadronschoools.org Is the official website for Chadron Public Schools. The website includes information on updates, news, calendars, activities, contacts, and many other links.

2011							August 2011							2012								
AUGUST							8 - Freshman & New students Orientation 6:00-7:00 p.m. 11 - 5th Gr Orient. - 6 - 7 p.m.; Prairie Home Open House 12 - New Staff Orientation & Sub Training 15 & 16 - Staff In-Service; 16 -Whitney Open House 4 - 5 pm 17 - First Day of School for K-12 - 1:30 Dismissal 18 K - 4 Open House 6:00-7:30 p.m. 22 - Trunk Butte Open House; 23 - H S Open House 25 - MS Open House ; 30 - Alpha Open House							JANUARY								
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S		
	1	2	3	4	5	6	1	X	TI		4	5	6	7	1	X	TI		4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14	8	9	10	11	12	13	14		
14	15	16	17	18	19	20	15	16	17	18	19	20	21	15	16	17	18	19	20	21		
21	22	23	24	25	26	27	22	23	24	25	26	27	28	22	23	24	25	26	27	28		
28	29	30	31				29	30	31					29	30	31						
						11							20							20		
SEPTEMBER							September 2011							FEBRUARY								
S	M	T	W	Th	F	S	5 Labor Day - No School 19 - MS & HS P/T Conferences 5:00 - 8:30 p.m. 20 - MS P/T Conferences 2:00 - 6:00 p.m.							S	M	T	W	Th	F	S		
				1	2	3	October 2011							5	6	7	8	9	X	11		
4	X	6	7	8	9	10	5 - No School - Teacher In-Service 14 - End 1st Quarter (41DIS) ◀ 1:30 Dismissal 24 & 25 (K-4) Elem & Rural P/T Conf. 2:00-6:00 p.m. 28 - Teacher Comp Day for Conferences - No School K-12							12	13	14	15	16	17	18		
11	12	13	14	15	16	17	November 2011							19	TI	21	22	23	24	25		
18	19	20	21	22	23	24	23-25 Thanksgiving Break December 2011							26	27	28	29					
25	26	27	28	29	30	31	21 - End of 2nd Quarter/1st Sem. (44 DIS) ◀ 1:30 Dismissal 22 - Holiday Break Begins January 2012															
						21	3 - No School Teacher In-Service; 4 - Return from Holiday 20 - Noon Dismissal K - 12 February 2012															
OCTOBER							December 2011							MARCH								
S	M	T	W	Th	F	S	7 - MS P/T Conf. 2-6:00 p.m.; HS P/T Conf. 5 - 8:30 p.m. 7 & 9 - (K-4) Elem & Rural P/T Conf. 2:00-6:00 p.m. 9 - MS P/T Conferences 5 - 8:30 p.m. 10 - Teacher Comp Day for Conferences - No School K-8 20 - No School Teacher In-Service March 2012							S	M	T	W	Th	F	S		
						1	7 - End of 3rd Quarter (45 DIS) 8 - 9 No School - Spring Break 28 - No School Teacher In-Service April 2012							4	5	6	7	X	X	10		
2	3	4	TI	6	7	8	6 - 9 Easter Break May 2012							11	12	13	14	15	16	17		
9	10	11	12	13	14	15	9 - Seniors Last Day HS - 9:00 a.m. start 13 - Graduation 18 - Last Day of School (47 DIS) End of 2nd Sem. 18 - 11:30 Dismissal; School & Community picnic- 12:00 p.m. 21 - End of Year Teacher Reports /Checkout							18	19	20	21	22	23	24		
16	17	18	19	20	21	22	Total Days In Session w/Students = 177 Full Day Teacher In-Services = 7 1:30 Dismissal - Staff In-service = 17 Parent-Teacher Sessions = 7							25	26	27	28	29	30	31		
23	24	25	26	27	X	29								25	26	27	TI	29	30	31		
30	31					19																
NOVEMBER							February 2012							APRIL								
S	M	T	W	Th	F	S	7 - MS P/T Conf. 2-6:00 p.m.; HS P/T Conf. 5 - 8:30 p.m. 7 & 9 - (K-4) Elem & Rural P/T Conf. 2:00-6:00 p.m. 9 - MS P/T Conferences 5 - 8:30 p.m. 10 - Teacher Comp Day for Conferences - No School K-8 20 - No School Teacher In-Service March 2012							S	M	T	W	Th	F	S		
			1	2	3	4	5	7 - End of 3rd Quarter (45 DIS) 8 - 9 No School - Spring Break 28 - No School Teacher In-Service April 2012							1	2	3	4	5	X	7	
6	7	8	9	10	11	12	6 - 9 Easter Break May 2012							8	X	10	11	12	13	14		
13	14	15	16	17	18	19	9 - Seniors Last Day HS - 9:00 a.m. start 13 - Graduation 18 - Last Day of School (47 DIS) End of 2nd Sem. 18 - 11:30 Dismissal; School & Community picnic- 12:00 p.m. 21 - End of Year Teacher Reports /Checkout							15	16	17	18	19	20	21		
20	21	22	X	X	X	26	Total Days In Session w/Students = 177 Full Day Teacher In-Services = 7 1:30 Dismissal - Staff In-service = 17 Parent-Teacher Sessions = 7							22	23	24	25	26	27	28		
27	28	29	30			19								29	30							
DECEMBER							March 2012							MAY								
S	M	T	W	Th	F	S	7 - End of 3rd Quarter (45 DIS) 8 - 9 No School - Spring Break 28 - No School Teacher In-Service April 2012							S	M	T	W	Th	F	S		
				1	2	3	6 - 9 Easter Break May 2012							6	7	8	9	10	11	12		
4	5	6	7	8	9	10	9 - Seniors Last Day HS - 9:00 a.m. start 13 - Graduation 18 - Last Day of School (47 DIS) End of 2nd Sem. 18 - 11:30 Dismissal; School & Community picnic- 12:00 p.m. 21 - End of Year Teacher Reports /Checkout							13	14	15	16	17	18	19		
11	12	13	14	15	16	17	Total Days In Session w/Students = 177 Full Day Teacher In-Services = 7 1:30 Dismissal - Staff In-service = 17 Parent-Teacher Sessions = 7							20	TI	22	23	24	25	26		
18	19	20	21	X	X	24								27	28	29	30	31				
25	X	X	X	X	X	31																

First/Last Days of School
No School/Vacation Day
Parent-Teacher Conferences
New Teacher In-Service - 1 Day

1:30 Dismissal K-12
In-Service Full Day/No School
◀ End of Grading Quarter

Open Houses will be from 6:00 - 7:30 p.m. unless noted otherwise.

NOTE: Proposed in-service dates are subject to revision, pending availability of consultants &/or district needs.

NOTE: This calendar does not allow for any inclement weather days as forgiven days. Depending on time of year and calendar status, days missed due to inclement weather or other Acts of God, may or may not be re-scheduled as make-up days, subject to administrative discretion. If make-up days are added to the end of the year, the last day for students (May 18) and last day for teachers (May 21) will be later than noted herein.

Article 1 – School Admission

Section 1: Admission to School

Full Time Enrollment: To be a full time student, one must be enrolled in Chadron Public Schools on a full-time basis. Full-time basis is defined as attending classes for the full instructional day within the public school system.

Exceptions are permitted only for:

1. Enrolled students attending another state accredited institution such as a vocational-technical school or a college or university for school credit;
2. Student enrolled for a fifth year, taking the limited number of credits needed to graduate in the school year;
3. Enrolled students in need of modified school attendance as an accommodation for a disability or similar unique circumstance;
4. Enrolled students receiving special education services where the student's IEP requires a modified schedule, or non-enrolled students receiving special education services or other legally mandated services required to be provided to eligible resident children under state and federal laws and regulations;
5. Students from other school districts participating in programs offered by the District pursuant to an inter-local agreement or other arrangement approved by the School Board; and
6. Non-public school students in accordance with the policies and procedures set forth in policy.

Part-Time Enrollment of Non-Public School Students: The School Board shall allow the part-time enrollment of students who are residents of the school district and who are also enrolled in a private, denominational, or parochial school or in a school which elects pursuant to section 79-1601 not to meet accreditation or approval requirements.

Section 2: Admission Requirements

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Minimum Age:

A child shall be eligible for admission into kindergarten at the beginning of the school year if the child is five years of age or will be five years of age on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins. The School Board may admit a child who will reach the age of five years on or after August 1 and on or before October 15 of such school year if the parent or guardian requests such entrance and provides an affidavit stating that (i) the child attended kindergarten in another jurisdiction in the current school year; (ii) the family anticipates a relocation to another jurisdiction that would allow admission within the current year; or (iii) the child has demonstrated through a recognized assessment procedure approved by the School Board that the child is capable of carrying the work of kindergarten.

Early Admission to Kindergarten:

The following assessment procedure for determining if a child is capable of carrying the work of kindergarten is approve and shall be made available to interested persons:

Early kindergarten enrollment exceptions may be made for younger children who are intellectually advanced. At a minimum, eligibility for the admission shall be

based upon an analysis of the child's: (1) mental ability, (2) emotional/social development, (3) pre academic skills, and (4) fine motor skills.

The kindergarten early entrance assessment procedures are designed to identify and place in kindergarten those children who:

- a. will turn 5 years of age between August 1 and October 15;
- b. are deemed by parents or guardians as being intellectually advanced and likely to benefit from advanced grade placement; and
- c. are selected on the basis of testing by professionals trained and certified to administer the assessments that will produce evidence of strength in:
 1. mental ability defined as scoring 84th percentile or above on a standardized assessment of cognitive ability such as the Wechsler Pre Primary Scale of Intelligence III, or the Stanford-Binet V;
 2. a test of emotional/social development such as the Behavior Assessment System for Children, Second Edition (BASC-2);
 3. 75th percentile or greater on a test of pre academic skills such as the Woodcock Johnson III; and
 4. a test of fine motor ability, scoring 75th percentile or above on a standardized measurement such as the Beery VMI.

In the discretion of the Superintendent or designee, the assessments may be administered by the School District's professional staff, or the parents or guardians may be required, at their own expense, to have all or some of the required assessments completed by reputable professionals and to submit the results of such assessments to the School District.

The decision regarding early entrance to kindergarten requires careful consideration of all factors that affect kindergarten success with final determination to be made based on the recommendation of the District Evaluation Team, to be composed of such individuals as the Superintendent or designee determine appropriate. The academic, social, and emotional readiness, as well as the student's physical development and well-being, must be weighed with institutional factors also considered. Sound decision making in the area of early entrance to kindergarten is dependent upon reliable information regarding a student's readiness and a thoughtful balancing of the myriad of factors implicated by the decision. Parents will be notified in writing of the results of the Early Kindergarten Entrance assessment and the determination of the District Evaluation Team in a timely fashion; not to exceed three weeks after the assessments are completed.

Families who seek early admission of their child into kindergarten must obtain an *Early Entrance to Kindergarten Packet* from the School District Administrative.

Parents must fill out the early entrance application forms, which include a parent questionnaire and obtain and attach a reference letter from someone who is well acquainted with the child but not a relative of the child. The person providing this reference should know the child well enough that they can speak with some expertise about the child's attributes and abilities. The reference letter should indicate whether this person recommends the child be schooled with children who

will be a year older than the child and, if so, the evidence this person has concerning the child's mental ability, fine and gross motor ability, visual and auditory discrimination, emotional/social development, and communication skills. Suggestions for this reference letter are a preschool teacher, a Sunday school teacher, a day-care provider, or a physician.

The assessment request, reference letter and parent questionnaire must be completed and returned to the District no later than May 25th of the spring before fall enrollment to allow summer assessment to be completed.

Decisions regarding early kindergarten entrance must include consideration of the above and shall not be made based on race, color, gender, religion, ancestry, national origin, marital status, age, disability, or sexual orientation of the child or the child's parents or guardians. Institutional factors, such as capacity, may also be considered.

Admission to First Grade:

A child may be eligible to enter first grade, even if the child has not attended kindergarten, if the child is six years of age or will be six years of age on or before October 15 of the current school year and school officials determine that first grade is the appropriate placement for the child.

Section 3: Student Residence, Admission, and Contracting for Services 5111.1

1. This School District will admit resident students without charge, provided other admission requirements are met, under the following circumstances:
 - a. Upon request, a student who resides within the boundaries of the School District or a student with at least one of the student's parents residing in the District.
 - b. Upon request, a student residing in the School District who is a ward of the state or a ward of any court.
 - c. Upon request, a homeless student. The following definition shall be used as a guide to determine which students fit this category:
A homeless individual is one who (1) lacks a fixed, regular, and adequate nighttime residence and (2) has a primary nighttime residence in a supervised publicly or privately operated shelter designed to provide for temporary accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill), an institution providing temporary residence for individuals intended to be institutionalized, or a public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings. The term "homeless" or "homeless individual" does not include any individual imprisoned or otherwise detained by an Act of Congress or State law.
 - d. Upon request, a student who is residing in a residential setting not located in this School District, provided that the student is residing in the residential setting for reasons other than to receive an education, such residential placement is located in a School District other than this School District, and the student resided in this School District immediately prior to the time the

student was placed in a residential setting. In such circumstances, this School District will contract with the School District in which such residential setting is located, to the extent required by law, for the provision of educational services to the student.

2. The School District may admit certain nonresident students, provided other admission requirements are met, under the following circumstances:
 - a) Upon the request of an enrolled student whose residency in the District ceases during the school year; such continued enrollment may, in the discretion of the Superintendent or designee, be for the remainder of that school year.
 - b) Pursuant to the option enrollment program.
 - c) Upon the request of a student who is a resident of Nebraska, pursuant to a contract between the Boards of Education of this School District and the resident School District and upon the collection of tuition pursuant to such contract.
 - d) Upon the request of a student from another state and the approval of the Superintendent or designee, and the collection of tuition in advance at a rate determined by the Board of Education.

A child who is a ward of the state or court and (1) has been placed in the School District but had resided in a different school district at the time the child became a ward and does not reside in a foster family home, or (2) has been placed in an institution which maintains a State-approved special education program, may be enrolled in the School District to the extent required by law. In such event, costs of education and transportation are to be paid by the State, but not in advance. The child remains a resident of the school district in which the child resided at the time the child became a ward.

A child who is a ward of the state or court who resides in the School District in a foster family home licensed or approved by the Department of Health and Human Services ("Department") or a foster home maintained or used by the Department, remains a resident of the school district in which the child resided at the time the child became a foster child. This is subject to a determination being made in accordance with the Foster Care Review Act that the child will not attend such school district. If such a determination is made, the child is deemed to be a resident of the School District and will be admitted as a resident student.

A child who is not a ward of the state or court and who is residing in a residential setting in the School District for reasons other than to receive an education is subject to the following: First, if the residential setting does not maintain an interim-program school, the School District will provide the educational services to the child pursuant to a contract with the school district in which the child resided immediately prior to such placement, as and to the extent required by law. This is subject to the parent or guardian and such other school district agreeing to have such other school district provide the educational services. Second, if the residential setting does maintain an interim-program school, the child's educational services will be provided by the interim-program school without the School District's involvement. However, the School District may provide educational services to

the child pursuant to a contract with the school district in which the child resided immediately prior to such placement.

Admission pursuant to paragraph (b) or (d) shall be permitted in exceptional cases only, and upon recommendation of the Superintendent. The amount of tuition shall be no less than the average cost per pupil as determined by the previous year's financial report.

Legal Reference: Neb. Rev. Stat. § 79-215
Public Law 100-77, Section 103.

Birth Certificate, Physical, Visual Evaluation and Immunization: The parents or legal guardian shall furnish:

- (1) A certified copy of the student's birth certificate issued by the state in which the child was born, prior to admission of a child for the first time. Other reliable proof of the child's identity and age, accompanied by an affidavit explaining the inability to produce a copy of the birth certificate, may be used in lieu of a birth certificate. An affidavit is defined as a notarized statement by an individual who can verify the reason a copy of the birth certificate cannot be produced.
- (2) The school district shall cause every child under its jurisdiction to be separately and carefully inspected, except as otherwise provided by law, to ascertain if such a child is suffering from (1) defective sight or hearing, (2) dental defects, or (3) other conditions as prescribed by the Department of Health and Human Services ("Department"). Such inspections shall be conducted on a schedule prescribed by the Department and shall be based on current medical and public health practice. In lieu of conducting the inspections, the school board may employ regularly licensed physicians to make such inspections.
- (3) If such inspection determines that any child has defective sight or hearing, dental defects, or other condition for which screening is required, the school shall notify the parent of the child in writing of such condition and explain to the parent the necessity of professional attendance for such child.
- (4) Whenever a child apparently shows symptoms of any contagious or infectious disease, such child shall be sent home immediately or as soon as safe and proper conveyance can be found and the school board shall be at once notified. Such student may be excluded from school as provided in the Student Discipline Act.
- (5) A child shall not be required to submit to an inspection required by this policy if his or her parent or guardian provides school authorities with a statement signed by a physician, a physician assistant, or an advanced practice registered nurse practicing under and in accordance with his or her respective credentialing act or other qualified provider as identified by the Department's applicable rules and regulations, stating that such child has

undergone such required inspection within the past six months. A child shall submit to any required inspection for which such a statement is not received.

- (6) Evidence of a physical examination by a physician, physician assistant, or nurse practitioner, within six months prior to the entrance of the child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a physical examination.
- (7) Evidence of a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist, within six months prior to the entrance of the child into the beginner grade or, in the case of a transfer from out of state, to any other grade, unless the parent or legal guardian submits a written statement objecting to a visual evaluation. The visual evaluation is to consist of testing for amblyopia, strabismus, and internal and external eye health, with testing sufficient to determine visual acuity.
- (8) Evidence of protection against diphtheria, tetanus, pertussis, 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 immunization or meets other exceptions established by law.
- (9) Every student entering the seventh grade shall have a booster immunization containing diphtheria and tetanus toxoids and an acellular pertussis vaccine which meets the standards approved by the United States Public Health Service for such biological products, as such standards existed on January 1, 2009.

The Superintendent or Superintendent's designee shall notify the parent or guardian in writing of the foregoing requirements and of the right to submit affidavits or statements to object to the requirements, as applicable. The Superintendent or Superintendent's designee shall also provide a telephone number or other contact information to assist the parent or guardian in receiving information regarding free or reduced-cost visual evaluations for low-income families who qualify.

A student who fails to meet the foregoing requirements shall not be permitted to enroll or to 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.

Graduates:

A student who has received a high school diploma or received a General Equivalency Diploma shall not be eligible for admission or continued enrollment.

Age 21:

A student shall not be admitted or continued in enrollment after the end of the school year in which the student reaches the age of 21. The school year for this purpose ends at the last day of instruction for graduating seniors.

Enrollment of Expelled Students

If a student 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 has expired, unless the School Board of this school district in its sole and absolute discretion upon a proper application approves by a majority vote the enrollment of such student prior to expiration of the expulsion period. As a condition of enrollment, the School Board may require attendance in an alternative school, class or educational program pursuant to Nebraska law until the terms or time period of the original underlying expulsion are completed. A student expelled from a private, denominational, or parochial school or from any public school in another state, will not be prohibited from enrolling in the public school district in which the student resides or in which the student has been accepted pursuant to the enrollment option program for any period of time beyond the time limits placed on expulsion, pursuant to the Student Discipline Act, or for any expulsion for an offense for which expulsion is not authorized for a public school student under such Act. For purposes of this policy, the term expulsion or expelled includes any removal from any school for a period in excess of twenty (20) school days.

Section 4: Breakfast and Lunch Programs

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

In fulfilling its responsibilities the school food authority:

1. Agrees to serve meals free to children from families whose income meets eligibility guidelines
2. Agrees to serve meals at a reduced price to children from families whose income falls between free meal scale and the poverty guidelines.
3. Agrees to provide these benefits to any child whose family's income falls within the criteria in Attachment A after deduction are made for the following special hardship conditions which could not reasonably be anticipated or controlled by the household: Unusually high medical expenses, shelter costs in excess of 30 percent of reported income, special education expenses due to the mental or physical condition of a child, disaster or casualty losses.
4. In addition, agrees to provide these benefits to children from families who are experiencing strikes, layoffs and unemployment which cause the family income to fall within the criteria. Set forth in federal guidelines.

5. Agrees there will be no physical segregation of, nor any other discrimination against, any child because of his inability to pay the full price of the meal. The names of the children eligible to receive free and reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such children by use of special tokens or tickets or any other means. Further assurance is given that children eligible for free or reduced price meals shall not be required to: Work for their meals, use a separate lunch room, go through a separate serving line, enter the lunchroom through a separate entrance, eat meals at a different time, or eat a meal different from the one sold to children paying the full price.
6. Agrees in the operation of child nutrition programs, no child shall be discriminated against because of race, sex, color, or national origin.
7. Agrees to establish and use a fair hearing procedure for parental appeals to the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or to be continued eligibility of any child for free or reduced price meals. During the appeal and hearing the child will continue to receive free or reduced priced meals. A record of all such appeals and challenges and their dispositions shall be retained for three (3) years. Prior to initiating the hearing procedures, the parent or local school official may request a conference to provide an opportunity for the parent and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing. The hearing procedure shall provide the following:
 - a. A publicly-announced, simple method for making an oral or written request for a hearing.
 - b. An opportunity to be assisted or represented by an attorney or other person.
 - c. An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
 - d. Reasonable promptness and convenience in scheduling a hearing and adequate notice as to the time and place of the hearing.
 - e. An opportunity to present oral or documentary supporting a position without undue interference.
 - f. An opportunity to question or refute any testimony or other evidence and to confront and cross-examine any adverse witnesses.
 - g. The hearing be conducted and the decision made by a hearing official who did not participate in the decision under appeal or in any previous conference.
 - h. The parties concerned and any designated representative thereof be notified in writing of the decision of the hearing official.
8. Agrees to designate the Superintendent to review applications and make determinations of eligibility. This official will use the criteria outlined in this policy to determine which individual children are eligible for free or reduced price meals.

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

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

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

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410. Or call toll free (866) 632-9992 (voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

School Lunch Prices

Students will have a school debit account. Parents need to send money to school to be debited in their meal account. Students are encouraged to maintain a positive balance in their account. **Paid student lunches cost: K-8 \$2.60 and 9-12 \$2.70 Reduced price lunch is \$.40. Extra entrees are \$1.60 each, extra milk is \$.45. Breakfast prices are \$1.45 for paid students; and a reduced breakfast is \$.30.** Students will be allowed to charge up to \$10.00 in food. When a student's lunch account balance turns negative, a note will be sent home to notify the parent of the negative balance. A student who has a -\$10.00 balance on his/her account will no longer be eligible to eat school lunch. Parents will be responsible for sending money or a sack lunch for their child.

Section 5: Severe Weather and School Cancellations

The Superintendent of schools is authorized by the Board of Education to close public schools in case of severe weather. Representatives of the Superintendent's staff will notify local news media when inclement weather warrants such action. The information is broadcast regularly by radio stations. (97.5 FM, 94.7 FM, 107.7 FM and 610 AM) Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day. Students may be dismissed from school during severe weather with a telephone request from a parent/guardian.

Parents should not attempt to come to school during a tornado warning. School officials are not permitted to release students from the school building during a tornado warning.

Tornado safety procedures are practiced regularly by students and staff members. Also, parents are urged not to call radio stations and school buildings during severe weather. Every effort will be made to provide accurate and timely information through the media.

Section 6: Open Campus

Students at Chadron Public Schools have the privilege of leaving campus during lunchtime. Students and parents need to realize that open campus carries responsibilities. It is imperative that leaving school grounds does not interrupt the educational process at Chadron Public Schools. Students are expected to return on time and will fall under the tardy procedures if they are late. School administration reserves the right to modify or revoke this privilege should any student fail to comply with either school code of conduct regulations or fulfill their educational responsibility.

Students assigned to In-School Suspension may be required to eat lunch in an assigned classroom and may be denied open campus privileges.

Section 7: Supervision Responsibility

Students involved in special activities before 7:30 a.m. or after 3:40 p.m. must be accompanied by a sponsoring teacher or designated individual and be in a definite designated area due to the fact that supervision is not provided before and after these times. If a student needs to enter the building prior to 7:30 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. A pass issued by a teacher is required. Each teacher will maintain a sign out sheet in their room.

The doors to the school will be unlocked for students to enter at 7:00 a.m. Breakfast will begin at 7:30 a.m. and access time will begin at 7:30 a.m. Students should go to the Commons until the bell rings to signal access time.

Article 2 – Use of Building and Grounds

Section 1: Visitors

Adults are welcome to visit school. For the safety of our students, all visitors in the building must report to the office for a visitor's badge to wear. **School-age visitors are not allowed to visit during school hours.** Parents are welcome and encouraged to visit the school at all times.

Section 2: Smoke-Free Environment

The Board of Education believes that a healthful environment is essential to productivity of personnel and students. The Board further believes that personnel should serve as role models for the children and youth educated by the school system. To assist in achieving these goals, the Chadron Public Schools system shall be declared "Smoke Free Facilities". As such, cigarette, cigar, pipe or any and all other types of smoking shall be prohibited in

the buildings of Chadron Public Schools District #2. Any such action is considered a disruption of the education process and will be dealt with accordingly.

Section 3: Care of School Property

Any activity that causes property loss or damage to CPS property may be considered vandalism and will be dealt with accordingly.

Section 4: Lockers

Each student will be assigned a locker. Students must use their own lockers and are not to share lockers with other students except as assigned by school officials. Each locker has a built in combination lock. Students are expected to keep all books, etc., in their assigned locker. Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers and be required to repair/clean any damages to the locker. Physical education lockers and athletic lockers will also be assigned. Only school furnished combination locks are allowed.

Section 5: Searches of Lockers and Other Types of Searches

Student lockers, desks, computer equipment, and other such property are owned by the school. The school exercises exclusive control over school property. Students should not expect privacy regarding usage of or items placed in or on school property, including student vehicles parked on school property, because school property is subject to search at any time by school officials. Periodic, random searches of lockers, desks, computers and other such property may be conducted at the discretion of the administration. **Students must be aware that items brought to school may be searched if it is part of an investigation or if reasonable suspicion exists that the item contains objectionable or unlawful material.**

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

1. School officials may conduct a search if there is a reasonable basis to believe that the search will uncover evidence of a crime or a school rule violation. The search must be conducted in a reasonable manner under the circumstances.
2. Illegal items or other items reasonably determined to be a threat to the health and safety of others or a threat to educational purposes may be confiscated and kept by school officials. This applies to electronic devices including but not limited to cell phones. Any firearm or other weapon shall be confiscated and immediately delivered to law enforcement officials as soon as practical.
3. Items which have been or are reasonably expected to be used to disrupt or interfere with the educational process (that is, "nuisance items") may be removed from student possession.

The School Will Not Assume Responsibility for Items Stored In Lockers

Section 6: Student Questioning or Interviews

Individual students may not be questioned by any person, except an employee of the district without prior approval of the principal. No principal shall grant such interview or questioning of students unless he/she deems it essential to the welfare of the student, or unless it is required by law.

Requests for interviews or questioning of students by such authorities as police or social workers which are consistent with State statutes relative to confidentiality shall be honored. To the extent state statute allows, parents shall be contacted before any such questioning or interviews are conducted. Cases of law violations or suspected law violations by students will be reported to the police and to the student's parents or guardians as soon as possible.

In the event that the School Resource Officer (SRO) must interview students to develop information about a suspected criminal offense, it is not legally required that Miranda warnings be issued or that the student's parent/guardians be informed. In the event a student becomes the focus of the inquiry or is a suspect in a criminal inquiry, the extended requirements of Miranda warnings as they apply to juveniles will be activated.

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

In an effort to demonstrate that student behavior is always subject to possible legal sanctions regardless of where the behavior occurs, it shall be the policy of the Chadron Public Schools 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) 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, staff or other persons or which is required by law to be reported.

Section 7: Interrogations and Searches

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves. **This includes electronic devices such as cell phones if there exists reasonable suspicion that the device contains offensively lude or indecent speech, content or images. A cell phone or other electronic device may be subject to search as part of an ongoing investigation.**

Students have full responsibility for the security of their lockers and their vehicles parked on school property and shall make certain they are locked and that the keys and combinations are not given to others. Students shall not place, keep, or maintain any article or material in lockers or vehicles parked on school property that is forbidden by law and /or District Policy.

Lockers and vehicles parked on school property may be searched by school officials if there is reasonable suspicion to believe they contain articles or materials prohibited by law and/or District Policy. Students shall be responsible for prohibited items found in their lockers or vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them.

The District may use specially trained non-aggressive dogs to sniff out and alert to the current presence of concealed prohibited items, illicit substances and alcohol. This program is implemented in response to drug and alcohol use concerns by the District and to maintain a safe school environment conducive to education.

Law enforcement visits to schools with dogs shall be unannounced. The dogs shall be used to sniff the air and items in vacant classrooms, in vacant common areas, around student lockers, and around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, an item in a classroom or hallway/commons, it may be searched by school officials and/or law enforcement officers. Searches of vehicles shall be conducted as described above.

Students shall be informed of the District's policy on searches as outlined above at the beginning of the school year and shall be specifically notified that:

1. Lockers may be sniffed by trained dogs at any time.
2. Vehicles parked on school property may be sniffed by trained dogs at any time.
3. Classrooms and other common areas may be sniffed by trained dogs at any time students are not present
4. Personal items such as jackets and book bags brought onto the school property may be searched by trained dogs any time
5. If contraband of any kind is found, the student shall be subject to appropriate disciplinary action.

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker or vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.

- **Custody of Evidence**

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

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

- **Involvement of Law Enforcement Officer**

In those situations where the administration determines that federal or state laws and/or county or city ordinances have been violated, appropriate law enforcement officers shall be contacted. In all cases involving the discovery of alcohol or controlled substances, law enforcement officers will be contacted. Contraband seized from students will be made available to law enforcement officials with a statement outlining the specifics of the involved case, when so requested.

Section 8: Video Surveillance

Video cameras may be used on School District property to ensure the health, welfare and safety of all staff, students and visitors to District property, and to safeguard District facilities and equipment. Notice is hereby given that video surveillance may occur on District property. In the event a video surveillance recording captures a student or other building user violating school policies or rules or local, state or federal laws, the video surveillance recording may be used in appropriate disciplinary proceedings against the student or other building user and may also be provided to law enforcement agencies. Video cameras may be used in locations as deemed appropriate by the Superintendent.

Section 9: Student Vehicles & Parking

Students driving vehicles to and from school are expected to observe all traffic laws and regulations while on or near school property. Parking on private property or in the faculty parking area is not permitted. Violators will be required to move vehicles or they will be towed.

Section 10: Student Valuables

Students are advised not to bring money or valuable items to school, as **the school is not responsible for lost, stolen or damaged items.**

Section 11: Lost and Found

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

Section 12: Accidents

In the event of an accident on school premises parents/guardians will be notified by school officials and appropriate action will be taken. Students carry the responsibility to notify school officials and caregivers of accidents of any nature that occur during the school day, school activities or on school property.

Section 13: Laboratory Safety Glasses

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

Section 14: Insurance

The district does not provide individual insurance policies, however, student accident insurance is offered through Student Assurance Services, Inc. at the families' expense. Enrollment forms are available at the office.

Section 15: Hall Traffic

Students are not to leave their assigned classroom area unless they have a pass from their teacher stating where they are going and the time left. Teachers are expected to ask students for their pass. Students who are in the halls without passes are to be reported to the principal.

Section 16: School Work

Whenever students are representing Chadron Public Schools on trips away from classes, they are required to get their assignments ahead of time and turn in the work before they leave unless other arrangements are made with the instructor.

Section 17: Safety Drills

Fire Drill and Fire Alarms

Fire drills will be conducted as required by Nebraska Law. Fire routes are posted in every room. The signal for fire drills will be a constant alarm. The fire alarm calls for the immediate clearing of the building by all students and personnel. Teachers will dismiss students and see that doors and windows are closed, go with the students to the nearest exit, and proceed to a designated area away from the building. Students are to be quiet and orderly when leaving the building during fire drills. Any student who tampers with or sets off the fire alarm will be subject to suspension from the school. Such student may be required to meet with the fire chief and/or the fire department to explain his/her action before re-admission to the school. ~See classroom protocol.

Tornado Alert

Whenever a tornado alert is sounded all students and staff will move to the basement, weight room, or Central Office portion of the high school building. Tornado alerts will be made using the intercom. ~See classroom protocol.

Lock Down Procedures

When announced, teachers will lock doors, turn out lights, and keep students away from windows. Teachers will not unlock doors, as law enforcement officers with keys will unlock doors as classrooms are “cleared”.

Stay Put

A stay put may be activated at any time. During a stay put students are to return to their classrooms directly. Classroom room teachers are to continue teaching but not excuse anyone from the classroom until the all clear is announced.

Section 18: Copyright and Fair Use Policy

It is the school’s policy to follow the federal copyright law. Students are reminded that, when using school equipment and when completing course work, they also must follow the federal copyright laws. The federal copyright law governs the reproduction of works of authorship. Copyrighted works are protected regardless of the medium in which they are created or reproduced; thus, copyright extends to digital works and works transformed into a digital format. Copyrighted works are not limited to those that bear a copyright notice. The “fair use” doctrine allows limited reproduction of copyrighted works for educational and research purposes. The relevant portion of the copyright statute provides that the “fair use” of a copyrighted work, including reproduction “for purposes such as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research” is not an infringement of copyright. The law lists the following factors as the ones to be evaluated in determining whether a particular use of a copyrighted work is a permitted “fair use,” rather than an infringement of the copyright:

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

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

Article 3 – Attendance

Section 1: Attendance Policy

Chadron Public Schools recognizes the necessity of regular school attendance for student performance, achievement, and development of basic skills. Therefore, every student is expected to attend school regularly. The principal and office staff are authorized to require satisfactory explanation from the parent or guardian for the absence of a student for all or any part of the school day to verify the student’s location and/or condition. The explanation may be obtained in person, by telephone, or in writing. Absences may be deemed as unlawful by the principal or his/her designee regardless of the explanation. Only school administration has the authority to deem an absence as legitimate or unlawful.

Students considered habitually absent without sufficient cause may lose all or partial credit for courses they are currently enrolled in as determined by the attendance committee.

When a student has accumulated **3** absences in any one block, the principal will make direct contact with the student reminding him/her of the attendance policy and consequences.

Section 2: 5-8-10 Rule

When a student has accumulated **5 absences** in any one block, a direct phone call from the principal or office staff (or certified letter in the case contact cannot be made by phone) will be made to the parent/guardian informing them of the number of absences for that student. The parent/guardian may appeal absences due to illness with documentation from a doctor or school nurse.

When the student has accumulated **8** absences in any one block, the parent/guardian and student will be required to meet with the Attendance Committee to discuss the situation. At this meeting he/she will be required to qualify accumulated absences. With the agreement of the parent/guardian and the Attendance Committee, specials needs or requests could be arranged to best help the student prevent any further absences.

When a student has accumulated **10** absences per semester in any one block, the County Attorney will be notified (RE: Nebraska Statute 79-209) if the student is not more than eighteen years of age. For all students, regardless of age, the Attendance Committee will meet to discuss the partial or full loss of credit for the classes that the student is currently enrolled in or to implement an educational plan to serve a student with special needs. This will be done on a case-by-case basis. The Attendance Committee shall make its recommendation in writing to the Superintendent.

Section 3: Attendance Committee

The Attendance Committee will consist of:

- ❖ Principal
- ❖ Guidance Counselor/Student Liaison
- ❖ At least Three Classroom Teachers
- ❖ Attendance Secretary

An attendance meeting will be held when, at the minimum one administrator, three classroom educators and the secretary, counselor or student liaison are present. At minimum of five members of the attendance committee must be present for the meeting. All classroom educators are members of the attendance committee.

After ten (10) days of successive absences, a student will be dropped from the rolls at Chadron Public Schools. This decision will be up to the discretion of the administration and referred to the county attorney for further action.

Section 4: Mandatory Ages of Attendance

Pursuant to Nebraska Statute §79-201, the mandatory ages of attendance for truancy purposes are as follows: Every person residing in a school district within the State of Nebraska who has legal or actual charge or control of any child who:

(i) will reach six years of age prior to January 1 of the then-current school year, (ii) did not reach sixteen years of age prior to July 16, 2004, (iii) has not reached eighteen years of age, and (iv) has not graduated from high school, shall cause such child to enroll in and attend regularly the public schools each day that such schools are open and in session, except when excused by school authorities, or when illness or severe weather conditions make attendance impossible or impractical.

Attendance is not mandatory for a child who has reached the age of 6 years of age prior to January 1 of the then-concurrent school year, but will not reach age 7 prior to January 1 of such school year, if the child's parent or guardian has signed and filed with the school district in which the child resides an affidavit stating either: (1) that the child is participating in an education program that the parent or guardian believes will prepare the child to enter grade one for the following school year; or (2) that the parent or guardian intends for the child to participate in a school which has elected or will elect pursuant to law not to meet accreditation or approval requirements and the parent or guardian intends to provide the Commissioner of Education with a statement pursuant to section §79-1601(3) on or before the child's seventh birthday.

Attendance is also not mandatory for a child who: (1) has obtained a high school diploma by meeting statutory graduation requirements; (2) has completed the program of instruction offered by a school which elects pursuant to law not to meet accreditation or approval requirements; or (3) has reached the age of 16 years and such child's parent or guardian has signed a notarized release discontinuing the enrollment of the child on a form provided by the school.

Section 5: Excused Absences

An absence is defined as a student not in school while in session. An absence from school will be reported as: an excused absence or an unexcused absence. Excused absences will be verified as one of the following:

1. School sponsored absence
2. Principal approved circumstances which can include:
 - ❖ Court appearance
 - ❖ Attendance at a funeral for a member of the immediate family (parents, siblings and grandparents)
 - ❖ Doctor or dental appointments verified with a note from a doctor's office

Every attempt should be made to schedule appointments after school hours or on 1:30 dismissal days.

Unexcused Absence. An absence which is not excused is unexcused. A student who engages in unexcused absences may be considered truant as per state law Neb. Rev. Stat. ' 79-201. Truancy is a violation of school rules. Students are subject to disciplinary consequences for trancies.

Pre-arranged absences are not excused and therefore count toward the student's total school days absent (5-8-10 Rule). Reasonable requests by parents to have students absences approved will be considered on case by case basis. Requests to be absent must be accompanied by a written explanation from the parent specifically stating the reason the

student wishes to be absent. Arrangements must be made in school at least one day in advance and the student will be responsible for getting a slip from the office and visiting with teachers and making necessary arrangements for work missed due to the absence, and returning the slip to the office prior to the absence. The Principal shall have the discretion to deny approval for any of the foregoing reasons, depending on circumstances such as the student's number of other absences (5-8-10 Rule), the student's academic status, the tests or other projects which may be missed, and in the case of a family trip, whether the trip could be taken during non-school time and the educational nature of the trip.

Absence Procedure. A student will not be allowed to enter class after an absence until an admit slip, based upon a written or verbal parental excuse, is issued by the Principal's office.

Section 6: Truancy

A student, who is habitually absent, may be considered truant per state law Neb. Rev. Stat 79-209. Truancy is a violation of school rules. The consequence of such action may include suspension from classes and the student may be required to make up the time missed.

Students who leave the school without permission during the school day will be considered truant. This applies to absences when assigned to Block 5. Students that miss Block 5 appointments will be considered absent.

- Reporting and Responding: The school administration shall investigate any case when of his or her personal knowledge, or by report or complaint form any resident of the district, the administration believes that any child is unlawfully absent from school. The school shall render services in its power to compel such child to attend school in an attempt to address the problem of excessive absenteeism
- Excessive Absenteeism: Students who accumulate five (5) absences in a quarter (9-week period) shall be deemed to have "excessive absences". Such absences shall be determined on a per day basis for elementary students and on a per class basis for secondary students. When a student has excessive absences, the following procedures shall be implemented:
 1. One or more meetings shall be held between a school attendance officer, and other person designated by the school administration, the parent/guardian, and the student. If the parent/guardian refuses to participate in the meeting, the principal shall place in the student's attendance records documentation of refusal.
 2. Educational counseling will be administered to determine whether curriculum changes, including but not limited to, enrolling the child in an alternative education program that meets the specific education and behavioral needs of the child would help solve the problem of excessive absenteeism.
 3. Educational evaluation, which may include a psychological evaluation, to assist in determining the specific condition, if any, contributing to the problem of excessive

absenteeism, supplemented by specific efforts by the school to help remedy any condition diagnosed.

4. Investigation of the excessive absenteeism problem will be addressed by the SRO or another person designated by the administration to identify conditions which may be contributing to the truancy problem. If services for the child and his or family are determined to be needed, the person performing the investigation shall meet with the parent/guardian and the child to discuss any referral to appropriate community agencies for economic services, family or individual counseling, or other services required to remedy the conditions that are contributing to the problem of excessive absenteeism

Legal Reference: 79-201 through 79-209

- Reporting Excessive Absenteeism to the County Attorney
If the child is absent more than twenty days per year or the hourly equivalent, the attendance officer shall file a report with the county attorney of the county in which the person violating the compulsory attendance laws (i.e., the child, the child's parent, or the person who has legal or active charge or control of the child) resides.
- Reporting to the Commissioner
The Superintendent or designee shall report on a monthly basis to the Commissioner of Education as directed by the Commissioner regarding the number of and reason for any long-term suspension, expulsion, or excessive absenteeism of a student; referral of a student to the office of the county attorney for excessive absenteeism; or contacting of law enforcement officials (other than law enforcement officials employed by or contracted with by the District as school resource officers) by the District relative to a student enrolled in the District.

Legal Reference: §79-201 and 79-209
Neb. Rev. Stat. ' 79-527

Section 7: Tardy Policy

A tardy is a failure by a student to be in their assigned classroom when the tardy bell rings. Tardy students should go immediately to class. The only way for a student to dismiss/excuse a tardy is to bring a signed explanation from another staff member. Otherwise, the teacher records the tardy and will meet with the student immediately following class time to inform and possibly to arrange a detention. Each teacher will record and administer the following discipline for each tardy per quarter.

The following are per quarter per class.

1 st Tardy	Warning
2 nd Tardy	15 minutes detention during Block 5
3 rd Tardy	30 minutes detention during Block 5
4 th Tardy	45 minutes detention during Block 5 (Teacher notifies parent/guardian)
5 th Tardy	Full Day of In-School-Suspension

Any further tardies and the student will receive detention or suspension which will be assigned at the discretion of the shared decision of the teacher and Principal.

*An excessive tardy is anytime the student is more than 5 minutes late. An extra 5 minutes of detention time will be added for each additional 5 minutes beyond the excessive tardy. If the student is late to class by more than half of the class period, the tardy is recorded and treated as an **absence** and will count toward the 5-8-10 rule. If a student is excessively tardy for invalid reasons, he/she will report to the fifth block with the classroom teacher in charge. This will be a time for time scenario. Continued excessive tardiness may result in additional make-up time.

All detention will be served at a time and place agreed upon by both the teacher and the student typically that day and during Block 5. Teachers may arrange to have students serve detention either before or after school, and can arrange to have other staff members supervise the detention. Detention time will double if the student fails to make arrangements with the teacher or fails to appear to detention. Students failing to make arrangements or to appear a second time will be referred to the administration as they will be considered truant. Students who have multiple detentions with multiple teachers must make arrangements with those teachers to make up a detention per day in order to avoid the consequences of missing/skipping other detentions.

Additional consequences for students that are habitually late will be at the discretion of the teacher and administrator.

Section 8: Leaving the School Building & Returning After an Absence

Students who must leave school for any reason during the school day **must check out** at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school, students are expected to check in at the office. Students who leave without permission and without signing out in the proper manner will be considered truant.

A student returning to school after being absent must bring a written note from his/her parents or guardian stating the reason for the absence unless the absence was prearranged. The excuse should be presented in the principal's office. An admit slip will be issued to the student permitting him/her to return to his/her classes.

When it is necessary for a student to be absent for any reason, the parent or guardian of the student should call the school office to verify the reason for the absence. If no phone call is received by the office, the student will be required to bring a note explaining the reason for the absence. This note must be dated and signed by a parent or guardian. If you forget your note, you will be asked to phone your parent to verify the reason for the absence to the principal or the secretary. **If no phone call or note is received by the office, the absence may be considered truancy.**

Section 9: Attendance is Required to Participate in Activities

Students must attend school all day of any scheduled school activity in order to participate in the activity. This includes sports contests, practice, music and band events, dances and any other extracurricular activities. Failure to attend on that day will result in a student being withheld from participation in the activity unless the absence is prearranged.

Participants are expected to travel with the team to and from out of district activities. The principal retains the right to grant participation should exceptional circumstances prevail.

Section 10: Make-up Work

Make-up work for Absences: students will be given two days to make up work missed for each day absent. Example: Two days absence=4 school days to complete missed work. This is a maximum unless there are extenuating circumstances.

Section 11: Progress Reports

Progress reports will be emailed or mailed home according to the individual teachers' course syllabus. Parents are encouraged to use Infinite Campus periodically to check student progress.

Section 12: Report Cards

Report Cards are dispersed quarterly.

Section 13: Parent-Teacher Conferences

Chadron Public Schools will hold Parent-Teacher Conferences twice a year according to the school calendar near the front of this handbook. **Parents are encouraged to contact their student's teachers on a regular basis.**

Section 14: Academic Integrity

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.

Definitions

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

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

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.

(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. (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

(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.

(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.

(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.

(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:

(1) Failure to Credit Sources: Copying 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.

(2) 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 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.

Sanctions

The following sanctions will occur for academic integrity offenses:

1. Academic Sanction. The instructor will refuse to accept the student’s work in which the cheating or plagiarism took place, assign a grade of “F” or zero for the work, and require the student to complete a test or project in place of the work within such time and under such conditions as the instructor may determine appropriate. In the event the student completes the replacement test or project at a level meeting minimum performance standards, the instructor will assign a grade which the instructor determines to be appropriate for the work. Credit for the class may be withheld pending successful completion of the replacement test or project.
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 a serious or repeated academic integrity offense or other rule violations, and where the academic sanction is otherwise not a sufficient remedy, such as for offenses involving altering assigned grades or contributing to academic integrity violations.

Section 15: Multicultural Statement

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

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

To promote and support multicultural education within Chadron High School, it shall be the policy and practice of this district to create opportunities for all students to achieve academically and socially in an educational environment in which all students and staff understand and respect the racial and cultural diversity and interdependence of members of our society.

Article 4 – Support Services

Section 1: Student Records

Chadron Public Schools maintains three separate files of student records.

1. Academic Records may contain but are not limited to:
 - A. directory information
 - B. classes, grades and credits
 - C. test scores
 - D. attendance
 - E. school activity participation
2. Disciplinary Records
 - A. description of disciplinary problems and actions taken
 - B. copies of correspondence resulting from disciplinary action

3. Health Records

All records are located in the administrative offices and are available for review by the parents, guardian or student at age 18. The high school will comply with the request for review within a reasonable period of time. Parent, guardian, or student at age 18 shall have the right to a hearing to challenge the content of the records if so desired.

Section 2: Special Education Identification and Placement Procedures

What Does Special Education Mean?

Special education means specially designed instruction and related services adapted as appropriate to the needs of an eligible student with a disability. Special education is provided at no cost to the parent to meet the unique needs of a child with a disability.

Students Who May Benefit

A student verified as having autism, behavior disorders, deaf-blindness, developmental delay, hearing impairments, mental handicaps, multiple disabilities, orthopedic impairments, other health impairments, specific learning disabilities, speech-language impairments, traumatic brain injury or visual impairments, who because of these impairments need special education and related services.

How are Students With Disabilities Identified?

Referrals are made by teachers or parents to a Student Assistance Team. If the student assistance team or comparable problem solving team feels that all viable alternatives have been explored, a referral for multidisciplinary evaluation is completed. An evaluation is conducted to assist in the determination of whether a student has a disability and the nature and extent of the special education and related services the student needs. The evaluation is conducted only with written consent of a parent or guardian. A multidisciplinary evaluation team (MDT) will then meet to determine whether the student is eligible for special education.

Independent Evaluation

If a parent disagrees with an evaluation completed by the school district, the parent has a right to request an independent educational evaluation at public expense. Parents should

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

Reevaluation

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

Individual Education Program (IEP)

Upon a student being verified as having a disability, a conference will be held with parents. At the conference, an Individualized Education Program (IEP) will be developed specifying programs and services which will be provided by the schools. Parent consent will be obtained prior to a student being placed for the first time in a program providing special education and related services or early intervention services to infant and toddlers. Once in place, the IEP is reviewed on an annual basis, or more frequently as needed. Parents are given a copy of the IEP.

Special Education Placement

The student's placement in a special education program is dependent on the student's educational needs as outlined in the Individual Education Program (IEP). To the maximum extent appropriate, students with disabilities are educated with students who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. Determination of a student's educational placement will be made by the IEP team.

Written notice shall be given to parents a reasonable time before the school district: 1. Proposes to initiate or change the identification, evaluation, verification or educational placement of a child or the provision of a free appropriate public education; or 2. Refuses to initiate or change the identification, evaluation, or educational placement of the child or the provision of a free appropriate public education to the child.

More Information

Anyone interested in obtaining a copy of the District's special education policy, the Parental Rights in Special Education brochure, or a copy of the Nebraska Department of Education Rule 51 (special education regulations and complaint procedures) or Rule 55 (special education appeal procedures) may contact the Superintendent at 308 432.0700.

Section 3: Guidance Services

Chadron Public Schools employs counselor(s) for the purpose of assisting with the District's testing program, to assist with scheduling and for students to discuss problems and resolve conflicts. If you wish to see a counselor, stop by a counselor's office and make

arrangements for an appointment. ~Refer back to Chapter 1 under Graduation Requirements.

Home-bound Instruction

The type and extent of the home-bound education program shall be developed by the building administration in conjunction with instructional and other support personnel as deemed appropriate. Such programs for home-bound instruction as may be developed shall be submitted to the Superintendent of Schools prior to implementation.

It shall be required that a medical doctor certify to Chadron Public Schools District that a student cannot attend school prior to the development of a home-bound instruction program.

Chadron Public Schools District shall provide home-bound instruction to district students unable to attend school. Those students who cannot attend school and have been identified as eligible for Special Education Services shall be provided necessary services as established under District Special Education Policy.

Section 4: Health Services

Student Illnesses

School health personnel will notify parents when a student needs to be sent home from school due to illness. Conditions requiring a student be sent home include: body temperature greater than 100°F., vomiting, diarrhea, unexplained rashes, live head lice, or on determination by the school nurse that the child's condition prevents meaningful participation in the educational program, presents a health risk to the child or others, or that medical consultation is warranted unless the condition resolves. Please include emergency daytime phone numbers on your child's enrollment form so that you can be reached if your child becomes ill or injured while at school. Please also inform the school health office staff of health related information you feel is important for your student's success in the classroom and/or safety at school.

Guidelines for Administering Medication

Whenever possible your child should be provided medications by you outside of school hours. In the event it is necessary that the child take or have medication available at school, the parents/guardians must provide a signed written consent for the child to be given medication at school. A consent form is available at the school health office. Medications must be provided to the school by the parent/guardian in the pharmacy-labeled or manufacturer-labeled bottle. Repackaged medications will not be accepted. All medications also require a physician's authorization to be given at school. The school nurse may limit medications to those set forth in the Physician's Desk Reference (PDR). Please limit the amount of medication provided to the school to a two-week supply.

School Health Screening

Children in Kindergarten through 12th grade are screened for vision, hearing, dental problems, height and weight, scoliosis and blood pressure per State requirements. Parents are notified of any health concerns as they are identified. Parents who do not wish their child to participate in the school screening program must communicate this in writing to the school health office where their child attends. Because Nebraska statutes require

school-age screening, parents who remove their child from the screening program must submit findings from an alternate medical provider to the school by December 1.

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.

Medical Conditions Requiring Assistance

If your child has a chronic illness or severe allergy (asthma, diabetes, seizures, bee sting allergy, etc.) that may require emergency assistance, please notify the principal and/or school nurse. The school nurse will meet with you to develop a plan of care to meet your child's needs for school.

Summary of the School Immunization Rules and Regulations 2011-2012

Student Age Group	Required Vaccines
<p>Ages 2 through 5 years enrolled in a school based program not licensed as a child care provider</p>	<p>4 doses of DTaP, DTP, or DT vaccine, 3 doses of Polio vaccine, 3 doses of Hib vaccine or 1 dose of Hib given at or after 15 months of age, 3 doses of pediatric Hepatitis B vaccine, 1 dose of MMR or MMRV given on or after 12 months of age, 1 dose of varicella (chickenpox) or MMRV given on or after 12 months of age. written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. 4 doses of pneumococcal or 1 dose of pneumococcal given on or after 15 months of age</p>
<p>Students from Kindergarten through 12th Grade, including all transfer students from outside the State of Nebraska and any foreign students</p>	<p>3 doses of DTaP, DTP, DT, or Td vaccine, one given on or after the 4th birthday, 3 doses of Polio vaccine, 3 doses of pediatric Hepatitis B vaccine or 2 doses of adolescent vaccine if student is 11-15 years of age. 2 doses of MMR or MMRV vaccine, given on or after 12 months of age and separated by at least one month, 2 doses of varicella (chickenpox) or MMRV given on or after 12 months of age. Written documentation (including year) of varicella disease from parent, guardian, or health care provider will be accepted. If the child has had varicella disease, they do not need any varicella shots.</p>
<p>Additionally, for 7th Grade Only</p>	<p>1 dose of Tdap (must contain Pertussis booster) – this dose can be received any time after 10 or 11 years of age depending on which brand of vaccine is received.</p>

Source: Nebraska Immunization Program, Nebraska Department of Health and Human Services, 2010. For additional information, call 402-471-6423.

The School Rules & Regulations are available on the internet: <http://www.hhs.state.ne.us/reg/t173.htm> (Title 173: Control of Communicable Diseases - Chapter 3; revised and implemented 2009)

Section 5: Transportation Services

CPS does not offer transportation unless dictated by an Individualized Education Program (IEP). If this is the case, the following must be used:

1. Students must be on time.
2. Unnecessary conversation with the driver is prohibited.
3. Outside of ordinary conversation, classroom conduct is to be observed by the students. Any student, who is guilty of inappropriate behavior, may forfeit the privilege to ride the bus.
4. Students must not throw waste paper or other trash on the floor of the bus.
5. No student will at any time extend arms or head out of bus windows.
6. Students must not get on or off or move about within the bus while it is in motion.
7. When leaving the bus, students crossing a road must look both ways and make sure they can cross safely.
8. The driver is in full charge of the bus and pupils. Pupils are requested to comply promptly and fully with his/her requests.
9. If monitors are on duty, pupils must obey and respect their orders.
10. Any damage to the bus is to be reported at once to the driver.

In case of pupil misbehavior and failure to cooperate with the driver, the principal shall be informed.

Section 6: Student Wellness Initiative

A mission of Chadron Public Schools is to provide curriculum, instruction, and experiences in a health-promoting school environment to instill habits of lifelong learning and health. Therefore, the Board adopts the following School Wellness Policy.

Goals to Promote Student Wellness

The District has established the following student wellness goals that are designed to promote student wellness in a manner that the District determines to be appropriate:

- Nutrition Education. To implement a curriculum that meets or exceeds the health and nutrition education objectives established by the Nebraska Department of Education.
- Physical Activity. To implement a curriculum that meets or exceeds the health and physical education objectives established by the Nebraska Department of Education.
- Other School Activities. To offer other suitable opportunities for students to engage in health-promoting activities.

The Superintendent or designee shall establish such further goals as are determined appropriate to meet the stated mission.

Refreshment Machines

(Off limits 1/2 hour before breakfast/lunch, during breakfast/lunch, and 1/2 hour after breakfast/lunch)

It is the goal of Chadron High School to provide healthy drinks and snacks in the refreshment machines that are available for student use during breaks. All students, faculty and staff members are asked to share in keeping the packages and bottles picked up so that extra cleaning burdens are not placed on the custodial staff. Only bottled water is

allowed outside the commons area in the classrooms if the teacher deems it appropriate to have bottled water in the classroom. On special occasions or for special class projects, permission may be granted by the principal or designee for a temporary waiver of this rule.

Article 5 – Drugs, Alcohol and Tobacco

Section 1: Drug-Free School

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.

Statement of Purpose

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

Philosophy Statement

The Chadron Public Schools district recognizes that the use of alcohol, tobacco, and other drugs and the problems associated with them are becoming increasingly commonplace in our society and among youth. One's own chemical use or that of a loved one can have serious and lifelong consequences.

The Chadron Public Schools district also recognizes that the abuse of alcohol, tobacco, and/or other drugs often precedes the development of related problems. At some point, an individual's use of alcohol or other drugs may be deemed destructive to him/her or to others, causing problems in daily living. Where the capacity to make responsible decisions

regarding alcohol and other drug use has been reduced or compromised, prompt and appropriate attention can help the vast majority of individuals involved.

The Chadron Public Schools District recognizes that students often need education, assistance, and support for their decision to remain drug-free. Often chemical dependency is preceded by the abuse of alcohol or other drugs. The school system wishes to provide education and/or support to any student displaying signs of harmful involvement.

The Chadron Public Schools district also recognizes that a person's use of alcohol or other drugs can lead to the illness of chemical dependency. If the illness is identified early and treated appropriately through referral to outside agencies, recovery is possible. The Chadron Public Schools District regards alcoholism, other drug addiction, and dependency as it does any other illness or chronic behavioral/medical problem. One primary purpose is to provide a means for reintegration of students into the school environment without stigmatizing students with such problems.

The Chadron Public Schools District believes that it is in the best interest of the community for it to take steps to promote, enhance, and maintain a drug-free school system and student body, and that along with parents and other segments of the community it has a role to play in helping students to remain drug-free. While it is the intent of the Chadron Public Schools District to provide a drug-free environment for all students, individual circumstances may require intervention, appropriate disciplinary action and recommendation for professional evaluation. Whenever factors arise which interfere with a student's school performance, the Chadron Public Schools utilize available resources to provide a means of assistance to all those students who develop alcohol and other drug-related disabilities.

Policy Statement

The Chadron Public Schools district endorses this policy built upon prevention, identification of students involved in substance use, and appropriate intervention, with provisions for support services plus disciplinary actions, where necessary.

Student use, possession, distribution, or sale of alcohol, tobacco, narcotics, other drugs, "look-alike" drugs, steroids, or drug paraphernalia is prohibited in schools, on school grounds, at school sanctioned activities, school sponsored programs, or when students are being transported in vehicles dispatched by the school district. Additional requirements are in effect for those students involved in extracurricular activities.

Section 2: Administrative Procedures for Prevention Related to Chemical Abuse

Definition of Terms

Alcohol: Any alcoholic beverage to include, but not limited to: beer, near-beer, wine and liquor, or any item containing alcohol.

Controlled Substance: Any over-the counter medication or prescription medication, steroids, marijuana, hallucinogens, mind-altering, toxic, or addictive substances, such as LSD, cocaine, heroin, methamphetamine, or other opiate derivatives, and any harmful petroleum-based inhalants, such as paint and lacquer, or other substances purported to be any of the above. Over-the-counter medication or prescription medication lawfully

obtained and intended for the personal use of the person in possession shall not be considered a “controlled substance”.

Designated Official: Person, usually school staff member, who will act on behalf of the administrator when the administrator is not present.

Drug Paraphernalia: Any implement used to ingest, inject, consume or use drugs: spoons, needles, syringes, cigarette papers, roach holders, etc.

Inpatient Treatment: A plan of treatment which involves 24-hour a day care/supervision for approximately 30 consecutive days.

Look-Alike Drugs: Any item passed, sold, or distributed which has been represented or which may be taken as a controlled substance.

Parent: A parent is a court appointed guardian or natural father or mother of a member of the student body.

Possession of Alcohol: A student is in possession if alcohol is on a student’s person or in a location where the student would have access: lockers, desks, vehicles if parked on school property, or concealed on any location of school property.

Prescription Medication: Students who are under the care of licensed medical practitioner and have been prescribed medication by this doctor and must be taken during the school day must bring the medication to the school office. At the time the student is to take the medication, the school nurse, building principal, or designee may administer only after written permission signed by the parent has been received by the school and placed on file.

Possession of Controlled Substances: A student is in possession of controlled substances if controlled substances are on a student’s person or in a location where the student would have access: lockers, desks, vehicles if parked on school property or concealed on any location of school property.

School Property: Any school buildings and adjacent areas in the Chadron Public Schools District, including all practice fields, football fields, parking lots, track, service structures, or designated activity area.

Vehicle Dispatched by the School District: Any vehicle assigned to transport Chadron Public Schools students to curricular or extracurricular activities. These may include buses, vans, rented vehicles, or personal motor vehicles designated by the school administration for transportation of students.

School / Sanctioned Activities: All activities of the school including, but not limited to: dances, educational trips, concert and band activities, all sports and forensics home and away, drill team, cheerleader, clinics or workshops.

Student: A person enrolled in Chadron Public Schools.

Tobacco: Any product containing tobacco in any form including, but not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, and snuff.

Under the Influence: Having ingested, injected, consumed or used tobacco, alcohol, or any controlled substance.

Suspension

In School: Students assigned to in-school suspension will be restricted to the in-school suspension room from 8:00 a.m. to 3:15 p.m. (including lunch time) each school day during the duration of the assignment. Students must follow all specific rules established for in-school suspension. Students placed on in-school suspension will be prohibited from attending classes but will complete all assignments in the in-school suspension room.

Out of School: Student placed on out-of-school suspension will be prohibited from attending or participating in all classes, extracurricular activities, school-related events, home or away, during the duration of the suspension.

Short-term: Students placed on short-term suspension will be suspended from school for less than five school days. During the duration of the suspension the involved student will be prohibited from attending or participating in all classes, extracurricular activities, and school-related events, home or away.

Long-term: Students placed on long-term suspension will be suspended from school for more than five but less the 20 school days. During the duration of the suspension the involved student will be prohibited from attending or participating in all classes, extracurricular activities, and school-related events, home or away.

Section 3: Responsibilities and Procedures for Reporting

Any student in the Chadron Public Schools District who possess or is under the influence of alcohol, tobacco, controlled substances, imitation drugs, drug paraphernalia on school property, at school sanctioned activities, school sponsored programs or when being transported in vehicles dispatched by the school shall be handled in the following manner:

School Reporting Procedures

1. School personnel who come in contact with evidence of a student possessing or being under the influence of a controlled substance are required to notify an administrator or designated official immediately.
2. School personnel who have reasonable suspicion that a student possesses or is under the influence of alcohol, tobacco, controlled substances, "look-alike" drugs, or drug paraphernalia will request that the student accompany them to the principal or designated official. If the student refuses, the staff member will immediately notify the principal or designated official.

Administrative Responsibilities

1. A school administrator and/or school nurse will make the judgment regarding the immediate medical needs of the student. If no medical attention is required the administrator may interview the students.

2. The school administrator will attempt to obtain evidence by direct request, questioning, and through search and seizure procedures as outlined in these administrative procedures.
3. Information procured will be documented and evidence will be tagged for identification and placed in a secure area.

Parent Notification

1. The school administrator will notify the student's parents as soon as it is fully determined that a violation of school policy has occurred.
2. The parents should be informed of the nature of the student policy violation, that (in cases of illegal possession of alcohol and/or controlled substances) the appropriate law enforcement authorities have been contacted, and that the parents' presence is requested, if possible, while the student is being questioned by law enforcement authorities.

Law Enforcement Notification

1. In the cases of illegal possession of alcohol and/or a controlled substance, the appropriate law enforcement authorities will be contacted by a school official and requested to report to the school.
2. The school administrator will turn all confiscated contraband over to the law enforcement authorities and explain the results of the student interview.
3. With the permission of the parents or the parents present and in the presence of a school administrator, the law enforcement authorities may question the student.

Section 4: Disciplinary Actions and Procedures

Any student in the Chadron Public Schools district who is determined to be in violation of school policy, relating to the possession, use, or sale of alcohol, tobacco, controlled substances, or "look-alike," on school property, at school-sanctioned activities, or when being transported in vehicles dispatched by the school district shall be disciplined according to the following guidelines.

Disciplinary Actions for Use/Possession of Tobacco Products

1. **First Offense** – The student will be subject for up to a three (3) days of school suspension. The parents will be notified and receive a copy of the suspension from school.
2. **Second offense** – The student will be subject for up to five (5) days of school suspension. The parents will be notified and receive a copy of the suspension from school.
3. **Third Offense** – The student will be subject for up to ten (10) days of suspension from school or long-term suspension.

Subsequent violations will result in additional disciplinary action including possible expulsion.

Disciplinary Actions for Possession/Under the Influence of Alcohol/Controlled Substances:

1. First Offense

Option A: The student will be placed on a three (3) day out-of-school suspension and will obtain a diagnostic evaluation for substances abuse and follow those recommendations made by a certified substance abuse evaluator at the cost to the student. (SCIP may alleviate the cost)

(or)

Option B: The student will be placed on a five (5) day out-of-school suspension with a recommendation for possible long term suspension.

2. Second Offense – (Which occurs within 36 months of the first offense)

Option A: The student will be placed on a five (5) day out-of-school suspension and will obtain a diagnostic evaluation for substances abuse and follow those recommendations made by a certified substance abuse evaluator at the cost to the student. (SCIP may alleviate the cost)

(or)

Option B: The student will be placed on a five (5) day out-of school suspension with a recommendation for possible expulsion for the remainder of the current semester.

3. Third Offense – (Which occurs within 36 months of the first offense)

The student will be subject for up to five (5) days out-of-school suspension, or may be recommended for possible expulsion.

Article 6 - Student Rights, Conduct, Rules and Regulations

Section 1: Purpose of Student Conduct Rules

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

In short, any action that is a disruption to the educational process, has no legitimate educational purpose, causes property loss or damage, or is a health and safety issue will not be tolerated.

Safe and Drug-Free Schools – Parental Notice

NOTICE TO PARENTS: Pursuant to the provisions of the No Child Left Behind Act, if upon receipt of information regarding the content of safe and drug free school programs and activities other than classroom instruction a parent objects to the participation of their child in such programs and activities, the parent may notify the School District of such objection in writing. Upon the receipt of such notice the student will be withdrawn from the program or activity to which parental objection has been made.

Section 2: Mutual Respect

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

Section 3: Weapons Policy

WEAPONS POLICY -NO WEAPONS ARE ALLOWED AT CHADRON PUBLIC SCHOOLS REGARDLESS OF THE CONCEALED HANDGUN LAW

Although 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 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.

Section 4: Forms of School 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 in-school suspension, out-of-school suspension (short-term or long-term) and expulsion. When a student is suspended or expelled, the student shall not be permitted on school grounds without specific administrator approval.

1. In-School Suspension:

In-School Suspension may, at the building administrator's discretion, be used as a response to student behavior that, in the judgment of the administrator, does not merit out of school suspension.

a. The decision for In-School Suspension will be made after the principal or designee investigates the facts of the circumstance, gives the student oral or written notice of the charges against him/her, and provides an opportunity for the student to present his/her version.

- b. Parents/guardians will be notified of the principal or designee's decision concerning their child.
- c. During the In-School Suspension, the student may not attend regular classes or participate in any school function or activity (including practice).
- d. All students are required to complete all assigned work for the time of suspension and present these assignments upon return to the classroom.
- e. Assignments during suspensions may receive a reduction in grade, at the teacher's discretion.

2. **Short Term Suspension**

- a. Students may be excluded by the principal or designee from school or any school function for a period of up to five (5) school days (short-term suspension) on the following grounds:
 - (1) Conduct constituting grounds for expulsion as hereinafter set forth; or
 - (2) Other violations of rules and standards of behavior adopted by the Board of Education or the administrative or teaching staff of the school, which occur on or off school grounds, if such conduct interferes with school purposes or there is a nexus between such conduct and school.
- b. The following process will apply to short-term suspension:
 - (1) The principal or designee shall make a reasonable investigation of the facts and circumstances. Short-term suspension shall be made only after a determination that the suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes.
 - (2) Prior to commencement of the short-term suspension, the student shall be given oral or written notice of the charges against the student. The student shall be advised of 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 an opportunity to explain the student's version of the facts to the administrator or designee making the short-term suspension decision.
 - (4) Within twenty-four (24) hours or such additional time as is reasonably necessary following the suspension, the principal or administrator shall send a written statement to the student,

and the student's parent or guardian, describing the student's conduct, misconduct or violation of the rule or standard and the reasons for the action taken. An opportunity shall be afforded to the student, and the student's parent or guardian, to have a conference with regard to the matter with the principal or designee before or at the time the student returns to school. The principal or administrator shall determine who in addition to the parent or guardian shall attend the conference.

3. **Long Term Suspension**

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

4. **Expulsion**

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

b. **Summer Review.** Any expulsion that will remain in effect during the first semester of the following school year shall be automatically scheduled for review before the beginning of the school year. The review shall be conducted by the hearing officer who conducted the initial expulsion hearing, or a hearing officer appointed by the Superintendent in the event no hearing was previously held or the initial hearing officer is no longer available or willing to serve, after the hearing officer has given notice of the review to the student and the student's parent or guardian. This review shall be limited to newly discovered evidence or evidence of changes in the student's circumstances occurring since the original hearing. This review may lead to a recommendation by the hearing officer that the student be readmitted for the upcoming school year. If the board of education or a committee of the board took the final action to expel the student, the student may be readmitted only by action of the board. Otherwise the student may be readmitted by action of the superintendent.

- c. Suspension of Enforcement. Enforcement of an expulsion action may be suspended (i.e., “stayed”) for a period of not more than one (1) full semester in addition to the balance of the semester in which the expulsion takes effect, and as a condition of such suspended action, the student may be assigned to a school, class, or program which the school district deems appropriate for rehabilitation of the student. In lieu of other authorized educational programs to which the student may be assigned, such school, class, or program may be offered as a community-centered classroom and may include experiences for the student as an observer or aide in governmental functions, as an on-the-job trainee, and as a participant in specialized tutorial experiences or individually prescribed educational and counseling programs. Such programs shall include an individualized learning program to enable the student to continue academic work for credit toward graduation. At the conclusion of the designated period: (1) if the student has satisfactorily participated in the school, class, or program to which such student has been assigned the student shall be reinstated and permitted to return to the school of former attendance or to attend other programs offered by the district, and action to expunge the record of the expulsion action may be taken at the discretion of the superintendent or designee, or (2) if the student’s conduct has been unsatisfactory, the expulsion action shall be enforced. The determination of whether the student’s participation and conduct have been satisfactory or not shall be made by the superintendent or designee.

5. **Students Subject to Juvenile or Court Probation.**

Prior to the readmission to school of any student who is less than nineteen (19) years of age and who is subject to the supervision of a juvenile probation officer or an adult probation officer pursuant to the order of the District Court, County Court, or Juvenile Court, who chooses to meet conditions of probation by attending school, and who has previously been expelled from school, the superintendent or 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 are agreed to by the probation officer and the student, and the court permits the student to return to school under the agreed to conditions, the student may be permitted to return to school. The student shall, upon such return, be screened by the school for possible disabilities and, if the screening so indicates, be referred for evaluation for possible placement in a special education program. The student may be expelled or otherwise disciplined for subsequent conduct as provided in Board policy and state statute.

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.

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.

Section 5: Student Conduct

Grounds for Disciplinary Action That May Include In-School Suspension, Short Term Suspension, Long Term Suspension, Expulsion or Mandatory Reassignment

- a. The following types of student conduct shall constitute grounds for short-term suspension, long-term suspension, and expulsion or mandatory reassignment, when such activity occurs on school grounds or during an educational function or event off school grounds, or in a school owned or utilized vehicle being used for school purposes or at a school sponsored activity or athletic event.
 - (1) Willfully disobeying any reasonable written or oral request of a school staff member, or the voicing of disrespect to those in authority.
 - (2) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes.
 - (3) 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. 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;
 - (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. Public indecency is defined in Nebraska State Statute section 28-806.
- (14) Repeated violation of any of the school rules.
- (15) Engaging in any unlawful activity as determined by the laws of 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 distractive or indecent to the extent that it interferes with the learning and educational process.
- (17) Willfully violating the behavioral expectations for those students riding the District's buses or other vehicles.
- (18) Inappropriate Language: Profane or Abusive Conduct Toward Staff Members: Any student who uses profane or abusive language or gestures toward a staff member during school or during a school activity or any kind, whether it is before school, after school, weekends or weekend nights is subject to disciplinary action.

- b. In addition a student may be suspended (in-school suspension, short-term or long-term), expelled, or receive a mandatory reassignment for sexual assault or attempted sexual assault of any person regardless of the time or location of the offense if a complaint alleging such conduct is filed in a court of competent jurisdiction. For purposes of this provision sexual assault means sexual assault in the first or second degree or a sexual assault of a child in the first, second or third degree, as such crimes are defined in the statutes referenced in section 79-267(8).
- c. In addition, a student who engages in the following conduct on school grounds or during an educational function or event off school grounds:

- (1) the knowing and intentional use of force in causing or attempting to cause personal injury to a school employee, school volunteer, or student, except if caused by accident, self-defense, or on the reasonable belief that the force used was necessary to protect some other person and the extent of force used was reasonably believed to be necessary, or
 - (2) the knowing and intentional possession, use, or transmission of a firearm or other dangerous weapon, shall be expelled for the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester, and if the expulsion for such conduct takes place during the second semester, the expulsion shall remain in effect for the first semester of the following school year. Such action may be modified or terminated by the school district at any time during the expulsion period.
- d. In addition, if the student is determined to have brought a firearm to school, the student shall be expelled from school for a period of not less than one (1) calendar year. The Superintendent may modify such one (1) year expulsion requirement on a case-by-case basis.
- e. 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 student brings such to school under the following conditions:
- (1) Prior written permission to bring the firearm or other dangerous weapon to school shall be obtained from the student's teacher, building administrator and parent.
 - (2) The purpose of having the firearm or other dangerous weapon in school shall be for a legitimate educational function.
 - (3) A plan for its transportation into and from the school, its storage while in the school building and how it will be displayed shall have prior written approval by the teacher and building administrator. Such plan shall require that such item will be in the possession of an adult staff member at all times except for such times as is necessary to fulfill the educational function.
 - (4) The firearm or other dangerous weapon shall be in an inoperable condition while it is on school grounds.
 - (5) A student who brings a firearm or other dangerous weapon to school without having complied with the above conditions shall be subject to disciplinary action.

Section 6: Student Appearance

Students at Chadron High School are expected to dress in a way that is appropriate for a 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:

- Student dress and/or grooming that distracts from the educational program at Chadron Public Schools will not be permitted
- Clothing that shows an inappropriate amount of bare skin or underwear (midriffs, spaghetti straps, sagging pants)
- Spaghetti-strap tops (two-finger rule), one-shoulder tops and those which bare the midriff are not permissible
- Shorts and skirts that are too loose-fitting and or not at least knuckle length with arms extended to the side.
- “Short” shorts, swimming suits, tank-tops, tube tops, backless tops, halters are not permissible
- Leisure wear, including lounge and pajama pants, bedroom attire, and slippers are not acceptable
- Pants not snug to the waist
- Visible underwear is not allowed. Undergarments should remain covered
- Shirts with sleeves cut off and oversized holes for arms are prohibited.
- Cleavage, armpit hair, chest hair, etc., should not be visible.
- Footwear that is not adequate and is a health & safety concern. Bare feet or slippers are not acceptable at any time.
- Head wear including hats and caps. Hats and caps are not to be worn in the building and must be left in lockers while the student is in the building. Hats will be confiscated for violation of this rule.
- Clothing or jewelry which exhibits nudity, makes sexual references, or carries double meanings.
- Clothing or jewelry that advertises beer, alcohol, tobacco, or illegal drugs
- Clothing or jewelry that is gang related;
- Clothing or jewelry that could be used as a weapon (chains, spiked apparel) or that would encourage “horse-play” will not be permitted.
- Those that display profanity, alcohol/tobacco, firearms, weapons, intentional and/or documented as gang-related are not permissible
- Sexually oriented, violent, and/or drug related words or pictures are not acceptable

As a general rule: Clothing should be worn in the fashion it was intended. If students would not wear it in the workplace or a public function, per the manufacturer’s recommendations, then it probably isn’t acceptable for the school setting

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 school administration. 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 school administration for approval.

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

If the student's dress or behavior is in violation of these regulations, the staff member will ask the student to make the appropriate corrections. If the student refuses, the staff member will bring the student to the office. School administration will make the final decision and take appropriate corrective or disciplinary action. The school dress code will be in effect during school hours and all school sponsored activities unless students are given permission by the principal to wear something different. The final decision regarding attire and grooming will be made by school administration. On first offense of a dress code violation, a student may call home for proper apparel. If clothes cannot be brought to school, the student may be assigned to in-school suspension for the remainder of the day. Students will not be allowed to leave campus to change clothes, unless given permission by their parent/guardian and the Principal. Continual violations of the dress code will result in disciplinary actions (suspension or expulsion).

Section 7: Harassment and Bullying Policy

Part of the mission of Chadron Public Schools is to provide safe and emotionally secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are encouraged in the educational program and required of all students, staff and administration. Inappropriate behaviors (bullying, intimidation and harassment) are to be identified and corrected. Students, staff and administration are to avoid such behaviors. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate behaviors **by all students, including appropriate programs or procedures for the purpose of educating students regarding bullying prevention. Inappropriate behaviors include bullying, intimidation, and harassment. Bullying, harassment and intimidation are prohibited.**

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

Reporting -- Staff shall not tolerate any bullying or harassment on school grounds or at any school activity on or off campus. Staff members who observe or become aware of an act of bullying or harassment shall take immediate, appropriate steps to intervene. If physical intervention poses a threat to a staff member's safety, the staff member is to take whatever other prudent action that will result in addressing the bullying. Staff members shall also report all acts of bullying to their building principal and file a written report providing as much information as possible to assist in any investigation.

Investigation -- Upon learning about a bullying incident, the building principal or designee shall contact the parents of both the aggressor and the victim, interview the students, involved witnesses, school staff, and parents; review the school records of those involved, and identify any other pertinent issues. Upon the filing of a written report or complaint of bullying, the building principal shall file a report of his/her investigation to the Superintendent of Schools within five (5) working days, and may invoke the appropriate consequences as outlined in the next paragraph.

Consequences -- Consequences for students who bully others shall depend on the results of the investigation, and may include required counseling, parent conferences, detention, suspension up to ten (10) school days, expulsion – up to the remainder of the semester – or involuntary assignment to an alternative education setting. Depending on the severity of the incident, or the repeated offense, the principal may also take appropriate steps to ensure student safety. These may include implementing: separation and supervision of the students involved; providing staff support for students as necessary; reporting incidents to law enforcement; and developing a supervision plan with the parents.

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

NEBRASKA ANTI-HAZING LAW

§ 28-311.06 Hazing, defined; penalty

(1) For purposes of this section and section 28-311.07:

(a) **Hazing** shall mean an activity by which a person intentionally or recklessly endangers the physical or mental health or safety of an individual for the purpose of initiation into, admission into, affiliation with, or continued membership with any organization as defined in subdivision (1)(b) of this section. Such **hazing** activity shall include whipping, beating, branding, forced and prolonged calisthenics, prolonged exposure to the elements, forced consumption of any food, liquor, beverage, drug, or harmful substance not generally intended for human consumption, prolonged sleep deprivation, or any brutal treatment or the performance of any unlawful act which endangers the physical or mental health or safety of any person; and

(b) Organization shall mean an organization of student members operating under the sanction of a postsecondary educational institution but shall not include the alumni organization or any corporation which owns the house or real estate of such organization.

(2) It shall be unlawful to commit the offense of **hazing**. Any person who commits the offense of **hazing** shall be guilty of a Class II misdemeanor.

(3) Any organization as defined in subdivision (1)(b) of this section whose members commit the offense of **hazing** in violation of the provisions of this section shall be punished by a fine of not more than ten thousand dollars.

Chadron Public Schools complies with all Nebraska State Laws. Any participant involved in hazing as stated in state statute, could be suspended from activity participation. The administration will conduct an investigation and determine if a suspension is warranted. The suspension will range from 28 days to removal from activity.

Section 8: Sexual Harassment:

Regulations Regarding Sexual Harassment of Students

Introduction: Chadron City Schools believes that complaints of sexual harassment are most effectively addressed at the earliest possible opportunity, and has established informal and formal procedures to resolve them. Those who are involved in the complaint resolution process will give careful attention to the rights of all parties to due process and confidentiality. They will review each claim carefully to uphold the rights of all parties, and to minimize capricious claims. Chadron City Schools wants to maintain a safe environment in which students are unafraid to discuss their concerns and make complaints, and it wants to meet its legal obligation to take appropriate action when it discovers that sexual harassment may be occurring.

Initial Response to Sexual Harassment: Any student who feels that she or he is being harassed sexually is encouraged to inform the alleged harasser either verbally or in writing that the behavior is unwelcome and should stop. If students choose to write a letter to the alleged harasser, it is suggested that the student retain a dated copy of the letter should it be required in the future. However, the school district recognizes that, in some circumstances, confronting the harasser may be unsuccessful or impractical, or that it would be too uncomfortable for the person who feels she or he is being harassed.

Information and Advice: A student or employee may seek information regarding what he or she believes to be sexual harassment. The student will be informed of options under the policy. The school representative will confer with the student about various strategies for resolving the concern (e.g., confronting the alleged harasser, writing a letter to the alleged harasser, third-party intervention).

Making a Complaint: Any student who believes that she or he has been harassed sexually should report the conduct promptly to the building principal, guidance counselor, Title IX Officer, or Superintendent of Schools. Any third person with

knowledge of conduct that may constitute sexual harassment shall report the conduct promptly to the building principal, guidance counselor, Title IX Officer or the Superintendent of Schools. Any employee receiving a complaint alleging sexual harassment shall report the complaint in writing to the Superintendent of Schools within five (5) working days.

Promptness: The complainant should present the complaint as promptly as possible after the alleged harassment occurs.

Informal Resolution: The complainant may prefer to try to resolve the complaint informally. If the complainant desires the assistance of the school district with the complaint, the school district representative may contact the alleged offender to seek informal resolution, but will not usually take further action to investigate the case. The school district recognizes that it must balance the rights of the complainant with those of the alleged offender, and retains the discretion to determine when the situation warrants notification of an alleged offender, and the extent of the information to be provided. If a complaint alleges offensive conduct of an individual, a school district representative will speak with the alleged offender to indicate that allegations about his or her behavior have been received, and that, if substantiated, the allegations would constitute sexual harassment. Any employee receiving such a complaint shall report the complaint in writing to the Superintendent of Schools within five (5) working days.

Formal Complaint Resolution: If the results of the informal complaint resolution are not satisfactory to the complainant, or if the complainant does not want to engage in informal complaint resolution, she or he may file a formal complaint. To assure that the allegations are set forth clearly, it is preferred that formal complaints be in writing and signed by the complainant. However, once a student discloses sufficient identifying information, he or she will be considered to have filed a complaint with the school district, and school district representatives will proceed with an appropriate investigation. Any employee receiving such a complaint shall report the complaint in writing to the Superintendent of Schools within five (5) working days.

The building principal shall be responsible for initiating an investigation immediately upon receiving a formal complaint, or upon receiving information that is sufficient to initiate an investigation. If a complaint is made orally rather than in writing, the recipient of the complaint shall document it in writing within 24 hours. Within ten (10) calendar days, the investigator shall provide a written report on the status of the investigation to the alleged victim, the alleged harasser, and the Superintendent of Schools.

Confidentiality: Though the confidentiality of information provided by a student, the privacy of the individuals involved, and the wishes of the complainant regarding action by the school district cannot be guaranteed, they will be respected to the extent permitted by law and school district policies. The expressed wishes of the complainant regarding confidentiality will be considered in the context of the school

district's legal obligation to act upon the information, and the charged party's right to obtain information.

Non-Reprisal: No student shall be subject to reprisal for actions taken in good faith in seeking advice concerning sexual harassment, in filing a complaint of sexual harassment, or in providing information as part of an investigation.

Malicious, False Accusations: A complainant, whose allegations are found to be both false and brought with malicious intent, will be subject to disciplinary action.

Section 9: Dating Violence

Chadron Public Schools are committed to providing physically safe and emotionally secure environments for all students. Incidents of dating violence involving students at school, in a school vehicle, at a school function or as authorized by the Nebraska Student Discipline Act will not be tolerated. Nebraska Law defines (a) "dating violence to mean a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal, or emotional abuse to control his or her dating partner; and (b) "dating partner" to mean any person, regardless of gender, involved in an intimate relationship with another primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

Incidents of dating violence involving students will be addressed as the administration determines appropriate, within the scope of appropriate subjects, at age-appropriate grade levels, and to the limits of the district's authority. Students who engage in dating violence will receive consequences consistent with the Nebraska Students Discipline Act and this district's students discipline policies.

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

Section 10: 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:

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

Section 11: Electronic Devices

In order to maintain a secure and orderly learning environment, and to promote respect and courtesy regarding the use of electronic devices, including but not limited to, cell phones, compact disc players, I Pods, MP3 players, beepers/pagers, pointers, laser light devices, and other mechanical or electronic devices **that are not required for classroom use or for medical reasons** are not allowed in the classrooms or to be used during the school day by students.

Recent occurrences within society have lead to concerns over multiple inappropriate uses of technology that bring uninvited information into the mainstream. The rising availability of such information has increased the need by school officials to further guard against unfettered and unmonitored access to technology by students who attend Chadron public Schools. Of particular concern is the now emerging concern with ‘Sexting’ through cell phones messages and cyber-bullying via on-line personal accounts.

See acceptable use policy for information on “sexting” and “cyber-bullying”.

Some electronic devices may be allowed in the instructional setting for “books on tape,” etc., for students with special needs. Allowable uses for medical reasons may require authorization from a medical doctor. Allowable uses for special needs students will be limited to those devices specified by an individualized education plan (IEP).

It is understood that students may choose to bring **acceptable** electronic devices to use when traveling to out of town activities. Such use is at the discretion of the activity supervisor.

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.

Students who drive to school may keep such devices in their car, even though on school property. Students who do not have a car may keep such devices in their locker provided that the devices are promptly placed in their locker on “OFF” mode upon entry to school and not used or allowed to be used by others during the school day.

Students violating this rule may have future use restricted or prohibited, or may have the equipment confiscated by school personnel and may require a parent or guardian to pick-up the equipment from the office.

Section 12: Cell Phones in School

Students shall not possess or use an electronic communications device on school property during school hours. Students who drive to school may keep such devices in their car, even though on school property. Students who do not have a car may keep such devices in their locker provided that the devices are promptly placed in the locker upon entry to school and not used or allowed to be used by others during the school day. This includes the lunch hour. Students who choose to place their phones in the lockers do so at their own risk. The school is not responsible for lost or stolen items.

Cell phone policy:

1st Issue: warning - verbal

2nd Issue: The phone will be confiscated and the student will get it back from the teacher at the end of the school day.

3rd Issue: Parent/guardian will be called to pick up the phone from the principal's office.

4th Issue: Because of the disruption to the educational process, a cell phone may be confiscated and not returned for an undisclosed period of time, not to exceed the end of the school year.

This policy remains in effect for the school day – from 7:40 a.m. to 3:15 p.m. daily unless assigned to Block five (5). Students must be aware that learning continues during morning access time and after the classes dismiss for the day. Students are asked to honor the other students by not accessing their phones within the school building.

See acceptable use policy for information on “Sexting”.

Section 13: Acceptable Use Policy of CPS Technologies

This Acceptable Use Policy (AUP) is implemented throughout the Chadron Public School (CPS) district along with its entities. This policy promotes the ethical, legal, and educational related use of CPS technologies. Use of CPS technologies and/or its resources is a privilege, not a right. Any violation of this AUP may result in the suspension/termination of the user(s) privileges, and/or the appropriate disciplinary measures and/or liability for any and all damages for replacement of hardware, software, and information thereof.

This AUP will cover all resources that include, without limitation, computers and all related technology equipment, all forms of electronic email (e-mail) or electronic communication, and also the Internet. This policy is implemented with technology protection measures in respect to computers with Internet access, and is consistent with CPS standards, the Children’s Internet Protection Act (CIPA) and other applicable law(s).

CPS will be held blameless for any losses or damages that occur out of violations of this stated AUP. The Information Technology (IT) department will oversee all CPS technologies and its related resources. Any violation noticed and/or observed shall be reported to the CPS administrators.

This AUP shall be read and understood by all individuals who are registered with the CPS system. It is the responsibility of the parent(s)/guardian(s) to aid the student in full understanding of this policy. The student, who is registered, will only be allowed use of CPS technologies and/or its resources when both “Student User Agreement” and the “Parent(s)/Guardian(s) User Agreement” sections of the “Student User Contract” are signed, dated and returned to the CPS IT department.

CPS will respect and support the decision of the parent(s)/guardian(s) in whether or not to apply for student access.

Personal Information & Data

- Students are to have their “Student User Contract” signed by parent(s)/guardian(s) and also the student before any usage of CPS technologies takes place.
- Students are always to use his/her account information to utilize CPS computer(s) and/or network.**
- Students may not share logins/usernames and keys/passwords or any other account information.
- Students may not share, access and/or install any personal information onto CPS technologies or its resources.
- Students may not offer Internet or network access to any other individual via his/her account.
- Students are always to utilize building servers to save their school related files.
- Students may not store, download, and/or transmit any file(s) NOT intended for educational purposes. This includes, without limitation: music, video, and graphic file(s).
- Student files can and will be accessed by CPS administrators and its IT department, for recovery and maintenance purposes.
- ALL information stored and/or sent to CPS technologies is considered to be CPS property and should not be considered confidential.
- CPS will accept no responsibility for any use, damage, theft or loss of personal information and/or personal data that is stored within the districts computer(s) and/or server(s).
- CPS will not guarantee the accuracy of the information/data that is stored within the districts computer(s) and/or server(s).

**** This is a building specific.**

Email Use

- Students may not use CPS technologies and/or its resources to gain access to web-based e-mails such as Hotmail, Yahoo!, Google, etc.
- **Students may only access email if school related material is to be transferred and/or transmitted.** Such use may be allowed, and WILL be monitored, by a faculty member and/or the IT department.
- **All email usage will be monitored and/or archived.**

Computer Usage & Internet Usage

Students may not use CPS technologies and/or its resources for any of the following:

- To create, access, transmit and/or display racist, sexist, defamatory, illegal, indecent, vulgar, pornographic, obscene, threatening, and/or sexually explicit materials or documents which are abusive, harassing, anonymous, and/or contain inappropriate and/or offensive language;
- To transmit, download, access, computer viruses and/or other harmful files and/or programs;
- To harm, alter, and/or destroy any hardware, software and/or data belonging to the school or any other individual;
- To store, download, transmit and/or install software, programs, language code, etc.
- To attach or attempt to attach unauthorized technology devices to CPS technologies or its resources;
- To gain unauthorized access to computer(s), computer network(s), computer file(s).

Such as evading or attempting to evade software/network monitoring services (i.e. Internet content filtering software, Firewalls, etc.);

- To hack or attempt anything in relation to computer hacking;
- To violate copyrighted materials in accordance with educational fair use policies;
- To plagiarize other's works;
- For non-educational uses including, without limitation, games, gambling, wagering, junk mail, chain letters, jokes, commercial or private business activities;
- For any non educational streaming of media such as podcasting, internet radio, internet games, and/or anything relating to heavy usage of the district's bandwidth.

Social Networking, Peer to Peer, & Web 2.0

- Students may not use CPS technologies which are not considered at this time to be educational by CPS. (Including, but not limited to: **MySpace, Facebook, Xanga, LimeWire, BearShare, Napster, etc.**)
- Students may not utilize any type of Web 2.0 program(s)/application(s) including but not limited to **eBay, Flickr, iTunes, Youtube, Twitter, etc.** unless authorized by a certified faculty member and/or the IT department.

Risks of MySpace, Facebook and other Social Networking:

Please be advised of the risks associated with using MySpace, Facebook, Xanga, and similar social networking sites.

These sites are public sources of information. The information may be seen by your school administrators, your parents, and law enforcement. It is also accessible to people who you don't even know now, but may later want to impress—such as university admissions and scholarship officials and prospective employers. In fact, many large companies now search the Internet as a means of conducting background checks on job applicants. What you say now on MySpace may affect you years later. What you say now on MySpace may also affect you right now. Pictures or writings that show that you have violated student conduct rules may result in school discipline. A picture of a student drinking a beer may very well lead to a suspension from activities if the school learns about it. Criminal charges may be filed against you based on information posted on MySpace.

Common sense guidelines to follow when using MySpace and the Internet in general:

Don't forget that your profile and MySpace forums are public spaces. Don't post anything you wouldn't want the world to know (e.g., your phone number, address, IM screens name, or specific whereabouts).

Avoid posting anything that would make it easy for a stranger to find you, such as where you hang out every day after school.

People aren't always who they say they are. Be careful about adding strangers to your friends list.

Harassment, hate speech and inappropriate content should be reported. If you feel someone's behavior is inappropriate report it to MySpace or the authorities.

Don't post anything that would embarrass you later. Think twice before posting a photo or info you wouldn't want your parents or boss to see!

Don't mislead people into thinking that you're older or younger. If you lie about your age, MySpace will delete your profile.

Sexting, Cyber-Bullying

Recent occurrences within society have led to concerns over multiple inappropriate uses of technology that bring uninvited information into the mainstream. The rising availability of such information has increased the need by school officials to further guard against unfettered and unmonitored access to technology by students who attend CPS. Of particular focus is the now emerging concern with '**Sexting**' through cell phone messaging (SMS texts) and '**Cyber-Bullying**' via online personal accounts.

This here written AUP, if followed, will safeguard against the above concerns.

Personal Communication Devices, Etc.

- **Electronic devices**, including but not limited to, cell phones, PDA's, compact disc players, I pods, MP3 players, beepers/pagers, pointers, and/or other mechanical devices that are not required for classroom use or for medical reasons are not allowed in the classrooms or to be used during the school day**.
- If these type devices are utilized inappropriately on CPS campus and/or at CPS activities/functions, then school personnel shall confiscate these devices and/or its contents. **Any content confiscated at that time is considered CPS property.**
- CPS administrators shall determine inappropriate use. (i.e. Inappropriate picture(s) taken at a school sponsored event is considered as a violation of this regulation. The picture(s) taken, through any type electronic device during a school sponsored event, may be considered CPS property).
- **CPS will take action against violators who conform to any method/form of 'Sexting' and/or 'Cyber-Bullying'. (Please see page 17 section 7)**
- CPS 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.

****This is building specific.**

Administration of Networks

- Maintenance, monitoring, and filtering of CPS technologies and/or its resources shall be done by the CPS IT department.
- Students should notify a building administrator, a faculty member, and/or the IT department of any violations in regards to this AUP by (an)other user(s) or outside parties. This may be done anonymously.
- The IT department and administration will establish other rules/regulations in addition to this policy.
- CPS technologies are in compliance with the CIPA regulation.

Violations of the Acceptable Use Policy

- Violations of the AUP may result in suspension of privileges, permanent loss or termination of privileges, and/or disciplinary measures in according to the district and/or building administrator. All of the rules, regulations, and/or policies within are intended to make CPS technologies and/or its resources more reliable for CPS users.

- Violations of the AUP may also result in legal action if required. This decision shall be determined by the CPS Superintendent and/or CPS administrators.

Section 14: Reporting Student 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.

Section 15: Student Complaint Procedures

The elimination of complaints is for the best interest of the educational system. Students and parents are encouraged to visit with teachers and/or administrative personnel about problems or disagreements that may arise, before filing a written complaint. It is the right and responsibility of both school officials and students to develop a functional and orderly procedure through which consideration of student problems and disagreements can be discussed and resolved quickly and equitably.

The proper procedure for a parent or student to resolve a complaint or disagreement is to begin with the school staff member who is most immediately or directly involved in the matter, as outlined in the complaint procedure below. There are specific procedures which apply to certain complaints or disagreements concerning discrimination, harassment,

bullying and some other disciplinary actions, which are referenced in other sections of this handbook. Those procedures must be followed where applicable.

Complaint Procedure:

Step 1: Schedule a conference with the staff person most immediately or directly involved in the matter;

Step 2: Address the concern to the Principal or other administrator within fifteen (15) calendar days of the oral discussion, if the matter is not resolved at Step 1;

Step 3: Address the concern to the Superintendent if the matter is not resolved at Step 2;

Step 4: Address the concern to the Board of Education if the matter is not resolved at Step 3.

All information to be considered at Step 2-4, must be placed in writing on the complaint form provided by the school district. Action or decisions will be expedited as quickly as possible, typically within ten (10) calendar days, depending on the nature of the complaint or disagreement and the need for prompt resolution. Even though a formal complaint may have been filed, a complaint may be withdrawn at any step of the outlined procedures.

Due Process Procedure:

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. 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.

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

The Principal or his or her 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 school days of the date of the decision to recommend long-term suspension or expulsion. Said notice shall include the following

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 assistant Principal.

The penalties to which the student may be subjected and the penalty which the Principal or his or her designee has recommended in the charge.

A statement explaining the student's right to a hearing upon request on the specified charges.

A description of the hearing procedures provided by these policies along with procedures for appealing any decision rendered at the hearing.

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.

A form or a request for hearing to be signed by such parties and delivered to the Principal or his or her designee in person or by registered or certified mail.

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.

In the event that the Principal has not received a request for hearing within five school days following receipt of the written notice, the punishment recommended in the charge by the Principal, or his or her designee shall automatically go into effect.

If a hearing is requested more than five school days following the actual receipt of the written notice, but not more than thirty calendar days after actual receipt, the student shall be entitled to a hearing but the punishment imposed may continue in effect pending final determination.

If a request for hearing is not received within thirty calendar days following the mailing or delivery of the written notice, the student shall not be entitled to a hearing.

In the event that a hearing is required to be provided, the Superintendent shall appoint a hearing officer.

Hearing Procedure:

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.

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.

Notice of Hearing:

If a hearing is requested within five school days of receipt of the notice, the hearing officer shall, within two school days after being appointed, give written notice to the administrative representative, and the student, the student's parents or guardian of the time and place for the hearing. The hearing shall be scheduled within a period of five school days after it is requested. No hearing shall be held upon less than two 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.

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.

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 Chadron Board of Education at any reasonable time prior to the hearing.

The Hearing:

The hearing shall be attended by the hearing officer, the student, the student's parents, or guardian, the student's representative if any, and the administrative representative. Witnesses shall be present only when they are giving information at the hearing or with the consent of both parties. The student may be excluded at the discretion of the hearing officer at times when the student's psychological evaluation or emotional problems are being discussed. The student or the student's parents or guardian or both may be represented by legal counsel. The hearing examiner may exclude anyone from the hearing when his/her actions substantially disrupt an orderly hearing. The formal rules of evidence shall not apply at the hearing. The administrative representative shall present to the hearing officer statements, in affidavit form, of any person having information about the student's conduct and the student's records, but not unless such statements and records have been made available to the student, the student's parents, guardian or representative prior to the hearing. The information contained in such records shall be explained and interpreted prior to or at the hearing to the student, parents or guardian, or representative at their request, by appropriate school personnel. The student, the student's parents, guardian, or representative, the administrative representative or the hearing officer may ask witnesses to testify at the hearing. Such testimony shall be under oath and the hearing officer shall be authorized to administer the oath. The student, parent, guardian, or representative, administrative representative, or the hearing officer shall have the right to question any witness giving information at the hearing, the student may testify in his/her own defense in which case he/she shall not be subject to cross-examination nor will any conclusion be drawn there from. 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 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.

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.

Record:

The proceedings of the hearing shall be recorded at the expense of the school district.

Findings:

Within a reasonable time after the conclusion of the hearing, the hearing officer shall prepare and submit to the Superintendent of schools his/her written findings and recommendation as to disposition. This report shall explain, in terms of the needs of both the student and the 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.

Review by Superintendent:

The Superintendent of schools shall review the findings and recommendations of the hearing officer and in his/her discretion may also review any of the facts and evidence presented at the hearing and based upon such report and the facts shall determine the sanctions to be imposed. However, the Superintendent may not impose a more severe sanction than that imposed by the hearing officer.

Notice of Determination:

Written notice of the findings and recommendations of the hearing officer and the determination of the Superintendent of schools shall be made by certified registered mail or by personal delivery to the student, the student's parents or guardian. Upon receipt of such written notice by the student and/or parents and guardian, the determination of the Superintendent shall take immediate effect.

Appeal to Board:

The student, student's parents or guardian may, within seven 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.

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 members shall, within ten 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 his/her decision to be too severe, but it may not impose a more severe sanction. A designated method of giving notice by the Board of Education or committee thereof, if required, for any Board review shall be by posting on the schoolhouse door.

Final Decision of Board of Education:

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.

CHADRON PUBLIC SCHOOLS
"Parent/Student Complaint Form"

Name of Complainant _____

Home Address _____ Phone _____

Grade Level _____ Principal _____

Date Formal Complaint was Presented in Writing _____

Date Complainant Became Aware of the Facts Leading to this Complaint _____

Statement of Complaint Listing all Supporting Facts:

Identification of Attached Relevant Documents (designate number of documents included):

Alleged Violation, Mistreatment, or Improper Application of a District Policy or Handbook Regulation:

Names of All Witnesses Having Information about the Complaint:

Statement of Information Which Witnesses Can Provide:

Resolution Complainant Seeks:

Signature of Complainant _____ Date _____

Signature Acknowledging Receipt of Complaint Date _____

Article 7: State and Federal Program Notices

Section 1: Notice of Nondiscrimination

Students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions of professional organizations holding collective bargaining of professional agreements with Chadron Public Schools are hereby notified that this institution does not unlawfully discriminate on the basis of race, color, national origin (Title VI), sex (Title IV), age, marital status, religion, or disability (Title II) in the admission to its programs and activities, or treatment, or employment, or access to its facilities.

Any person having inquiries concerning Chadron Public Schools' compliance with the regulations implementing Title IX is directed to contact the high school activities director at Chadron High School, 901 Cedar Street, Chadron, NE 69337 or call 308-432-0707.

Any person having inquiries concerning Chadron Public Schools' compliance with the regulations implementing Title VI, Section 504, or ADA is directed to contact the superintendent of Schools at Chadron Public Schools, 602 East 10th Street, Chadron, NE 69337 or call 308-432-0700.

Section 2: Notice to Parents of Rights Afforded by Section 504 of the Rehabilitation Act of 1973

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

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

(You and your child may take part in the hearing. Hearing requests are to be made to the Superintendent).

11. File a local grievance.

Section 3: 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 are inaccurate or misleading.** Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write 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. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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, DC 20202-4605

Section 4: Notice Concerning Directory Information

The district may disclose directory information. The types of personally identifiable information that the district has designated as directory information are as follows: student's name, address, telephone listing, electronic mail address, photograph, date of and place of birth, major fields of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and most recent previous educational agency or institution attended. A parent or eligible student has the right to refuse to let the district designate any or all of those types of information about the student as directory information. The period of time within which a parent or eligible student has to notify the district in writing that he or she does not want any or all of those types of information about the student designated as directory information 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.

Section 5: Additional Notice Concerning Directory Information

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

Section 6: Notice Concerning Staff Qualifications

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

1. Whether the teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under an emergency or provisional teaching certificate.
3. The baccalaureate degree major of the teacher. You may also get information about other graduate certification or degrees held by the teacher, and the field of discipline of the certification or degree. We will also, upon request, tell parents/guardians whether their child is being provided services by a paraprofessional and, if so, the qualifications of the paraprofessional. The request for information should be made to an administrator in your child's school building. The information will be provided to you in a timely manner. Finally, Chadron High School will give timely notice to you if your child

has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

Section 7: Provisions Relating to Students

A. School Prayer: As a condition of receiving Federal funds, a local school district shall certify in writing to the State educational agency that no policy of the local school district prevents, or otherwise denies participation in, constitutionally protected prayer in public elementary and secondary schools.

B. Sex Education: None of the funds authorized under this Act shall be used to: (1) develop or distribute materials, or operate programs or courses of instruction directed at youth, that are designed to promote or encourage sexual activity; (2) distribute or to aid in the distribution by any organization of legally obscene materials to minors on school grounds; (3) provide sex education or HIV-prevention education in schools unless that instruction is age appropriate and includes the health benefits of abstinence; or (4) to operate a program of contraceptive distribution in schools.

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

D. Student Privacy: It is the policy of Chadron Public Schools to develop and implement policies that protect the privacy of students in accordance with applicable laws. The District's policies in this regard include the following in accordance with Board Policy #5145.1: (1) Right of Parents to Inspect Surveys Funded or Administered by the United States Department of Education or Third Parties; (2) Protection of Student Privacy in Regard to Surveys of Matters Deemed to be Sensitive; (3) Right of Parents to Inspect Instructional Materials; (4) Rights of Parents to be Notified of and to Opt-Out of Certain Physical Examinations or Screenings; (5) Protection of Student Privacy in Regard to Personal Information Collected from Students; (6) Parental Access to Instruments used in the Collection of personal Information; (7) Annual Parental Notification of Student Privacy Protection Policy; (8) Notification to Parents of Dates of and Rights to Opt-Out of Specific Events; and (9) Definition of Surveys of Matters Deemed to be Sensitive.

Section 8: Parent Involvement Notice

School Parental Involvement Policy: School district shall jointly develop with, and distribute to parents, a written parental involvement policy, agreed on by such parents, that shall describe the means for carrying out: (1) building the schools' and parents' capacity for strong parental involvement; (2) coordinate and integrate parental involvement strategies with parental involvement with other programs (e.g. Special Education, et. al.); and (3) conduct, with the involvement of parents, an annual evaluation

of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools, including identifying barriers to greater participation by parents in activities, with particular attention to parents who are economically disadvantaged, are disabled, or have limited literacy.

Section 9: Homeless Students Policy

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

The School Nurse shall serve as the District's designated Homeless Coordinator.

Section 10: Notice of Asbestos Hazard Response

The Asbestos Hazard Emergency Response Act (AHERA), passed in 1986, requires all public and private schools to inventory and inspect all buildings within the system for asbestos containing material (ACM). This initial inspection was conducted in 1988.

The district is required to annually notify employees, building occupants and parents/guardians about asbestos activities. Please be advised that these Management Plans are on file in the school's administrative office and are open for public inspection during office hours. Complete copies of the Management Plan are available for the cost of reproduction.

Every six months the school is required to have the ACM surveyed to determine if the asbestos material has deteriorated or been damaged in any way. The environmental Protection Agency (EPA) requires the district to perform re-inspections of asbestos materials every three years.

A list of all the school district's asbestos containing materials is located in the Management Plan, and any action to remove or repair the asbestos is also listed in the Management Plan which is open to public inspection. The three-year re-inspection reports are also available for public inspection.

Dr. Caroline Winchester, Superintendent of Schools for Chadron Public Schools, is the District's asbestos Manager and can be reached at (308) 432-0700.

CHAPTER 1

HIGH SCHOOL HANDBOOK SPECIFICS

Section 1: Daily Schedule

<u>Monday-Thursday Class Schedule</u>		<u>Friday/1:30 Class Schedule</u>	
7:30-7:50	Access Time	7:30-7:50	Access Time
7:55-9:32	Block 1	7:55-9:10	Block 1
9:39-11:14	Block 2	9:15-10:25	Block 2
11:14-11:58	Lunch	10:30-11:40	Block 3
11:58-1:33	Block 3	11:40-12:20	Lunch
1:40-3:15	Block 4	12:20-1:30	Block 4
3:15-3:40	Block 5	1:30-2:15	Block 5

The access period and Block 5 are part of the school day. Their purpose is to provide a time that all teachers are available to meet with students for various reasons. The access time and Block 5 can be used by students for:

1. A time to meet with a teacher for extra help or review.
2. A time for class or organizational meetings.
3. A time to make up tests or get work completed.
4. Eating breakfast at school
5. Get their admit slip for previous day absence, see the teachers of those classes they missed, and/or get their prearranged absence slip for the next day.
6. Opportunities to address academic issues and address eligibility concerns

The access period and Block 5 can also become a time where students are required to attend by their teacher or school administration for:

1. Failure to have homework completed
2. Eligibility concerns
3. Any other times the teacher feels the student needs to attend
4. Detention (TIME FOR TIME) – or other punitive action as necessary

Blocks 1 through 4 are considered the academic portion of the school day. Students should not expect to use this time for working on extra-curricular activities. Block 5 is provided as an opportunity for educational growth, restitution, or other education purpose. Block 5 may be determined mandatory by school administration. Failure to appear as scheduled will be considered truancy.

Section 2: Breakfast and Lunch Programs

CPS Dining Services serves a well balanced breakfast and lunch each day school is in session. Hot breakfast will be served from 7:30 am to 7:50 am. Lunch will be served beginning at 11:15.

Students shall be discouraged from sharing food from the school lunch service and discouraged from sharing food brought from home. Students who choose to go to restaurants or “fast food” places for lunch are not allowed to bring the food into the school building. They must eat before returning to school.

Section 3: Use of the School’s Telephone

The student phone is located on the outside wall by the main office. Students are to use this phone when making personal calls. Calls are not to be made during regular class periods. Students will be called from class to take a phone call only in the case of an emergency. In other cases, the students will be notified of their message when the announcements are read. Cell phones are **not** to be accessed or used during the regular school day. See cell phone policy.

Section 4: Daily Announcements

Daily announcements will be broadcast from the office at the beginning of Second Block and again at the end of the day. Every effort will be made to minimize disruptions to the educational process.

Section 5: School Dances

High School Dance

These dances are open to students grades nine through twelve and their dates. No students younger than grade nine and no person 21 years of age or older shall be permitted to attend these dances. This includes prom. Students must register their out of town/out of school dates with the office prior to the date of the dance.

Homecoming Dance

The homecoming dance is open to Chadron High School freshmen, sophomores, juniors, seniors and their dates. No students below grade nine and no person 21 years of age or older shall be permitted to attend the homecoming dance. Students must register their out of town/out of school dates with the office prior to the date of the dance.

Prom Dance and Banquet

The Prom Banquet will be open to Chadron High School juniors, seniors, and staff members by invitation only. The prom dance will be open to Chadron High School juniors, seniors, and their dates. Sophomores chosen as servers will be allowed to attend the prom banquet and dance. No students below grade nine and no person 21 years of age or older shall be permitted to attend the prom dance and prom activities. Students must register their out of town/out of school dates with the office prior to the date of the dance.

Section 6: Scholastic Achievement

The grading system used for reporting grades to parents is as follows:

A=93-100

B=85-92

C=77-84

D=70-76

F=Less than 70

I=Incomplete

(If work is not completed and turned in, it will turn into an F one week following the conclusion of the grading period)

Section 7: Yearly Course Requirements

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

Section 8: Graduation Requirements

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Students are required to earn 28 credits for graduation, and must have completed and passed courses in the following categories:

English	4.0 credit hours (Must include English I, English II, English III and English IV or AP English, unless student has an IEP)
Mathematics	3.0 credit hours
Speech	.5 credit hour
Science	3.0 credit hours
Social Studies	3.0 credit hours (Must include US History and US Government)
Physical Education/Health	2.0 credit hours (Must include a minimum of .5 Health)
Fine Arts	1.0 credit hour
Career / Technical Exploration	2.5 credit hours (Includes coursework in the areas of Technology, Business, Family/Consumer Science, Industrial Technology, Health courses, etc.)

Students will be allowed to participate in college coursework, provided they are still able to attain the 28 credits required for graduation. Proof of registration will be required.

Students with an IEP have the option of participation in Vocational Training, based upon teacher recommendation. Employer verification will be required.

Specific college entrance requirements

Pre-college students should check additional requirements often prescribed by the college of their choice, especially during the junior and senior years.

Correspondence courses from an approved agency may be taken when the student has an actual need to take a correspondence course in order to meet graduation requirements and deadlines. A student may not substitute a correspondence course for a course offered by Chadron High School. Correspondence courses must be taken under the direction of an administrator and his/her designee if the student wishes to count this credit toward a high school diploma. It must be stressed that these courses are not the easiest method of receiving credit and payment is the responsibility of the student.

Junior and senior students will be allowed to participate in college coursework but will receive no High school credit unless the course is approved by the administration and offered has a dual credit course taught by a person holding a valid Nebraska teaching certificate. Proof of college registration will be required and/or employer verification.

Participation in Graduation Ceremony

For a student to take part in the graduation exercise at Chadron High School the following requirements must be met:

To receive a **diploma**, student must have attended an accredited high school for four years and completed at least their senior year at Chadron High School and successfully completed all graduation requirements as established by the Board of Education as of the date set for graduation.

Mid Year Graduation

Seniors may be considered for early graduation at the end of the first semester of their senior year under the following conditions:

1. Application for “early graduation” must be submitted before **September 1st** of the student’s senior year.
2. The earliest point of “early graduation” shall be following completion of the first semester of the senior year.
3. Students making an application for “early graduation” must have met all graduation requirements of Chadron High School.
4. Upon submission of application for early graduation, the student and his/her parent or guardian shall meet with the principal to discuss the reasons for the request for “early graduation.”
5. The principal shall approve or reject an application for “early graduation” within five days of completing the student/parent/guardian conference.

6. Appeals of the principal's decision are to be made to the Board of Education by requesting board consideration through the Office of the Superintendent within ten (10) days of the principal's decision.

Section 9: Schedule Changes

Students will have 3 school days to drop and add classes from their schedules. After the three day period is up, students must have the approval of the counseling office and the principal to make schedule changes.

Section 10: Honor Roll

Seniors, juniors, sophomores and freshmen with GPA of 3.65 or greater and enrolled as a full time student at Chadron High School shall be placed on the Gold Honor Roll. Those with GPA of 3.0 to 3.65 will be placed on the Silver Honor Roll. The honor roll shall be posted each nine weeks. A student receiving a failure is not eligible for the honor roll.

Section 11: National Honor Society

The National Honor Society chapter of Chadron High School is a duly chartered and affiliated chapter of this prestigious national organization.

Admission to the National Honor Society

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

Students in the 10th, 11th, or 12th grades are eligible for membership. Students are considered for induction each semester from the spring of their sophomore year through the fall of their senior year. For the scholarship criterion, a student must have a cumulative grade point average of 3.64 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is required.

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

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance in all four criteria (or better) that led to their selection. This

obligation includes regular attendance at chapter meetings held during the year, and participation in the chapter service projects(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisers, Mrs. Bauer and Mr. Uhing.

Dismissal from National Honor Society

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

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

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

Section 12: Valedictorian/Salutatorian Selection

The purpose of this policy is to recognize academic achievement and to establish a process for naming a valedictorian and salutatorian for any graduating class of Chadron High School in such a way that it celebrates those who have reached academic distinction upon completion of their high school courses.

The Valedictorian and Salutatorian are selected each year from the graduating class. The Valedictorian ranks first in scholarship and is considered the top student of his/her class. The salutatorian ranks second in scholarship and is considered the second highest student in his/her class. Criteria are based on cumulative GPA, advanced placement (AP) courses and ACT scores, through the end of the senior year. More than one student may qualify for the valedictorian and salutatorian distinctions if there is a tie after applying the above criteria. In case of a statistical tie, there will be co-valedictorians but no salutatorian. In case of a statistical tie for salutatorian, there will be co-salutatorians along with the single named valedictorian. Candidates must have completed classes at Chadron High School for their entire senior year.

Students graduating as 4.0 students but not achieving high enough ranking to be selected as valedictorian or salutatorian will be recognized with a gold/yellow honor chord to be worn during graduation ceremonies.

The selection criteria will be applied as follows:

- Only Students with a 4.0 GPA are eligible for valedictorian and salutatorian;
- In addition to a 4.0 GPA, a student must have successfully completed at least two advanced placement (AP) courses (*see notation below);
- If a tie exists after applying GPA and AP courses, then composite ACT score will be added as a final criterion;
- If there is still a tie after applying GPA, AP courses, and ACT scores, then a tie will be accepted and all with the same ranking will be declared valedictorian or salutatorian;
- Final GPA will be calculated on 8 full semesters – through the final semester of the senior year or student’s final semester if approved for early graduation;
- No courses with pass/fail grading will be included in the final GPA;
- Early graduation will not affect eligibility for selection.

In the event there are no 4.0 students, the students with the highest percentage calculations will be honored. Distinct calculations will be performed to determine the highest achieving student using the grading percentage scale below.

PERCENTAGE	LETTER GRADE	POINTS
>97.5	A+	4
94.5 – 97.4	A	3.8
92.5 – 94.4	A-	3.6
90.5 – 92.4	B+	3.4
86.5 – 90.4	B	3.2
84.5 – 86.4	B-	3
82.5 – 84.4	C+	2.7
78.5 – 82.4	C	2.4
76.5 – 78.4	C-	2
74.5 – 76.4	D+	1.7
71.5 – 74.4	D	1.4
69.5 – 71.4	D-	1

* This selection criteria goes into effect for the graduating class of 2011, but for the 2011 graduates, only one (1) AP class is required.

CHAPTER 2 MIDDLE SCHOOL HANDBOOK SPECIFICS

From the Principal

Thank you for taking the time to read the Chadron Middle School (CMS) student/parent handbook with your student. CMS has a caring and well qualified staff that is here to serve your student's needs. Let us work together to ensure that he/she has a positive middle school experience.

I am looking forward to an outstanding school year and I thank you for all that you do to ensure your child's success. Please feel free to contact me at the school or at nichlas.dressel@chadronschools.net.

How to Reach Us:

We can be reached by telephone at 432-0708 between the hours of are 7:30 a.m. until 4:00 p.m. We can be reached by mail at 551 East 6th Street, Chadron, NE 69337. Chadron Public School district website address is www.chadronschools.org and our fax number is 432-0720. Parents are encouraged to register for a Parent Portal logon and password to access Infinite Campus, where student assignments, grades, and attendance are reported.

Section 1: Daily Schedule

BELL SCHEDULE

08:00 – 08:50	Period 1
08:53 – 09:39	Period 2
09:42-10:28	Period 3
10:31 – 11:17	Period 4
11:20 – 12:06	Period 5 5th & 6th Grade
11:17 – 11:57	Lunch 7th & 8th Grade
12:06 – 12:46	Lunch 5th & 6th Grade
12:00 – 12:46	Period 6 7th & 8th Grade
12:49 – 01:35	Period 7
1:38 - 02:24	Period 8
02:27 – 03:13	Period 9

1:30 Dismissal Days

September 2, 16, 30
October 14
November 4, 18
December 2, 16, 21
January 20 (noon dismissal)
February 3, 17
March 2, 16, 30
April 20
May 4

1:30 Dismissal Schedule

08:00 – 08:42	Period 1	
08:45 – 09:18	Period 2	
09:21 – 09:54	Period 3	
09:57 – 10:30	Period 4	
10:33 – 11:06	Period 7	
11:09 – 11:42	Period 5	5th & 6th Grade
11:06 – 11:42	Lunch	7th & 8th Grade
11:42 – 12:18	Lunch	5th & 6th Grade
11:45 – 12:18	Period 6	7th & 8th Grade
12:21 – 12:54	Period 8	
12:57 – 01:30	Period 9	

Section 2: Breakfast and Lunch Programs

Chadron Middle School and Creative Dining Services serve a well-balanced breakfast and lunch each day school is in session. A paid student lunch costs \$2.60. Adult lunches cost \$3.10, and a reduced price lunch is \$.40. Students may purchase extra food. An extra carton of milk costs \$0.45. A second entrée is \$1.60. Breakfast prices are \$1.45 for paid students, \$1.80 for adults, and \$0.30 for reduced students.

There are two lunch periods. The 5th and 6th Grades have lunch during 6th period; the 7th and 8th Grades have lunch during 5th period.

Section 3: Use of the School’s Telephone

Students are welcomed to use the telephone in the office. Students must obtain permission before using the phone from a teacher, secretary, or other office personnel. Use of the phone is not an excuse to be tardy to class.

Parents are strongly encouraged to call the CMS main office if they need to contact their student. CMS respectfully requests that parents not call or send text messages to their child’s cellular phone during the school day. Calls and/or text messages that students receive during the school day may result in the confiscation of the student’s phone.

Section 4: Daily Announcements

Announcements are read at Chadron Middle School every morning during first period.

Section 5: School Dances

These dances are open to Middle School students in 6th, 7th and 8th grades.

Section 6: Open Campus

Middle School students who eat on campus are not allowed to leave the campus after eating. After eating, students are to go to the playground, which is supervised by teachers. When going out to the playground after lunch, students are to exit the building using the northeast doors of the gym. Students are to use the restrooms in the south end of the gym. Students are not to be inside of the Middle School building during lunch. Please take the necessary coats, books, etc. with you to the lunchroom.

Section 7: Supervision Responsibility

Beginning of School: Teachers are on duty from 7:40 a.m. until 3:40 p.m. Students should not be on school grounds prior to 7:40 a.m. and after 3:40 p.m. unless they are supervised by a school employee. The first bell rings at 7:50 a.m. allowing students to enter the building and to proceed to their lockers and classrooms. During bad weather, the entrance will be open by 7:40 a.m. for students to enter the building. Students are to stay on the east steps and are not to go to any other part of the building without permission or teacher appointment.

During the School Day: Students are to remain on campus unless excused in accordance with school policies. Upon returning to school during the day, except for students who are permitted to leave for open campus lunch, students are to report to the school office.

End of School: Our regular school day ends at 3:13 p.m. Make-up work, special help, club meetings, and other school activities begin immediately following. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible.

Section 8: Care of School Property

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

Fines are determined on books according to the following criteria:

Lost/Damaged Book: Replacement cost

Missing one or both covers: Same as lost book

Loose Cover: \$1.00

Missing Page: \$0.50 per page (up to replacement cost)

Torn Page: \$0.20 per page (up to replacement cost)

Marks that cannot be erased: \$0.20 per mark (up to replacement cost)

School-issued items that are stolen or damaged are the responsibility of the student to whom they were issued.

Section 9: Lockers

Lockers are the property of Chadron Middle School and are assigned to students to assist them in their educational experience. Lockers may be decorated by the students.

However, locker decorations must be easily removed and in good taste. They must not be offensive to race, color, sex, or creed; promote or advertise illegal drugs or alcohol; or display obscene pictures, language or gestures.

Students are also responsible for the cleanliness inside their locker and the door of their locker. Students may be assessed a fine for damage to lockers. Open containers of pop, water or other liquids are not to be stored in lockers.

Locker Fines: A replacement fee of \$6.00 will be charged if the lock is not returned at the end of the year. We encourage all students to place the lock on their locker and use it at all times. Use care to keep your combination private.

Section 10: Bicycles, Skateboards, and Inline Skates

Bicycles must be parked in the racks provided. All bicycles should be equipped with locks and licenses. Under no circumstance is any student to borrow or tamper with a bicycle that is not his/hers. Bicycles are to remain in the rack until the child leaves school.

Students are not to ride skateboards or inline skates on school property. Upon reaching the school grounds, skateboards are to be carried, inline skates are to be removed, and bikes are to be dismounted. Skateboards and skates are to be stored in the owner's locker or the school office during the school day.

The school is not responsible for the damage or theft of bicycles, skateboards, skates, and other modes of personal transportation that are on school property.

Section 11: Bulletins and Posters

Bulletin boards and display cases are available for school-related and approved materials to be posted and displayed. Posters to be used in the halls or materials for distribution need to be approved by the Principal's office. The person or organization responsible for distributing the posters is responsible to see that all posters are removed within 48 hours after the event.

Section 12: Field Trips

When provided, students participating in school trips with any class or organization are expected to ride to and from the activity on school transportation. Students may return home from an activity with their own parent if the proper arrangements have been made through the sponsor.

Field trips are a wonderful way to expand the knowledge that students have gained during classroom activities. To gain the most from these out of school activities, there are expectations of student behavior:

1. Give the speaker or the activity your attention and respect. Be an active listener and participant.
2. Ask appropriate questions after the presenter has completed the presentation.
3. Keep your hands to yourself.
4. Leave distractions (toys, games, etc.) at home.

For students to be able to relate the information from the field trip to their classroom studies, students need to be caught up on their work. Students who do not take care of Detention or other discipline obligations before the field trip date will not be allowed to go. In this event, parents will be notified. Students who do not show respectful behavior on a field trip may be excluded from a future field trip activity.

Field trips are a part of the curriculum. All students are expected to attend field trips. Any student not attending must have their parent or guardian contact the CMS office to be excused from the trip. The absences will be counted as any other absence, and homework will be given to make up for the curricular experience missed by not attending.

Section 13: Safety Drills

Fire Alarm Evacuation:

When exiting the building during fire drills or in the event of a fire, there shall be **absolutely no talking** by anyone except the teacher in charge of the class. Fire doors in the corridors shall not be blocked open at any time. After exiting the building, all persons shall remain quiet until the “all clear” is given.

The fire alarm system is for the protection of all members of the Chadron Middle School. Any student caught tampering with it or setting it off may be suspended from school and face legal consequences. Fire Drills will be held once a month as required by state law.

Tornado Alert:

The prescribed emergency shelter area for Chadron Middle School shall be the girls’ physical education locker room area for all girls and the boys’ physical education locker room area for all boys.

There shall be no talking or “horseplay” during an emergency drill. This is necessary so that directions can be heard and followed. Students are to enter into the room as far as possible and then seat themselves on the floor. When the “all clear” is given, the students quietly return to class with their teachers.

Section 14: Tardy Policy

A tardy is a failure by a student to be in their assigned classroom when the tardy bell rings. Tardy students should go immediately to class. The only way for a student to dismiss/excuse a tardy is to bring a signed explanation from another staff member. Otherwise, the teacher records the tardy on Infinite Campus. Excessive tardies may lead to an offence in accordance with the Student Responsibility Plan.

Forms and Reports:

The following forms are issued at the office:

- **Admit Slips:** “Admit to Class” slip is issued from the office for tardies or excused absences. Students must have an admit slip to enter classes for the day.
- **Pass or Transfer:** This form is assigned by the teacher for students to leave the classroom. Students will carry the pass outside the classroom.
- **Permit to Leave the Building:** This form is used when it is necessary for students to leave the school grounds. The office staff must sign it.
- **Make-Up or Admit to Class:** This “pre-arrange” form allows the student to get assignments before they are absent from school.

Section 15: Grading System

The following scale is used for grading:

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

Incompletes (I) may be given for work not completed. The teacher will determine how much additional time the student may have for completing the work.

Student Planners:

Many students who do well in school use some method to remember assignments and plan for activities during the week. All CMS students are given a student planner. The planner is meant to encourage all students to prepare for class. By using this tool, organizational skills will improve and academic performance will increase. Parents are encouraged to review their child’s planner on a regular basis.

Planners are to be treated as textbooks. Students are required to take it to all academic classes. Teachers will expect students to write assignments and events in the planner. If a student loses his/her planner, he/she will be required to purchase a new one from the guidance counselor. The cost is \$5.00.

Testing:

Chadron Middle School conducts a complete testing program to become better acquainted with your child's abilities and his/her capacity for learning. Standardized testing enables the school to compare a child's growth and development throughout the school years. Testing also enables teachers to diagnose specific weaknesses, bring to light apparent interests, uncover scholastic disabilities, and place students in appropriate classes.

The NWEA MAP, STARS, NeSA-R, NeSA-M, NeSA-S, NeSA-W and Gates-MacGinitie Tests are given at each grade level. These batteries of tests assess achievement in such areas as vocabulary, reading, language, science and mathematics. There may be other assessments as required by the State and/or NCLB. Parents are given the test results when possible.

Awards:

Students at Chadron Middle School are provided many opportunities for recognition. Areas of recognition include, but are not limited to: Perfect Attendance, Student Council, Scholastic Team (7th and 8th), Geography Bee, Spelling Bee, Honor Roll, President's Physical Fitness (5th - 8th), Quiz Bowl (5th and 6th), and Athletics (7th and 8th). Parents are encouraged to attend the Honors Ceremonies.

Section 16: Promotion/ Retention

The principal, teacher and other staff members who may be directly involved with the student, such as the speech therapist, nurse, counselor, or other special teacher(s) will meet to discuss retentions.

The decision for retaining a student will be based on data provided through observation of performance, records of student's achievement, standardized test data, and the views of personnel involved in the child's review. This final decision shall be made by the building principal and reported to the superintendent before the end of the school year. Parents may appeal the decision to the Superintendent of Schools.

Criteria for Determining Student Retention:

1. Students who have missed 21 or more days of school shall be considered for retention.
2. Students who have missed 21 or more school days of school during the school year and have received failing grades at the end of the first semester in two of the basic skills area (reading, mathematics, language arts, social studies and science) and are failing in two of these basic skill areas at the end of the year, will be required to repeat the school year.
3. Students who have received failing grades for the first semester in reading and mathematics, are failing in both areas at the end of the year, and who have scored substantially below grade level in mathematics and reading, as indicated on a standardized measure administered in the spring may be retained at grade level.

4. Students who approach the cutoff levels referenced in item three, and who failed none of the two areas at the end of the year, will be considered for promotion only on a conditional basis. Promotion on condition will require a review of the student's performance at the end of the first four weeks of school. Poor performance after the first four weeks of school may be considered cause by the teacher for a recommendation that the student be placed in a different grade level.
5. Exceptions to these regulations may be approved by the principal after discussions with the superintendent of schools.
6. Decision relative to retention for special education students will be based on the I.E.P. and in accordance with Board Policy, State and Federal rules, regulations and laws.

Section 17: Schedule Changes

Any class schedule changes are done through the Guidance Counselor with the Principal's approval.

Section 18: Honor Roll

Students maintaining a 3.5 grade point average are listed on the Honor Roll. Honor Roll grades are averaged on nine-week grades as follows: A = 4 points; B = 3 points; C = 2 points and D = 1 point. Students maintaining a 3.0-3.49 grade point average are listed on the Honorable Mention.

Section 19: Chadron Middle School Student Responsibility Plan

Chadron Middle School is committed to establishing a positive learning environment that recognizes and rewards expected behavior and provides opportunities for correction when needed. In an effort to fulfill this commitment, Chadron Middle School will use the **Student**

Responsibility Plan (SRP) to ensure that school and classroom expectations are consistently enforced for all students. The SRP is a two sided plan that aims to address student behavior, academics, and social-emotional development.

Parents are welcomed and encouraged to discuss any and all concerns regarding their student's behavior, academics, and social-emotional development with Chadron Middle School staff and administration at any time.

BEHAVIOR

A safe and orderly school is essential to a positive learning environment. Below is a description of student expectations, rewards, and consequences that will be consistently applied to all students.

Student Expectations:

- Be safe
- Be respectful

- Be on time to school and class
- Be prepared for class

Teacher Expectations:

- Communicate expectations to students
- Communicate expectations to parents
- Apply the **Student Responsibility Plan** consistently

Rewards:

- Positive reinforcement from teachers
- (5) Weekly in-class behavior points for students that do not receive offences
- Quarterly Cardinal Citizenship Award
- Recognition of students that did not receive any offenses during a quarter
- Includes a special lunch with the principal

Consequences:

Chadron Middle School uses a three step approach when handling student behavior concerns. This approach is intended to provide students with the opportunity to correct their behavior and encourage them to take responsibility for not meeting behavioral expectations. Teachers will monitor and record offences on Infinite Campus as they occur in their classroom. In order for a student to receive In-School Suspension, the student must have received three offenses in the same class within a 10-day period. The CMS office will record (on Infinite Campus) offenses given in common areas like the lunch room and hallways.

First Offense: The student will receive a verbal warning from the teacher. The student will meet with the teacher after class or after school to discuss the expectation that was not met and how to meet behavioral expectations in the future.

Second Offense: The student will serve a twenty-minute detention. Detentions for a second offense will be supervised by the classroom teacher. **Skipping detention will result in an automatic third offense.**

Third Offense: The student will serve (8) class periods In-School Suspension (ISS). ISS will be located in the office and the student will be isolated for the entire day. Students will not be excused from ISS for class, school events, or activities. The student's teachers will bring work to the office for the student to complete during ISS.

Out of School Suspension: If a student receives two third offenses in a semester the student will be suspended out of school for one day. Upon returning to school, the

student and the student's parent(s) will need to meet with the Chadron Middle School Student Behavior/Attendance Committee.

If a student continues to struggle with behavior, the student may be referred to the Student Assistance Team (SAT) or the SCIP Team.

Absolutes:

The following list of behaviors will not be tolerated at Chadron Middle School and are not subject to the three step offense system. Violation will result in an automatic office referral and the principal will determine appropriate consequences.

FIGHTING	ALCOHOL	BULLYING
ARSON	WEAPONS	VIOLATION OF ACCEPTABLE USE POLICY
DRUGS	SEXUAL HARASSMENT	

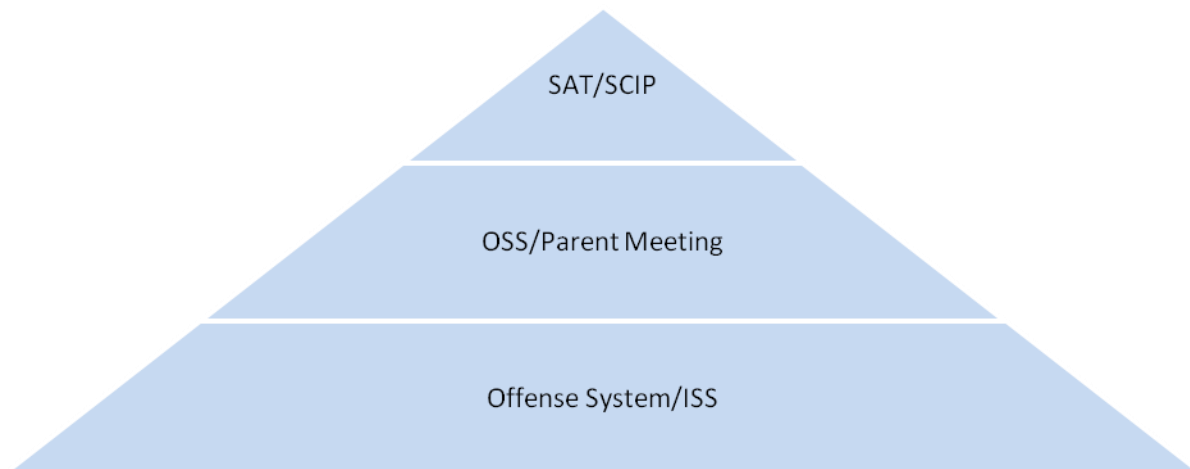
Definitions:

Detention – Detention will be held after school from 3:10-3:30 Monday-Friday. Students that get detention will serve it on the day after the detention is given so that they have time to make arrangements. Students in detention are expected to be on time and serve for the full 20 minutes.

In-School Suspension – The student will serve a total of 8 class periods In-School Suspension (ISS). ISS will be located in the office and the student will be isolated for the entire day. Students will not be excused from ISS for class, school events, or activities. The student's teachers will bring work for the student to complete during ISS.

Out of School Suspension – Students that are in OSS will be counted as absent and not be allowed to participate in school-based activities and events that take place on the day of their suspension. Students will be allowed to make up assignments that they miss for full credit. Assignments will be due when the student returns to school.

Behavior - Response to Intervention Pyramid



Academics

Chadron Middle School maintains high academic expectations for all students and our goal is to ensure that students receive the best education that we can provide. It is crucial that students take ownership for their education and strive to do their best and take advantage of every opportunity to receive additional support. Below is a description of academic expectations, rewards, and consequences that will be consistently applied to all students.

Student Expectations:

- All student work is due on the assigned date.
- Students that miss school because of unexpected circumstances will be given an opportunity to make-up their missed assignments in accordance with the school's "Make-Up Work" policy.
- Whenever possible, parents are asked to notify the office for prearranged absences. Students should go to the office and get a prearranged slip. All work that is missed due to a prearranged absence is due when the student returns to school.

Teacher Expectations:

- Communicate Expectations with students
- Communicate Expectations with parents
- Regularly post grades on Infinite Campus

Rewards:

- Positive Reinforcement from teachers
- No Homework Ticket – given to students that do not receive a Friday School referral for an entire month. The no homework ticket may be used in any class.
- Drop Lowest Test Score Ticket – given to students that did not receive a Friday School referral for an entire quarter. The drop lowest test score ticket may be used in any class.

Opportunities:

Chadron Middle School offers an after-school program Monday-Thursday from 3:15-6:00. Please see Chadron Middle School After-School Program section in the handbook for more information.

Chadron Middle School staff members are also willing to work with students before school and after school by appointment and/or assignment.

Consequences:

Students that have missing assignments will be required to attend "**Friday School**", which will take place from 1:30-3:20 on 1:30 dismissal Fridays. Teachers that have students who are missing assignments will report them weekly to the office by 4:00pm on Wednesday afternoon. On the Thursday before Friday School, students will call their parents from

school to notify them that they will be required to stay for Friday School. Friday School will be supervised by a certified teacher and students that are required to attend will work on finishing their missing assignments. Students that skip Friday School will be given an offense and a zero on their missing work.

Work that is completed during Friday School will receive no more than 75% credit. Students may turn in missing work for more than 75% credit before Friday School and the grade that they receive will be based on the following scale: work that is turned in one day late will receive no more than 90% credit, work that is two days late will receive no more than 80% credit, and work that is 3 or more days late will receive no more than 75%. Any assignments that are not completed by the end of Friday School will receive a score of zero.

If a student receives two Friday School referrals in a quarter the student and his/her parents will be required to meet with the teacher(s) that gave the referral, the school counselor, and the principal. The purpose of this meeting will be to brainstorm ways to improve the student's academic work habits at school and at home.

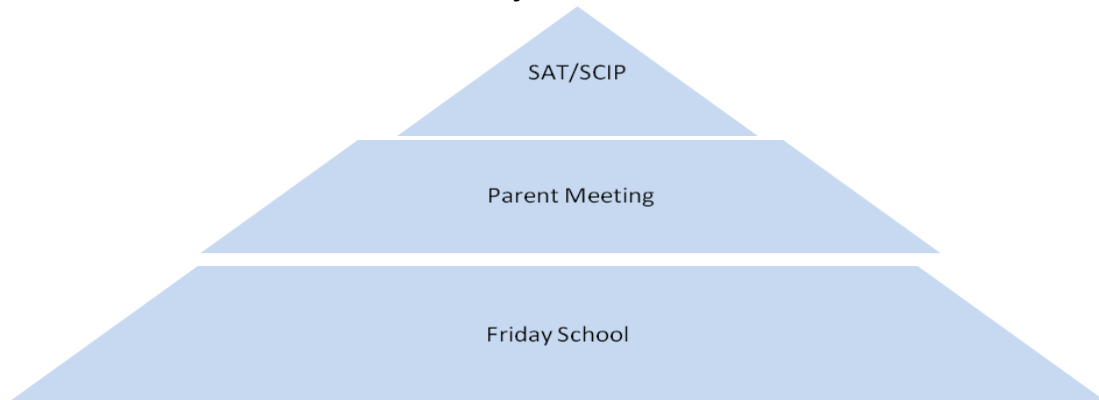
If a student continues to struggle with academics, the student may be referred to the Student Assistance Team or SCIP team for further intervention.

Definitions:

Friday School: Friday School will take place from 1:30-3:20 every other Friday. Friday School is a sanction, but also provides students with an opportunity to make up work for no more than 75% credit.

CMS After-School Program: The CMS After-School Program is offered Monday-Thursday and is funded through the 21 Century Grant. Students are encouraged to utilize the after-school program to receive additional help in their academic studies as well as take part in the social/community activities that are offered through the program. Please address questions regarding the CMS After-School Program to Lorna Elision, program director.

Academics - Response to Intervention Pyramid



Section 20: Forms of School 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.

A failure to serve such assigned discipline as directed will serve as grounds for further discipline, up to expulsion from school.

Section 21: Student Conduct

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.

Specific Rule Items:

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

- Students must not leave classrooms without locker passes, restroom passes.
- Gum, candy, seeds, etc. are not allowed in the school building or classrooms. Water is allowed in a clear, twist –top, plastic bottle.
- Students are expected to bring all books and necessary materials to class. This includes study halls.
- Assignments for all classes are due as assigned by the teacher.
- Students are not to operate the mini-blinds or the windows.
- 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.
- Students are to be in their seats and ready for class on the tardy bell.
- Special classes such as FCS, 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.
- 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.
- 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.

- Snow handling is prohibited.
- Network, E-Mail, Internet and Other Computer Use Rules

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

Section 22: Extracurricular Activities- Rights, Conduct, Rules and Regulations

The Chadron Middle School Athletics include:

- Basketball**
- Cross Country**
- Football**
- Track**
- Volleyball**
- Wrestling**

Section 23: Activity Fees and Passes:

Participation Fee:

There is a participation fee of \$50.00 per student wishing to participate in extra-curricular activities at Chadron Middle School. This fee is payable one time in the school year per student and includes an Activity Pass. There is a graduated fee scale for students who have siblings attending Chadron High School. Please check at the office.

Activity Passes:

Activity passes may be purchased by any student for admittance to all activities for the school year. Prices are: Middle School students -- \$30.00; Adults -- \$50.00; Senior Citizens - - \$25.00. Admission prices without an activity pass are: Middle School students -- \$3.00; Adults -- \$4.00; Senior Citizens -- \$3.00. A lost activity pass will be replaced without charge one time only. Additional copies are \$5.00 each.

Section 24: Academic Eligibility:

Students must be passing all subjects to be eligible for participation in any extra-curricular activities. **If a student is placed in ISS, that student will NOT be allowed to participate in extra-curricular activities for that day.** The eligibility list is determined on Monday. Students with one F or more are placed on the Ineligible List and have until the following Monday to bring their grade up in order to be eligible that week (unless teachers document that their grade has improved to passing). Parents will be notified by phone of ineligibility.

Section 25: Student Council:

Student Council is elected each year as a representative student government. The council promotes leadership within the student body and encourages students and staff to work together to improve our school and promote school pride. They represent the student body and give a voice in the operation of the Chadron Middle School.

Section 26: Chadron Middle School After-School Program:

The Chadron Middle School Activities may include:

Art Guild

Band

Choir

Drama Club

Geography Bee

Nebraska BLAST! (STEM subjects: Science, Technology, Engineering and Math)

Quiz Bowl

Scholastics Team

Spelling Bee

Stock Market Club

Tutoring

Year Book Club

CMS After-School Program:

The CMS After-School Program provides an extracurricular opportunity for all students to receive tutoring, help with homework, enjoy a healthy snack and/or participate in safe, fun activities.

A variety of activities are offered every month and while some activities may require a fee, scholarships are available. A snack is served every day and is charged to your student lunch account. A monthly calendar outlining the activities is available, although it is subject to change.

The program is offered Monday through Thursday from 3:15 until 6:00 p.m. When activities end, parents may pick up students at the northeast entrance of the Middle School. Once a child leaves the CMS After-School Program we are no longer responsible for him/her.

The CMS After-School Program is funded by the Nebraska 21st Century Community Learning Center Grant.

If you have any questions or concerns, you may contact the After-School Director: Lorna VB. Eliason or CMS Site Coordinator: Tammy Hancock at Chadron Middle School, 551 East 6th Street, Chadron, NE 69337 or by calling 308-432-0508, or CMS office at 308-432-0708. or fax 308-432-0720.

CHAPTER 3

ELEMENTARY HANDBOOK SPECIFICS

Section 1: Daily Schedule and Procedures

Chadron Primary School 732 Ann Street
Grades: K - 2
School Hours: 8:00 – 3:15
Office Hours: 7:30-4:00

Chadron Intermediate School 450 Norfolk Ave.
Grades: 3 – 4
School Hours: 7:55 – 3:10
Office Hours: 7:30 – 4:00

Arrival at School/Dismissal from School.

Beginning of School. Students should not be on school grounds prior to 7:45 a.m. During fair weather conditions the first bell will ring at 8:00 a.m. allowing students to enter the building and to proceed to their classrooms. During bad weather the entrance will be open by 7:50 a.m. for students to enter the building. Students are to stay in the hall and are not to go to any other part of the building without permission. Prior to that time, the school is not responsible for supervision of the students.

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

End of School. The regular school day ends at 3:10 p.m. Make-up work, special help, assignment after school, and other school activities begin at 3:10 p.m. It is important that students who are involved in any of these activities report to the designated area on time. All other students must clear the building as soon as possible. The school is not responsible for supervision of students once the students have left the school grounds. If the parent or guardian has not arrived to pick up the child by the dismissal time, law enforcement or child protective services may be contacted to ensure the safety of the child.

Signing a Child In and Out of School

Parents or guardians are required to check their children in and/or out of school if they are entering after their first class or leaving prior to their final class. The parent or guardian must report to the main office for this purpose. Parents are not to go directly to the classrooms. The schools will only release children to adults designated by the parent.

If there is a special circumstance, such as a court order limiting access to a student by a parent or guardian, affecting who a student can be released to, the parent must inform the

Principal and provide the Principal with a copy of that order to maintain on file at the school.

Leaving School or Class. Students who leave school for any reason during the school day must check out at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student's parent or legal guardian. Upon returning to school that same day, students are expected to check back in at the office.

Students who leave school without permission and without signing out in the proper manner, or who leave their assigned classroom without teacher permission, will be considered truant.

Spring Round-Up. Chadron Elementary Schools will conduct a "Spring Round-Up" during the spring semester. Parents who plan to enroll children for the following fall should contact the elementary schools during Round-Up to place their child on the Kindergarten roll. The school will schedule a one-half day Kindergarten experience for each Kindergarten-to-be. Kindergarten physicals are required prior to admission. All immunizations required for children must be received before the first day of school. Parents will also be asked to complete registration forms for the child and present a certified birth certificate, Social Security number/card, and immunization records.

Student Contact Information

Records should show the child's legal name (not a nickname), birth date, Social Security number, the parent or guardian's name, home address, and telephone number. Unlisted phone numbers will be kept confidential. An emergency number to contact when parents/guardians are not available, must also be provided.

Pupil records are helpful only if they contain up-to-date information. Therefore, if any of the following items change during the school year, please notify the child's teacher or the office of the principal:

1. Change of persons to be contacted in an emergency;
2. Change of doctor;
3. Change of address;
4. Change of custody or guardianship;
5. Change of telephone number.

Access to Student Records

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

Withdrawing From School

If you are moving and plan to withdraw your child from school, please notify your child's teacher or the office at least two to three days prior to the withdrawal date. Records are sent to the next school upon that school's request. Parents will be asked to sign a "Request for records" form at the school in which the child is enrolling.

Attendance Policy

Regular and punctual student attendance is required. The Board's policies require such attendance, the administration is responsible for developing further attendance rules and regulations, and students and parents are responsible for developing behaviors which will result in regular and punctual student attendance.

If someone other than a parent or guardian will be taking a child, please let us know. Please notify the school office if it becomes necessary for your child to be absent from school. If your child is not in school and you have not called in, the school will call your home. If we cannot reach you at home, someone will call the Chadron Police Department to do a home check.

Section 2: Breakfast and Lunch Programs

Chadron Public Schools offers healthy meals every school day.

Breakfast is served each morning in the lunchroom from 7:30 a.m. to 7:50 a.m. Hot Lunch is served starting at 11:30 a.m.

Applications for reduced/free lunches are attached to this handbook. If a child is absent or does not choose to eat lunch on a particular day, this credit will be carried forward. If at the end of the school year there is a balance, it will be refunded upon request. Students will be allowed to charge up to \$10.00 in food.

A child bringing a sack lunch to school may purchase a half-pint of milk for \$0.45 from the lunchroom. The school provides supervision for sack lunches. Candy and soda pop are not allowed in the lunchroom.

All children who use the school lunch facilities are expected to use acceptable manners. Any student causing disruptions or demonstrating inappropriate behaviors will be excluded from the school lunch program for a period of time, or asked to eat in another area.

School lunch menus are printed weekly in the Chadron Record and are also carried on the local radio station. Parents and families are welcome to join us for lunch. Parents are responsible to call before 9:00 a.m. and inform the school office that they will be joining us for lunch so they can be included in the lunch count.

Section 3: General Elementary School Rules

Children are not allowed to bring toys, play guns, knives, slingshots, bows and arrows, roller skates, roller blades, scooters, skate boards, or Heelies to school.

During school hours, students must play in designated areas only.

Running and boisterous conduct will not be allowed in the building.

Children should not allow pets to follow them to school. No pets are allowed at school unless prior arrangements have been made with the classroom teacher to use pets in “show and tell” or other scheduled class activities. Any animal brought to school must be housed in a proper cage or container or should be restrained in such a way that they cannot harm anyone.

Except for those going home for lunch, students are not allowed to leave the school grounds during the day without permission from the office.

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

Parents may decide to keep their children at home in inclement weather because of personal circumstances. Students absent because of severe weather when school is in session will be marked absent. The absence will be treated like any other absence for legitimate causes provided parents properly notify the school of their decision. Parents may pick up their children in inclement weather at any time during the school day.

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

Section 4: Visitors

All visitors must report to the office, upon entering the main entrance, to check in and out, and receive a visitor's pass. A note to the teacher or a call to the office informing the school of the impending visit would be appreciated. Classroom visitations during the first week of school and the last week of school will require extraordinary reasons or permission from administrators. Visitations, interruptions during the designated reading block times will not be allowed. If your child has forgotten articles, please drop them off at the office to be

delivered. Parents are welcome at all other times. Children are not permitted to visit unless accompanied by an adult.

Section 5: Class Parties

Special occasion parties (e.g., Valentine's Day) will be held at the teacher's discretion. The following rules apply to school parties and activities:

1. No children may be excluded from any school party or activity except by their own choice.
2. No gift exchange is permitted between pupils and teachers at school.
3. No birthday gift exchanges are allowed between pupils at school.
4. No private birthday party or other party invitations are to be handed out at school unless the whole class is invited.

Section 6: Safety Rules

If your child walks to and from school, discuss the route they will use each day.

Direct your child to cross streets only at crosswalks.

Direct your child to walk on sidewalks whenever possible and to walk facing traffic where there are no sidewalks.

Instruct children never to accept rides with strangers. Tell children not to talk to strangers or permit strangers to visit with them. Do not permit children to accept gifts from strangers.

Ask children to go directly home after school and not to wait around school for other children.

Section 7: Bicycle Rules

All bicycles must be parked immediately in the designated area upon arrival at school, and the bicycle must remain parked until the end of the school day. All bicycles should be equipped with locks and licenses. The school is not responsible for damage or theft of parts while bicycles are on school property.

Kindergarten children may not ride bicycles to school. Kindergartners often lack the skills, coordination, and judgment to ride bicycles in street traffic.

Parents are responsible for the safety of their children who ride bicycles. Parents must assume the responsibility of bicycle theft.

Children who ride bicycles must walk the bicycles on and off the school grounds.

Section 8: Playground Rules

1. During school hours students must play within the designated area only. Students should not leave the paved area to retrieve balls or playground toys without prior permission from a playground supervisor.
2. Students should not congregate in the doorways to the building.
3. Students are not allowed to bring play guns, knives, slingshots, bows and arrows, roller skates, or skateboards to school. Any toy, which presents a potential threat to the safety of other students, shall be confiscated.
4. Students are forbidden to throw snowballs, stones, gravel, clods, sticks or any such object on or about the school grounds.
5. The following behaviors are not permissible: fighting, wrestling, karate, judo, and tripping, pushing, "piggy-back" riding.
6. Tag games must be hand tag only. No other kind of physical contact, such as pushing, hitting, or pulling on clothing is permissible.
7. One hand touch football only.
8. Jump rope must be used for over-the-head jump rope only.
9. No climbing on the snow piles.
10. The following rules apply to swings:
 - Swings may be occupied by only one person.
 - No standing in swings.
 - "Bailing out" and "underdogs" are not allowed.
 - Twisting the chains for the purpose of spinning is not allowed.
 - Students pushing students in the swings are not permitted.

*The adult on duty will determine procedure for taking turns on the tire swing and the regular swings.

11. The following rules apply to the tire swing, if applicable:
 - No more than three students may occupy the tire swing.
 - Only one student pushing another student.
 - Students shall stand at a safe distance while waiting for a turn.
 - Two turns per student.

* The adult on duty will determine procedure for taking turns on the tire swing and the regular swings.

12. The following rules apply to the playground equipment:
 - Place backpacks next to building before playing on equipment.
 - Go down feet first on your bottom on the slides.
 - One person at a time going down slide.
 - No more than two students at a time on the black wheel, where applicable.
 - No climbing on top of monkey bars.
 - Tag games should not be allowed.
 - Students are not permitted to play games which involve pushing one another off of platforms.
 - No other equipment (balls, jump ropes, etc) while on structure.

13. Students are not permitted to ride bicycles or scooters on the playground at any time during school hours.

Students who do not comply with the rules should be removed from the activity and should be ordered to spend “time-out” against the school wall. Repeat offenders should be referred to the office.

Section 9: Tardy Policy

A tardy is a failure by a student to be in their assigned classroom when the tardy bell rings. Tardy students should go immediately to class. The only way for a student to dismiss/excuse a tardy is to bring a signed explanation from another staff member. Otherwise, the teacher records the tardy and will meet with the student immediately following class time to inform and possibly to arrange a detention. Each teacher will record and administer the following discipline for each tardy per quarter.

Additional consequences for students that are habitually late will be at the discretion of the teacher and administrator.

Section 10: Leaving the School Building & Returning After an Absence

Students who must leave school for any reason during the school day **must check out** at the office before leaving. Students leaving school must be cleared in advance by a note or phone call from the student’s parent or legal guardian. Upon returning to school, students are expected to check in at the office. Students who leave without permission and without signing out in the proper manner will be considered truant.

A student returning to school after being absent must bring a written note from his/her parents or guardian stating the reason for the absence unless the absence was prearranged. The excuse should be presented in the principal’s office. An admit slip will be issued to the student permitting him/her to return to his/her classes.

When it is necessary for a student to be absent for any reason, the parent or guardian of the student should call the school office no later than 8:30 am to verify the reason for the absence. If no phone call is received by the office, the student will be required to bring a note explaining the reason for the absence. This note must be dated and signed by a parent or guardian. If you forget your note, you will be asked to phone your parent to verify the reason for the absence to the principal or the secretary. **If no phone call or note is received by the office, the absence may be considered truancy.**

Section 11: Classroom Assignments and Grading

The ultimate goal of the school district is the education of students. Because of the differences that exist among the various levels: elementary, middle school, and high school, variations will exist in grading and classroom work assignments. For this reason, grading procedures and consequences at each of the three levels, elementary, middle school and high school, shall be appropriate to the age, maturity, and needs of students. These procedures shall be uniform at each of the three divisions.

Section 12: Testing Program

Chadron Public Schools conducts a complete testing program to aid us in becoming better acquainted with your child's abilities and his/her capacity for learning. Standardized testing enables the school to compare a child's growth and development throughout the school years. Testing also enables teachers to diagnose specific weaknesses, bring to light apparent interests, and uncover scholastic disabilities.

Section 13: Promotion/Retention

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

Chadron Public Schools has adopted the following criteria for determining student retention:

1. Students who miss 21 or more days of school will be considered for retention.
2. Students who have missed 21 or more days during the school year and who have received failing grades at the end of the first semester in two of the basic skill areas (reading, mathematics, language arts, social studies and science) and are failing in two of these basic skill areas at the end of the year will be required to repeat the school year.
3. Students who have received failing grades for the first semester in reading and math, are failing in both areas at the end of the year, and who have scored substantially below grade level in mathematics and reading, as indicated on a standardized measure administered in the spring, will be retained at grade level.

When retention of a student is being considered, parents will be contacted during the third quarter of school. Every effort will be made to remediate academic difficulties so that retention is not necessary.

Section 14: Parent-Teacher Conferences

A teacher initiated conference for elementary children is scheduled twice during the school year. Other conferences may be held if deemed necessary. Parents should always feel free to request a conference, if they so desire.

Section 15: Elementary Student Fees Policy

The Board of Education of Chadron Public Schools has adopted this student fees policy in accordance with the Public Elementary and Secondary Student Fee Authorization Act.

Section 16: Title 1 Parent-Student Learning Compact

Parent/Guardian:

I understand that my participation in my child's education will help his/her achievement and attitude.

I agree to carry out the following responsibilities:

1. Provide a quiet place/time to do schoolwork and encourage my child to complete schoolwork.
2. Make sure my child gets adequate sleep and has a healthy diet
3. Make sure my child is at school on time.
4. Spend at least 15 minutes each day reading with my child.
5. Communicate and work with teachers and school staff to support and challenge my child.
6. Monitor television watching and use of extracurricular time.
7. Attend parent meetings and conferences.

Student:

I know my education is important to me. It will help me become a better person. I agree to do the following:

1. Return completed schoolwork and assignments.
2. Be at school on time unless I am sick or have a prearranged absence.
3. Be responsible for my own behavior.
4. Respect and cooperate with other students and adults.
5. Spend at least 15 minutes each day reading.

Teacher:

I understand the importance of the school experience to every student and my role as a teacher.

I agree to carry out the following responsibilities:

1. Develop a curriculum to meet the individual needs of the child.
2. Teach the necessary concepts to meet the individual needs of the child.
3. Regularly communicate with parents on their child's progress.
 - A. Provide reports to parents.
 - B. Encourage participation in the child's class.
 - C. Invite parents to observe Title 1 class activities.
 - D. Encourage parents to volunteer in Title 1 classrooms.
4. Provide opportunities for parent meetings and conferences.
5. Provide a safe, supportive and healthy learning environment for your child.
6. Respect the cultural diversity of students and their families.

Article 8 – Extracurricular Activities-Rights, Conduct, Rules and Regulations

Section 1: Extracurricular Activities

Chadron High School offers a variety of extracurricular activities for both young men and women. You are encouraged to participate in these activities if you desire to do so.

<u>ACTIVITY</u>	<u>SEASON</u>
SPIRIT SQUAD -----	AUGUST-MARCH
CROSS COUNRTY (B/G)-----	FALL
FOOTBALL -----	FALL
GIRLS GOLF-----	FALL
GIRLS SOFTBALL-----	FALL
PLAY PRODUCTION-----	FALL
VOLLEYBALL-----	FALL
MOCK TRIAL -----	FALL-WINTER
BASKETBALL (B/G) -----	WINTER
WRESTLING -----	WINTER
SPEECH/DEBATE -----	WINTER-SPRING
TRACK (B/G) -----	SPRING
BOYS GOLF -----	SPRING
SCHOOL MUSICAL-----	SPRING
HEALTH PROFESSIONS CLUB-----	ALL YEAR
FBLA CLUB -----	ALL YEAR
MATH CLUB -----	ALL YEAR
MULTI-CULTURAL CLUB -----	ALL YEAR
STUDENT COUNCIL-----	ALL YEAR
NATIONAL HONOR SOCIETY-----	ALL YEAR
VOCAL AND INSTRUMENTAL MUSIC-----	ALL YEAR

Section 2: Extracurricular Activity Rules

All Chadron Public School students must adhere to all school policies in order to take part in the activities program. Each participant is governed by the following rules concerning the substance abuse policy.

Athletic/Activity Policy Definitions:

Season: NSAA designated season.

Activity: Any activity requiring a PCS Parental Consent form included but not limited to athletics and fine arts. Additionally, any club or organization would be subject to these rules and regulations.

Participation: Involvement in any activity including but not limited to meetings, conferences, practices, rehearsals, summer camps, and competition.

Drug/Alcohol/Tobacco Policy:

Student use, possession, distribution, or sale of alcohol, tobacco, narcotics, other drugs, “look-alike” drugs, steroids, drug paraphernalia is prohibited on school grounds; or during an education function or event off school grounds; or off school grounds during the school year.

1. Possession/Under the Influence of Alcohol/Controlled Substance:

a. Statement of Purpose

The purpose of this policy is to encourage those students involved in the defined extracurricular activities to remain free from the use and possession of alcohol, tobacco, or controlled substances. This section of the policy provides for disciplinary action against those students who have been determined to have used or possessed alcohol or controlled substances in violation of this policy. Chadron Public Schools disapproves of the use of alcohol or controlled substances by its students under any circumstances because of the dangers to adolescents imposed by those substances. Chadron Public Schools acknowledges that students are going to make decisions which affect their health and well-being in all respects, but it is unwilling to allow those students who are involved in extra-curricular activities and, thus, representing the schools to use such substances without direct consequences. The Chadron Public Schools, students, and their parents need to realize those decisions may have consequences beyond any imposed by this school district.

b. Prohibited Conduct

A student engaged in extracurricular activities shall not use or possess alcohol, tobacco, or “controlled substances”. “Possession” may be actual or constructive and administration shall have absolute discretion and authority to determine what constitutes “possession”. A “controlled substance” shall mean a drug, substance, or immediate precursor in Schedules I to IV of Section 28-405 of the Nebraska Statutes. “Controlled substance” shall not include distilled spirits, wine, malt beverages,

tobacco, or any non-narcotic substance if such substance may, under Federal Food, Drug, and Cosmetic Act and the law of this state, be lawfully sold over the counter without a prescription, and a “controlled substance” shall not include a substance lawfully obtained by a valid prescription.

c. Extracurricular Activities

The following “extra-curricular activities” are subject to this policy:

- All athletic teams
- Speech and debate teams
- Play production
- Spirit Squad
- Mock Trial
- FBLA
- All support personnel for these “extra-curricular activities” such as student managers, statisticians, videographers, and trainers

d. Disciplinary Action

School Day – For this section of this policy a school day is defined as a “day when school is scheduled to be in session with students.”

1. First Offense

For a first offense violation of this disciplinary policy, the student shall be subject to an 11 school-day suspension if the infraction occurs in the middle of the season or beginning on the date of the first contest if the infraction occurs during the pre-season. The suspension from all school activities will begin on the date of the decision by the administration, which shall be issued in writing and delivered to the student at school and to the student’s parent via U.S. Mail. The penalty will be carried over to the next activity, which the student participates in, if the violation occurs at the end of the season.

2. Second Offense

For a second offense of this policy, there shall be a 45calendar day suspension from all school activities to begin on the date of the decision by the administration, which shall be issued in writing and delivered to the student at school and to the student’s parents via U.S. Mail. The student will be required to have a drug and alcohol evaluation to be conducted by a qualified, evaluator

selected by the student. The penalty will be carried over to the next activity, which the student participates in, if the violation occurs at the end of the season.

3. Third and Subsequent Offense

For a third and subsequent offense of this policy, there shall be a 365 calendar days suspension from all school activities to begin on the date the decision is issued in writing. The decision shall be delivered to the student at school and to the student's parents via U. S. Mail. The penalty will be carried over to the next activity, which the student participates in, if the violation occurs at the end of the season.

e. Time Applicability

1. This policy is in effect from the beginning of fall practice and ends on the last day of the spring sport-activity season with one exception - it is also in effect for any student representing Chadron Public Schools at any team camp with school sponsor during the summer.
2. The period of suspension must be served during the actual school year. For instance, if a student violates this policy during a summer camp, the suspension shall be served during the following school year.
3. None of the "extra-curricular activities" groups named herein shall impose any penalty for offenses covered by this policy. Coaches/advisors shall only enforce the decision by the administration.
4. There is a 365-day Statute of Limitations for the increasing offense level defined herein. The Statute of Limitations will begin on the date an offending student is determined by the administration to have violated this policy and continue for 365 days, which will/may include summer camps which are under the supervision of a CPS activity sponsor.

Section 3: Academic Eligibility

Chadron Public Schools is committed to the educational process and puts a priority on success in the classroom. Students not having a 70% average or above will not be eligible to participate in the activity programs offered by Chadron Public Schools. Parents of students will be notified when their child is below 70%.

PROTOCOL:

1. The eligibility list is determined on Monday by the Activities Director.

2. Students on the list will be notified and the following interventions put in place:
 - a. Time before or after school with instructor.
 - b. All make-up work handed in.
 - c. MANDATORY 5th block on Friday.
3. Student must have raised grades to above 70% by Friday at 4:00 pm.
 - a. Students not obtaining 70% will be ineligible for the next week
 - b. Following one week, student will remain ineligible until raising grade to 70% or above.

NOTE: Student should make every effort to hand in assignments prior to being absent from class. Handing in assignments for a planned absence, including school sponsored activities, is recommended. Work that is not handed in must be handed in within two days of the absence.

NCAA ELIGIBILITY

Those athletes who are considering participating in NCAA athletics should be aware of the eligibility requirements of the NCAA. Please communicate your desire with the Athletic director or counselor to obtain those requirements. Students and parents are urged to pick up a copy of the NCAA requirements in the activities or counselor's office. These are the recommended steps:

- a) Register with the NCAA eligibility center on-line (ncaa.eligibilitycenter);
- b) Notify Counselor or Athletic Director of registration;
- c) When signing up for classes make sure CHS classes are accepted by NCAA.

Section 4: Sports Seasons 2011-2012 Nebraska School Activities Association

All interscholastic sports in grades 9-12 are divided into three seasons, fall, winter, and spring. The 7th and 8th grade interscholastic athletics are divided into four seasons, fall, early winter, late winter and spring. The division of sports, and the date of the first organized practice, and the closing date of the season shall be as follows. No individual may participate simultaneously in more than one sport per season.

GRADES 9-12

FALL

OPENING PRACTICE

CLOSE OF SEASON

Football	August 8, 2011	State Playoff
Cross Country	August 15, 2011	State Meet
Volley ball	August 15, 2011	State Tournament
Girls Golf	August 8, 2011	State Meet
Girls Softball	August 8, 2011	State Meet

WINTER

Basketball	November 14, 2010	State Tournament
Wrestling	November 14, 2010	State Meet

SPRING

Boys Golf	February 27, 2012	State Meet
Track	February 27, 2012	State Meet

Section 5: Extracurricular Philosophy

Extracurricular activity programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Extracurricular activity programs are considered an integral part of the school's program of education that provide experiences that will help students physically, mentally and emotionally.

The element of competition and winning, though it exists, is controlled to the point it does not determine the nature or success of the program. This is considered to be educationally and psychologically sound because of the training it offers for living in a competitive society. Students are stimulated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in activities, both as a competitor and as a student spectator, is an integral part of the students' educational experiences. Such participation is a privilege that carries with it responsibilities to the school, team, student body, community and the students themselves. In their play and their conduct, students are representing all of these groups.

Such experiences contribute to the knowledge, skill and emotional patterns that they possess, thereby making them better individuals and citizens.

The activities program of Chadron Public Schools is designed to provide opportunities for those students who desire competitive activities in athletics, music, speech, drama and academics. It is the desire of the school system to instill in each student the desire to promote the activity program and good sportsmanship in the Chadron Public Schools.

- **Safety**

The District's philosophy is to maintain an activities program which recognizes the importance of the safety of the participants. To ensure safety, participants are required to become fully familiar with the dangers and safety measures established for the activity in which they participate, to adhere to all safety instructions for the activity in which they participate, to inform their coach or sponsor when they are injured or have health problems that require their activities be restricted, and to exercise common sense.

A Note to Remember:

The Athlete's Most Important Nutrient: WATER

Water loss for an athlete can be critical and, in severe cases can lead to death. Maintaining an adequate level of water in the body can be easy if you understand the importance of water and you remember to weigh.

The body cools itself much like the cooling system of an automobile. As muscles produce the energy needed for training and competition, they generate heat. This heat, in turn, causes your body temperature to rise. Blood picks up heat from the muscles and carries it to the skin's surface, where it is lost as sweat evaporates. Sweat is your body's main method for cooling itself.

As you sweat, you lose water-water which must be replaced if you want to perform your best. Losing as little as 2 to 3 percent of your weight via sweat can cause a decrease in concentration, coordination, strength and stamina. More importantly, if lost water is not replaced, your body begins to conserve water by slowing the sweating and, thus, the cooling process. **YOU MUST REPLACE LOST WATER.**

This is especially important when rising temperatures combine with high humidity. As temperatures rise, sweating is the main means of keeping the body cool. However, as humidity worsens, evaporation of sweat is slowed.

If you think of the air as a paper towel, a dry towel (low humidity) will easily absorb sweat. A wet paper towel (high humidity) absorbs little. You may appear to sweat more in high humidity, but the moisture that appears is not evaporating, which greatly lessens the cooling effect-and further reinforces the need to replenish lost water.

Normally you need an average of two liters (eight glasses) of water a day. During competition or training, some athletes lose as much as three to five liters of water, and even more in hot, humid weather. Thirst is not always the best indicator that the body needs water. In addition to drinking water before, during and after practice or competition, you should keep a close watch on weight changes that occur. Weighing before and after competition or practice will help determine how much water you have lost. One-half liter (16 oz.) of water equals one pound. If drinking water doesn't achieve weight recovery, the team physician should be consulted.

The most common form of heat illness results from a large loss of body water. Aiding in its development is the wearing of sweat suits and other clothing that prevent evaporation. This slows the cooling process and causes body temperature to rise. To prevent heat illness such as cramps, exhaustion and heat stroke, you should wear light, loose clothing that allows free circulation of air; move to the shade for rest and water breaks; and drink water before, during and after practice sessions or competition.

Finally, do not take salt tablets. Water will be pulled from the body to dilute the salt. If the team physician or trainer feels that additional salt is needed, it should be added to food at meals or you should eat salty foods such as ham, nuts, chips, or other snack foods.

- **Warning for Participants and Parents**

The purpose of this warning is to bring your attention to the existence of potential dangers associated with athletic injuries. Participation in any intramural or athletic activity may involve injury of some type. The severity of such injury can range from minor cuts, bruises, sprains and muscle strains to more serious injuries to the body's bones, joints, ligaments, tendons, or muscles, to catastrophic injuries to the head, neck and spinal cord. On rare occasions, injuries can be so severe as to result in total disability, paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility.

Section 6: Activity Code of Conduct

Any boy or girl is welcome to try out for any of the interscholastic activities available to them providing they meet the requirements established by the State Activities Association and the school and they agree to follow the guidelines established in this booklet.

- **Extracurricular Conduct**

1. Consider all opponents as guests at Chadron and treat them with all the courtesy due friends and guests.
2. Accept the decision of the officials and judges without question.
3. Never use abusive or irritating remarks from the sidelines.
4. Applaud good sportsmanship from opponents and teammates.
5. Strive for victory through fair play according to the rules of the activity.

6. Love the activity for its own sake, not for what winning may bring them through publicity.
7. Do everything possible to encourage enthusiasm for the activity and courtesy and respect for the participants, directors, judges, coaches, officials and fans.
8. Win without boasting and lose without excuses.
9. Do all within their power to make the entire activities program something to be proud of.
10. No outside food or drinks will be allowed to be brought into the Chadron gymnasiums.

- **Conduct of Coaches and Athletes.** Coaches and athletes shall conduct themselves in accordance with the playing rules of the sport contest and refrain from unsportsmanlike conduct during interscholastic competition. Failure to fulfill this obligation will subject the individual(s) to the penalties as provided in Article 2, Section 2.11, NSAA Bylaws Governing All Activities.

- **Definition of Unsportsmanlike Conduct.** Unsportsmanlike conduct shall include the following: fighting, verbal abuse or dissent directed toward an official or opponent, racial or ethnic slurs, inappropriate comments or actions that may be construed as sexual harassment, profanity, obscene gestures, flagrant and violent fouls, taunting, trash talk, baiting, cheating, throwing or abusing equipment, inappropriate posters, physical intimidation or abuse of an official or opponent, and unauthorized leaving of a team bench area.

- **Grounds for Suspension from Activities**

This policy is supplemental to the Chadron 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 anytime 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 Chadron 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.

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.

- **OTHER RULES APPLICABLE TO ACTIVITY PARTICIPANTS**

1. Participants are required to attend all scheduled practices, rehearsals, and meetings. If circumstances arise to prevent that participant's attendance, the validity of the reason will be determined by the coach or activity supervisor. Every reasonable effort should be made to notify the coach or sponsor prior to missing practices, rehearsals, or meetings.
2. All other reasonable rules or regulations adopted by the coach or sponsor of a school activity will be publicized through written handouts prior to the beginning of the season.
3. Student participants must be in attendance a **full** day of school to participate in any contest, practice, or activity on the same day.
4. Student participants are expected in school following a contest if regular school day is scheduled.

5. Students under suspension from school shall not be allowed to participate in any school activities during the term of the suspension.

6. Academically ineligible students must report to Friday access time and Block five to work on academics before being re-activated as an eligible player. Coaches may excuse students from Block five or access time with approval from administration.

7. Students in Block five for disciplinary action will not be excused. This may effect playing and or travel time.

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 Chadron Public Schools Board of Education or the administrative staff of the school.

- **ACTIVITY PARENT CODE OF CONDUCT**

- **Preamble**

The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these “**six pillars of character.**”

- **I therefore agree:**

- 1. **I will** not force my child to participate in activities.
- 2. **I will** remember that children participate to have fun and that the game is for youth, not adults.
- 3. **I will** inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.
- 4. **I will** learn the rules of the game and the policies of the league.
- 5. **I (and my guests) will** be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
- 6. **I (and my guests) will not** engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent
 - such as booing and taunting; refusing to shake hands; or using profane language or gestures.
- 7. **I will not** encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.
- 8. **I will** teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- 9. **I will** demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
- 10. **I will** teach my child that doing one’s best is more important than winning, so that my child will never feel defeated by the outcome of a contest or his/her performance.
- 11. **I will** praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
- 12. **I will** never ridicule or yell at my child or other participant for making a mistake or losing a competition.
- 13. **I will** emphasize skill development and practices and how they benefit my child over winning. I will also deemphasize
 - games and competition in the lower age groups.
- 14. **I will** promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
- 15. **I will** respect the officials and their authority during contests and will never question, discuss, or confront coaches at
 - the game field, and will take time to speak with coaches at an agreed upon time and place.
- 16. **I will** demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from
 - their use at all contests.
- 17. **I will** refrain from coaching my child or other players during contests and practices, unless I am one of the official coaches of the team.
- 18. **I will** remember that my child hears my voice above all others. My encouragement may be perceived as criticism or
 - distraction.
- **I also agree** that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:
 - Verbal warning by official, head coach, and/or head of league organization
 - Written warning
 - Parental game suspension with written documentation of incident kept on file by organizations involved
 - Game forfeit through the official or coach
 - Parental season suspension

- Athlete’s Name(s): _____

- Parent’s Name(s) : _____ Signature(s): _____

Section 7: Attendance

If a student is absent for one-half or more of any one class on the day of an activity, the student will not be allowed to participate in the activity. The exception to this is a **pre-arranged** appointment or a medical appointment.

Section 8: Team Selection & “Playing Time”

“Team selection” and “playing time” decisions are the responsibility of the individual coach or sponsor of the activity. Consistent, however, with the purposes of the activities program, the coaches and sponsors shall follow the following established guidelines for team selection and playing time decisions, along with such other guidelines as each individual coach and sponsor may develop which are not inconsistent with these established guidelines:

1. School Representative. Student participants must demonstrate that they can and will represent themselves and their school in a manner which reflects the development of high ideals and appropriate values, which shall include good citizenship in the school and in the community.

2. Success: Student participants must demonstrate that they can make the activity program more successful, both from a standpoint of competitive success and success in promoting a positive school spirit. Characteristics for purposes of these criteria include the student’s: (1) talent or skill, (2) desire to improve the student’s own skills or talents as well as those of others in the activity, and (3) attitude of respect towards teammates, the coach, the school and the community.

3. Senior Participation: A varsity head coach will communicate to the players who will suit up for varsity games and this includes seniors who might not suit up for games based upon the coach’s professional judgment. Senior athletes who do not suit up for varsity competition may be assigned various duties by the head coach and may travel to away games including the state tournament.

Section 9: National Competition Support for Students

5147.1

The intent of this policy is to show support for National Competition for students in an educational setting.

The district will provide financial support up to \$500.00 per one sponsor and up to \$100.00 for each student participant for up to a \$2,000.00 maximum per occurrence when students participate in a National Competition.

State and local events are supported through the District financial procedures.

This is a guideline only. The Board reserves the right to refuse based on budgetary concerns.

Section 10: Transportation

1. Chaperones, activity groups and staff members travel to and from events by school bus or school vehicles. Travel by private cars is discouraged, but when used strict insurance standards are adhered to and an adult will be in the car. (See Superintendent Policy) All members of a group will return from a contest by the same transportation provided for taking them to the contest. (Exception: A participant may continue on a trip or return home with his/her parent/guardian after a contest if the sponsor received a written request from the student's parent/guardian or the parent/guardian is there to personally remove the student.) 24 hour notice is needed in order to remove a student from school trips if student will be traveling with someone other than students' parent/guardian . . . he/she must be at least 21 and be approved by parent/guardian.

The Activities Director is responsible for the transportation of students to all activities. The Activities Director will make decisions on travel after consultation with those whose input is considered essential in making the decision. Those who will be involved in the decision making process will include principals, superintendent, the district transportation director, area Activity Directors, government agencies and others whose information is deemed necessary to make a decision. Student safety is the first and foremost consideration in making travel decisions. Once student activity groups leave the school, decisions regarding travel are at the discretion of the driver.

2. Dress should be clean, neat, and in good taste (see dress code page).
3. Meals: When an activity group is required or will be away all day for a contest or if the return trip home is exceptionally long, arrangements will be made to feed the members. All members will eat together. Members will be asked to pay for their meals.

Section 11: Specific Activities Rule Items

- **Starting, Dismissal and Length of Practices**

All starting times of practices will be designated by the individual coach. All athletes are expected to be on the court or field at the time set by the coach. Practices should begin as quickly as possible after school dismissal. In order that athletes and their parents may plan accordingly, and for the welfare of the athlete, the following is suggested concerning the length of practices: **Senior High Athletes – 2 1/2 hours after the school day ends.**

- **Weight Room**

The weight room is for the use of all high school students in the Chadron School System. A certified employee of the school district must supervise all students using the weight room. The physical education department is encouraged to use the weight room along with the

athletic department. During the sports practice time, the athletes participating in the season sports have the first right to use the weight room.

Whoever opens the weight room for the students is responsible for the people they open it for. It is the sponsor's responsibility to turn out the lights and lock the doors. Do not leave any students unsupervised.

Keys should not be given to students for them to open and use the weight room. A certified employee of the school district must open the weight room and be responsible for those using the facility by being in the weight room.

- **Spirit Squad Participation**

1. Spirit squad consists of the Cheerleading and Coed Dance team.
2. Cheerleaders may split into squads to correspond with the athletic seasons and participant ability.
3. Cheerleaders may cheer at both home and away contests with administration approval.

- **Equipment**

The athletic department tries to furnish the athlete with as much of the equipment needed as is feasible. We are confident that we have good equipment and in the case of contact sports, our athletes are well protected.

All equipment will be checked out to individuals at the beginning of the season by the coach in charge. The athlete will be responsible for this equipment and should be prepared to pay for the cost of replacement if it is not checked in at the end of the season in reasonable condition. All school equipment shall remain the property of the school. Any Chadron High School equipment observed being worn outside of an activity will be confiscated.

It is the responsibility of the athlete to check in the equipment at the end of the season or immediately should he/she quit a sport. If an athlete fails to check in their equipment at the designated time or immediately should he/she quit a sport, he/she will be expected to pay for the cost of replacement.

All collections for lost equipment will be handled in the respective principal's office.

At no time should an athlete wear equipment checked out to him/her except for practices and contests.

- **Lettering Requirements**

Each time an individual letters in the middle school or senior high school, he/she will be awarded a letter certificate by the coach of that sport at the conclusion of the season. The first time, and only the first time, that an individual letters in any sport at the senior high level, he/she will be awarded by the coach of that sport, the standard chenille letter representative of athletics.

Basketball – To be eligible an athlete must have played in ½ of the total number of quarters. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team.

Cross Country – To be eligible an athlete must have participated in 3/4 of the varsity meets. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team.

Football – To be eligible an athlete must have a total of ½ of the total number of quarters. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team.

Golf – To be eligible an athlete shall have medaled in a meet or participated in ½ of the meets. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team.

Softball – To be eligible an athlete must play in ½ of the games in all matches played during the regular season. (All tournaments included except district and state.) The above requirement can be waived in the case of an athlete who has contributed a great deal to the team.

Track –Boy's & Girl's – To be eligible an athlete must:

1. Place in a major meet, or
2. Place 1st once or 2nd twice in a dual or triangular, or
3. Score 30 or more team points

Volleyball – To be eligible an athlete must play in ½ of the games in all matches played during the regular season. (All tournaments included except district and state.) The above requirement can be waived in the case of an athlete who has contributed a great deal to the team.

Wrestling – To be eligible an athlete shall have earned 20 varsity team points or place in one of the following meets: Conference, State, or District. The above requirement can be waived in the case of an athlete who has contributed a great deal to the team.

~Other Information Regarding Lettering

In the senior high all requirements are based on varsity competition only.

Letters are awarded to athletics who have met the requirements and are in good standing with their respective coaches. Coaches have the right to deny letter winner status based on behavior unbecoming of a Chadron High athlete

When an athlete accepts his/her letter they agree:

1. To accept all the responsibilities which go along with the letter.
2. To continue to be active in the athletic program.

Letters will be awarded by the athletic department. Certificates will be given to the athletes by their respective coaches at the athletic banquet.

- **Activity and Sponsorship Guidelines**

All school related activities must be scheduled and approved by the activities director, one week in advance of the activity unless approved by the principal.

The activities director should be notified of the following: times of meetings, pep rallies, and other school related activities by 8:30 a.m., Thursday for the following week.

Every organization's secretary must submit a constitution and membership list to the office at the beginning of the school year before any of their business will be accepted by the administration.

- **Fund Raising**

All fund raising activities must be approved by the Activities Director. It is the policy of the school to not allow the soliciting of money from local businessmen, service clubs, or individual. Only school sponsored groups will be allowed to raise money during school sponsored activities. Any exception to this policy must be approved by the principal.

- **Purchases of Team or Organization Apparel**

All purchases of apparel to be worn by team members or organizations must be approved by the athletic director and principal and meet school dress codes and school guidelines. Our groups represent our school in the public and our team clothing and purchases are to promote pride and class at all times.

- **Dressing Room Policies**

All use of cell phones is strictly prohibited at all times in all locker rooms!

All students shall be under the direct supervision of the staff member in charge while dressing. A student shall not linger in the dressing room, be rowdy, or endanger the safety of others. All cases of misconduct while dressing will be dealt with by the staff member in charge.

Students are always to respect all equipment and supplies in the training room. Coaches' offices and equipment rooms are off-limits to all students except student managers.

Exception: The student is asked to enter for a conference by the staff member.

- **Activities on Church Night and Sundays**

According to the Nebraska School Activities Association, **no activities** may be scheduled on Sunday. In addition to this, the school wishes to work cooperatively with the churches of

the community. There will be no practice or activities past 6:00 p.m. on Wednesday evening or on Sunday during the regular season.

Section 12: Student Fees Policy

5119

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

A. Definitions:

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

B. Listing of Fees Charged by this District:

1. Guidelines for Clothing Required for Specific Courses and Activities

Students are responsible for complying with the District's grooming and attire guidelines. They are also responsible for furnishing all clothing required for any special programs, courses or activities in which they participate. The teacher, coach, or sponsor of the activity will provide students with written guidelines that will detail any special clothing requirements and explain why the special clothing is required for the specific program, course or activity.

2. Safety Equipment and Attire

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

students use the devices as required, and (c) students are responsible for using the devices safely and as instructed.

3. Personal or Consumable Items

Students are responsible for furnishing personal or consumable items for participation in courses and activities including, but not limited to, pencils, paper, pens, erasers and notebooks. The District will provide students with facilities, equipment, materials and supplies, including books. Students are responsible for the careful and appropriate use of such property. Students will be charged for damage to school property caused by the student and will be held responsible for the reasonable replacement cost of any school property that was lost by the student.

4. Materials Required for Course Projects

Students in some courses produce a project that becomes their property at the end of the course. In those circumstances, students must either furnish or pay for the reasonable cost of any materials required for the course project.

5. Extracurricular Activities

The District may charge students a fee to participate in extracurricular activities to cover the District's reasonable costs in offering such activities. The District may require students to furnish specialized equipment and clothing that is required for participation in extracurricular activities, or may charge a reasonable fee for the use of the District-owned equipment and clothing, detailing the fees charged, the equipment and/or clothing required, or the usage fee charged. The guidelines will explain the reasons that fees, equipment and/or clothing are required for the activity.

6. Post-Secondary Education Costs

Some students enroll in post-secondary courses while still enrolled in the District's high school. As a general rule, students must pay all costs associated with such post-secondary courses. However, for a course in which students receive both high school and post-secondary education credit or a course being taken as part of an approved accelerated or differential curriculum program, the District shall offer the course without charge for tuition, transportation, books, or other fees, except tuition and other fees associated with obtaining credits from a post-secondary educational institution.

7. Transportation Costs

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

8. Copies of Student Files or Records

The District will charge a fee for making copies of a student's file or records for the parent or guardians of such student. The Superintendent or the Superintendents designee shall establish a schedule of student record fees. Parents of students have the right to inspect and review the students' files or records without the payment of a fee, and no fee shall be charged to search or retrieve any student's files or records.

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

The District will charge reasonable fees for participation in before-and-after-school or pre-kindergarten services offered by the District pursuant to statute.

10. Participation in Summer School or Night School

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

11. Charges for Food Consumed by Students

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

Any fees referenced in the listing above are further specified in Appendix 1 of this policy.

C. Waiver Policy:

Students who qualify for free or reduced-price lunches under United States Department of Agriculture child nutrition programs shall be provided a fee waiver or be provided the necessary materials or equipment without charge for: (1) participation in extracurricular activities; (2) admission fees and transportation charges for student spectators attending extracurricular activities; (3) materials for course projects, and (4) the use of a musical instrument in optional music courses that are not extracurricular activities. Actual participation in the free or reduced-price lunch program is not required to qualify for the waiver provided in this section. The District is not obligated to provide any particular type or quality of equipment or other material to eligible students.

D. Distribution of Policy:

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

E. Student Fee Fund:

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

a. Annual Hearing:

On or before August 1, annually, the board of education shall hold a public hearing at a regular or special meeting of the board on the proposed student fee policy, following a review of the amount of money collected from students pursuant to, and the use of waivers provided in, the student fee policy for the prior school year. The student fee policy shall be adopted by a majority vote of the school board and shall be published in the student handbook.

Legal References:

Laws 2002, LB 1172 (The Public Elementary and Secondary Student Fee Authorization Act)

Neb. Constitution, Article VII, section 1

Neb. Rev. Stat. §§ 79-241, 79-605, and 79-611 (transportation)

Neb. Rev. Stat. §79-2,104 (student files or records)

Neb. Rev. Stat. §79-715 (eye-protective devices)

Neb. Rev. Stat. §79-737 (liability of students for damages to school books)

Neb. Rev. Stat. §79-1104 (before-and-after-school or pre-kindergarten services)

Neb. Rev. Stat. §79-1106 to 79-1108.03 (acceleration or differentiated curriculum program)

Date of Adoption: June 10, 2002

Amended: June 13, 2011

Chadron Public Schools

Chadron, Nebraska

Chadron Public Schools
 Appendix "1" to 2011-12 Student Fees Policy
Additional Specification of Required Materials and Fees:

ELEMENTARY PROGRAM	GENERAL DESCRIPTION OF FEE OR MATERIAL	\$ AMOUNT OF FEE OR SPECIFIC MATERIAL REQUIRED (Anticipated or Maximum)
Physical Education classes	Appropriate clothing (non-specialized attire)	NONE
Art classes and special projects or events	Appropriate clothing (non-specialized attire)	NONE
Music – Optional band courses	Musical instruments; Recorder 4 th grade	\$5.00 Maximum
Classroom supplies	Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.	Students will be responsible for the replacement cost of damaged or lost supplies provided by the schools.
Field Trips	Transportation and admission costs of field trips	None-costs of school sponsored, class-related field trips will be paid for by the school. Parents may be encouraged but not required to pay for field trip costs of up to \$5 per student for each field trip to defray costs. Meals on field trips will be at the expense of the student. School lunches will be provided as needed for free-reduced lunch eligible students.
Copies	Use of school copiers	Ten cents (\$.10) per page for black and white and Twenty-five (\$.25) for color when charges apply
School Meals		Breakfast- -\$1.45 Reduced Breakfast - \$0.30 Lunch- -\$2.60 (K-8) \$2.70 (9-12) Reduced Lunch - \$0.40 Extra Entrée - \$1.60

		Extra Milk - \$0.45 Prices are based on one meal per day; will vary depending on the number of meals or items purchased by the student, & may be adjusted during year.
Admission	Spectator fees	\$7 per event maximum. Students may purchase an Activity Pass for Elementary at \$15 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20 per event.

SECONDARY PROGRAM	GENERAL DESCRIPTION OF FEE OR MATERIAL	\$ AMOUNT OF FEE OR SPECIFIC MATERIAL REQUIRED (Anticipated or Maximum)
Physical Education classes	Appropriate clothing (non-specialized attire)	Tennis shoes and white socks, running shorts, T-shirt
Art and shop classes and special projects	Appropriate clothing (non-specialized attire) Materials for projects to be owned by student	Old clothes for art / shop classes. Cost of calligraphy pens for art. Cost of materials for projects to be owned by student
Music – Optional band courses	Musical Instruments, Equipment and Attire	Musical instruments and accessories (reeds, valve oil, etc.). Limited instruments available for use by any student. Damage deposit of \$20 for use of school owned instrument. Uniforms for the marching band will be supplied by the school; students may be required to pay a refundable band uniform cleaning fee up to \$10.
Classroom supplies	General supplies, such as writing instruments (pens,	None-necessary classroom supplies will be made

	pencils, crayons, markers) notebooks, etc.	available by the school. Students will be responsible for the replacement cost of damaged or lost supplies. Students are encouraged but not required to bring items from class supply lists which may be handed out by the office or individual teachers.
Advanced math or science	Specialized calculators	Refundable damage deposit of \$25 per semester will be required for students who wish to use school calculators outside the classroom. Students are encouraged but not required to purchase such equipment for their personal use
Copies	Use of school copiers	Ten cents (\$.10) per page for black and white and Twenty-Five cents (\$.25) for color when charges apply
School Meals		Breakfast- -\$1.45 Reduced Breakfast- -\$.30 Lunch- -\$2.60(K-8) \$2.70 (9-12) Extra Entrée- -\$1.60 Extra Milk- -\$.45 Reduced Lunch- -\$.40 Prices are based on one meal per day, will vary depending on the number of meals or items purchased by the student, and may be adjusted during the year.
Post-secondary education classes	Tuition and fees for college courses taken for credit	None-Any postsecondary education costs are to be paid directly by students to the college
College entrance tests and preparation	Prep programs & tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT test, and ACT test, are

		optional and to be paid directly to the private companies involved
Equipment and attire	Students are responsible for required equipment and attire appropriate to the sport or activity which are not provided by the school, and are responsible for any optional clothing, equipment, or other items associated with the sport or activity	<p>Required items include athletic undergarments (supporter, bra, socks, and undershirts), practice attire, including shorts, shirts, socks and shoes suitable for the activity, and dress attire suitable for team travel. Optional items for which students are responsible include: personal athletic bags, hair ties, sweat bands, non-required gloves, swim goggles, towels, forearm pads and personal medical devices (braces, orthopedic inserts, etc.). Additional required items for particular sports or activities may include:</p> <p>Girls Softball - Glove</p> <p>Basketball - No additional Cross Country- No additional</p> <p>Football - Mouthpiece</p> <p>Golf - bag & clubs</p> <p>Speech/Debate - Dress attire; copies of research</p> <p>Track - No additional</p> <p>Volleyball - knee pads</p> <p>Wrestling - head gear</p>
Locker usage	Use of school padlock	A \$6 fee will be required for damage to a school padlock

EXTRA-CURRICULAR PROGRAMS	GENERAL DESCRIPTION OF FEE OR MATERIAL	\$ AMOUNT OF FEE OR SPECIFIC MATERIAL REQUIRED (Anticipated or Maximum)
Admission	Spectator fees for admission to events	\$7 per event maximum. Students may purchase an Activity Pass for H.S. or M.S. - \$30 per year and Elementary - \$15 per year. For District and Conference events hosted by the School, cost to be set by NSAA but not to exceed \$20 per event.
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to student's physician or clinic. Physicals completed at the school are \$5 (by donation only).
Cardinal Singers	Uniform	Maximum \$200
Spirit Squad	Uniform	Maximum \$300
Extra-Curricular Participation Fee	Fee to participate in extra-curricular programs.	In the event an athletic participation fee is charged, the fee will be \$60 for HS and \$50 for MS, per student (\$120 maximum per family) Includes an activity pass.
Travel Meals	Meals	Students are responsible for their own meals while traveling. Individual sports or activities may request students to pay up to \$50 per season to be used towards team travel meals.
Locker use	Padlock for gym locker	A \$6 fee will be required for damage to a school padlock.
Camps and Clinics	Registration and other costs of camps or clinics	Students are responsible for the cost of all clinics, camps and conditioning programs. Any personal items purchased at camps or clinics, such as t-shirts, shall be at the student's expense

Athletic Clubs	Letterman's club and other clubs supporting the athletic program	Annual dues not to exceed \$10 per club
Future Business Leaders (FBLA)	State & national dues, and activities	Annual dues not to exceed \$30 per club
Future Career/Community Leaders (FCCLA)	State & national dues, and activities	Annual dues not to exceed \$20 per club
National Honor Society	State & national dues, and activities	Annual dues not to exceed \$20 per club
Science Club	State & national dues, and activities	Annual dues not to exceed \$20 per club
Spanish Club	State & national dues, and activities	Annual dues not to exceed \$20 per club
Student Council	State & national dues and activities	Annual dues not to exceed \$20 per club
Other Approved Clubs	State & national dues, and activities	Annual dues not to exceed \$10 per club
School plays, musicals and social activities	Admission to events	\$7 per play or activity
School dances	Admission to prom, homecoming, etc.	\$25 per event maximum
Class dues		Each of the six secondary classes may assess its members an amount not to exceed \$10 annually for rental and decoration of dance facilities, punch and snacks at social activities, memorials and recognition plaques, flowers, and cards, and similar class activities. The payment of such an assessment shall be strictly voluntary, but students who do not pay may be denied admission to extracurricular activities supported by the class dues.
Senior recognition assessment	Optional graduation activities	Participation in class activities attendant to graduation (such as being part of the composite

		<p>picture, special yearbook pages, etc) is not required in order for students to receive their high school diploma. Students who choose to participate will be required to pay the cost of the items involved in the graduation ceremony and attendant class activities. These may include the rental of graduation robes, caps, tassels, class flowers, class gift, yearbook picture page, and class composite picture. A single Senior Class Recognition Assessment not to exceed \$70, will be assessed to those Seniors who elect to participate in such activities.</p>
Trips	<p>Transportation, lodging, meals, admission to events, etc.</p>	<p>Students are responsible for costs of school sponsored trips where the trip is an extracurricular activity. The maximum costs of such trips will be \$2,000 per student. If the trip is not school sponsored, the costs of the trip are not subject to this policy and no fee waivers will apply. A trip is not school sponsored if: it is not supervised or administered by the school, attendance on the trip does not count towards graduation credit or grade advancement, and participation on the trip is voluntary for students.</p>

**Summary of Appendix "1" to 2011-2012 Student Fees Policy of
Chadron Public Schools Specification of Required Materials and Fees:**

ELEMENTARY PROGRAM	GENERAL DESCRIPTION OF FEE OR MATERIAL	\$ AMOUNT OF FEE OR SPECIFIC MATERIAL REQUIRED (Anticipated or Maximum)
Physical Education classes	Non-specialized attire	None
Art classes	Non-specialized attire	None
Music	Instruments; Recorder 4 th grade	\$5.00
Classroom supplies	General Supplies	None
Field Trips	Transportation & Admission fees	\$5
Copies	Use of school copier	\$.10 per black and white page, \$.25 per color page
School meals		Breakfast - \$1.45 (K-12) Lunch - \$2.60 (K-8) Lunch - \$2.70 (9-12)
Athletic Admission	Spectator fees	K-4 Annual Activity Pass \$15.00 Max. Student Admission to athletic event \$7.00

SECONDARY PROGRAM	GENERAL DESCRIPTION OF FEE OR MATERIAL	\$ AMOUNT OF FEE OR SPECIFIC MATERIAL REQUIRED (Anticipated or Maximum)
Physical Education	Non-Specialized attire	None
Shop classes	Non-Specialized attire	None
Industrial Tech	Student-owned project materials	Max. \$150
Art Class	Calligraphy Pens	Max. \$ 25
Instrumental Music	Uniform Cleaning/Deposit Musical Instrument Rental	Max. \$ 10 \$20
Classroom supplies	General supplies	None
Copies	Use of school copier	\$.10 per black and white page, \$.25 per color page

School Meals		Breakfast - \$1.45 (K-12) Lunch - \$2.60 (K-8) Lunch - \$2.70 (9-12)
Advanced Math or Science	Specialized calculators	\$25 refundable deposit per semester
Post-secondary education classes	Tuition & fees	Payable to Chadron State
College entrance tests & prep	Prep programs & tests	Payable to Chadron State
Equipment and attire	Appropriate sport/activity attire	TBD by Coach
Locker usage	School padlock	\$6 if damaged

EXTRACURRICULAR & OTHER PROGRAMS	GENERAL DESCRIPTION OF FEE OR MATERIAL	\$ AMOUNT OF FEE OR SPECIFIC MATERIAL REQUIRED (Anticipated or Maximum)
Admission	Activity Fee	5-12 Annual Activity Pass \$30 Max. student admission to athletic event \$7.00
Participation	Fee to Participate in Extra-Curricular Programs	5-8 Participation Fee \$50 9-12 Participation Fee \$60 (both include an annual student activity pass)
Athletic Physicals	Physical Fee – School physicals	Max. \$ 5
Cardinal Singers	Uniform	Max. \$200
Cheerleaders/Spirit Squad	Uniform	Max. \$300
Locker use	Padlock for locker	\$6 if damaged
Camps & Clinics	Registration & other costs	TBD
Athletic Clubs	Letterman's club	\$10
Marching band	Equipment and attire	Max. \$10
FBLA (Future Business Leaders)	State & national dues, etc.	Max. \$30
FCCLA (Future Career/Community Leaders)	State & national dues, etc.	Max. \$20
National Honor Society	State & national dues, etc.	Max. \$20
Science Club	State & national dues, etc.	Max. \$20
Spanish Club	State & national dues, etc.	Max. \$20

Student Council	State & national dues, etc.	Max. \$20
School plays, musicals & social events	Admission to events	\$7
School dances	Admission to prom	Max. \$25
Class dues		Max. \$10
Senior recognition assessment	Optional graduation activities	Max. \$70
Trips	Transportation, lodging, meals and admission to events, etc.	Max. \$2,000

Section 13: NSAA Eligibility Requirements for Activities Participation

1. Student must be an undergraduate.
2. Student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy at the school he/she wishes to represent in interscholastic competition
3. Student must be enrolled in some high school on or before the eleventh school day of the current year.
4. Student is ineligible if nineteen years of age before August 1 of current school year. {Student may participate on a high school team if he/she was 15 years of age prior to August 1 of the current school year.}
5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
6. Student must have been enrolled in school the immediate preceding semester.
7. Student must have received twenty semester hours of credit the immediate preceding semester and must be receiving a minimum of twenty semester credits during the semester of activity participation.
8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport which are scheduled by his/her school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
9. A student shall not participate in sports camps or clinics during the season of a sport in

which he/she is involved, either as an individual or as a member of a team.

10. A student shall not participate on an all-star team while a high school undergraduate.

11. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high school is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days.

If a student has participated on a high school team at any level as a seventh, eighth or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

12. When the parents of a student change their domicile from one school district, which has a high school to another school district, which has a high school, the student is ineligible for ninety school days except:

a. If the change in domicile by the parent occurs during a school year, the student may remain at the school he/she is attending and be eligible until the end of the school year or transfer to a high school located in the school district where the parents established their domicile and be eligible.

b. If a student has been attending the same high school since initial enrollment in grade nine and the school is located in the school district from which the parents moved, he/she may remain at that high school and retain eligibility or he/she is eligible at a high school located in the school district where his/her parents established their domicile.

c. If the parents moved during the summer months and the student is in grade twelve, the student may remain at the high school he/she has been attending and retain eligibility.

13. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his /her natural parents{s} have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and ruling.

14. A student shall not participate in a contest under an assumed name.

15. A student must maintain his/her amateur status.

Students who take part in activities must receive passing grades in all classes. Those students not passing will be given a written warning on Monday. The student will have until Thursday to get their grade(s) up. If on Thursday, the student is not passing he/she will be declared ineligible starting the following Monday and will remain ineligible through the following Saturday. If the student is still failing the following Thursday the student will be declared ineligible again the following week from Monday through Saturday.

Before your student begins any athletic season, he or she must have the following forms filled out, signed and returned to the High School Office.

1. Physical form (three parts)
 - a. Physical information with Doctor's signature.
 - b. Insurance form indicating name of company or an indication you do not want insurance.
 2. Parent/Guardian Form from the back of the Student Handbook.
 3. Athletic Emergency Treatment form. (This allows us to have a doctor treat your child in any situation where it may be impossible to reach you.)
16. Check for participation fee.

Section 14: Alcohol, Tobacco and Substance Abuse Policy for Extra-curricular Activities 5131.90

This policy imposes consequences for the possession, distribution, and/or use of illegal drugs, including alcohol and tobacco.

1. Statement of Purpose:

The purpose of this policy is to complement Chadron Public Schools' Random Drug Testing Policy #5131.91 and to encourage those students involved in school sponsored, interscholastic extracurricular activities to remain free from the use and possession of illegal drugs, alcohol or tobacco. This policy imposes consequences for those students who have been determined to have used or possessed illegal drugs, alcohol or tobacco, in violation of this policy. Chadron Public Schools disapproves of the use of alcohol, tobacco or controlled substances by its students under any circumstances because of the dangers to adolescents imposed by those substances. Chadron Public Schools acknowledges that students are going to make decisions which affect their health and well-being in all respects, but it is unwilling to allow those students who are involved in school sponsored, interscholastic extra-curricular activities and, thus, representing the school to use illegal drugs and alcohol without direct consequences. The Chadron Public Schools, students, and their parents need to realize those decisions may have consequences beyond any imposed by this school district.

2. Definitions: The following definitions shall apply to this policy:

Drugs: Any substance considered illegal by Nebraska Statute, i.e., Uniform Controlled Substances Act, Section 28-401 et seq., or which is controlled by the Food and Drug Administration unless prescribed to the participant by any licensed medical practitioner authorized to prescribe controlled substances. For purposes of this policy, drugs shall also include tobacco and the illegal use of alcohol.

Extracurricular Activity(ies): Any school sponsored, interscholastic extracurricular activity at Chadron High School, which shall include, but not necessarily be limited to the following:

Basketball	Scholastic Contests	Track
Cheerleading/Drill Team	Mock Trial	Golf
Cross Country	Speech/Debate	Football
Cardinal Singers	One Act Plays	Softball
Math Club	Volleyball	Student Council
FBLA	Wrestling	National Honor Society
Musical		

For purposes of this policy, extracurricular activities shall not include activities that are not school sponsored or interscholastic in nature. Examples of activities that are not extracurricular activities under this policy include swim team and bowling team. Band and yearbook staff are not included under this policy as students receive a grade for these activities.

Participant(s): Any student who participates in any school sponsored, interscholastic extracurricular activity. Participant(s) include student support staff for extracurricular activities such as student managers, student trainers, statisticians, video graphers and other students who assist with the activity.

3. Prohibited Conduct:

A Participant engaged in school sponsored, interscholastic extracurricular activities shall not use or possess drugs including alcohol and tobacco. "Possession" may be actual or constructive and the Decision Makers shall have absolute discretion and authority to determine what constitutes "use and possession".

4. Decision Makers:

If a student requests a hearing with the school administration, the following Decision Makers shall meet and evaluate each separate circumstance and determine, as a group, whether this policy has been violated. A majority vote of the Decision Makers shall be necessary to find a violation. Those students who are subject to this policy shall have the opportunity to address all the Decision Makers, at their group meeting, with a representative of their choice, before a final decision is made in their specific case. The Decision Makers are:

- a. The Principal (shall preside at meetings)
- b. A Member of the Activities Council, Selected by the Membership (excluding the head coach/sponsor of the activity(s) involved)
- c. Activities Director
- d. School Counselor
- e. A SCIP Team Member

5. Disciplinary Action:

A. First Offense During High School Career

The Participant shall be suspended from publicly performing in all extracurricular activities for 15 calendar days, excluding holiday breaks/vacations and moratoriums, unless an activity is scheduled during a respective break. If all extracurricular activities end before the suspension is served, the suspension will carry over to the next extracurricular activity, which the student participates in, so the Participant completes the required number of days.

B. Second Offense During High School Career

The Participant shall be suspended from all extracurricular activities for 28 calendar days, excluding holiday breaks/vacations and moratoriums, unless an activity is scheduled during a respective break. If all extracurricular activities end before the suspension is served, the remaining suspension shall carry over to the next extracurricular activity, which the student participates in, so that the Participant completes the required number of days.

Four (4) sessions of drug counseling, approved by the Decision Makers, must be successfully completed before the Participant may petition the Decision Makers to resume participation in extracurricular activities.

If a first offense penalty has not been completed, the second penalty must be served consecutively.

C. Third Offense During High School Career

The Participant shall be suspended from all extracurricular activities for 56 calendar days, excluding holiday breaks/vacations and moratoriums, unless an activity is scheduled during a respective break. If all extracurricular activities end before the suspension is served, the remaining suspension will carry over to the next extracurricular activity, which the student participates in, so the Participant completes the required number of days. If a first or second offense penalty has not been completed, all penalties must be served consecutively.

Eight (8) additional sessions of drug counseling, approved by the Decision Makers, must be successfully completed before the Participant may petition the Decision Maker to resume participation in extracurricular activities.

D. Fourth Offense During High School Career

The Participant shall be permanently suspended from all extracurricular activities, unless the Participant petitions the Decision Makers for reinstatement after serving 56 calendar days and the successful completion of a rehabilitation program of no less than 28 days to be pre-approved by the Decision Makers.

E. Fifth Offense During High School Career

The Participant shall be permanently suspended from extracurricular activities.

6. Additional Terms and Conditions:

If counseling is required, written proof of successful completion of counseling sessions with a certified counselor is required. Adherence to follow-up drug assistance programs recommended by the counselor is strongly encouraged.

The cost of additional testing, counseling sessions and rehabilitation programs imposed by this policy shall be the responsibility of the Participant.

7. Time Applicability:

- a. The determination of first, second, third, fourth and fifth offense is based upon the time that the student begins attendance at Chadron Public Schools until the date the student graduates.
- b. This policy is in effect from the beginning of Fall practice and ends on the last day of the Spring sport-activity season with one exception - it is also in effect for any student representing Chadron Public Schools at any team camp with a school sponsor during the summer.
- c. Suspensions cannot be served during summer months when school is not in session, nor during holiday/vacation breaks or moratoriums of the school term, unless an activity is scheduled during that break. For instance, if a student violates this policy during a summer camp, the suspension shall be served during the following school year.
- d. If a participant receives another offense during the time of serving a penalty, the penalty for the subsequent offense must be served consecutively.
- e. None of the "extra-curricular activities" groups named herein shall impose any penalty for offenses covered by this policy. Coaches/advisors shall only enforce the decision imposed by the Decision Makers.

8. Other Board Policies Governing the Use of Drugs:

This Policy complements but is separate and distinct from Chadron Public School's Random Drug Testing Policy, and it is not necessary for a Participant to have tested positive under the Random Drug Testing Policy in order for the Decision Makers to find that the Participant has possessed or used drugs. It shall further be the policy of the District that violation of any of the above prohibited acts will result in disciplinary sanctions being taken within bounds of applicable law, up to and including short term suspension, long-term suspension, expulsion, and referral to appropriate authorities for criminal prosecution.

9. Severability:

Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy shall remain in full force and effect.

Adopted: 6-14-99
Amended: 07-11-11

Chadron Public Schools
Chadron, Nebraska

Article 9 – MANDATORY DRUG TESTING POLICY FOR HIGH SCHOOL STUDENTS INVOLVED IN SCHOOL SPONSORED INTERSCHOLASTIC EXTRACURRICULAR ACTIVITIES AND FOR VOLUNTEERS

Section 1: Finding of Need

The Board of Education has assessed student use of illegal drugs at Chadron Public Schools and the need for a random drug testing program. In doing so, the Board has considered surveys of drug use among Chadron Public School students and evidence of illegal adolescent use on a local, regional, state wide and national level. Studies and research have proven that even small quantities of drugs or alcohol can affect judgment and reflexes which can create unsafe conditions for students, especially those involved in the extracurricular activities. Even when not readily apparent, the effect can have serious results for students engaged in extracurricular activities. Drug-using students participating in extracurricular activities are a threat to co-participants, other students, and themselves, and may make injurious errors. Based upon such information, the Board of Education finds that there is an increase of illegal drug use by the school's students and a need for a random drug testing program among participants in extracurricular activities. For these reasons, the Board of Education adopts this policy requiring that all participants in extracurricular activities at Chadron High School must remain drug free, and must participate in the School's random, unannounced drug testing program.

Section 2: Mission Statement

The Board of Education recognizes students' participation in extracurricular activities is one component of Chadron Public Schools goal to provide a well-rounded program for its students. To achieve this goal and to maximize the skills and talents of students, it is important that students understand the dangers of drug and alcohol use and refrain from the use of illegal drugs. This policy statement clarifies the school's position on student drug and alcohol use. Participation in extracurricular activities is a privilege which can be taken away for failure to comply with this policy. The purposes of this policy are as follows:

- A. To provide for the health and safety of all students;
- B. To undermine the effects of negative peer pressure by providing legitimate reasons for students to refuse use of illegal drugs and/or alcohol;
- C. To identify students who use illegal drugs and/or alcohol; and
- D. To encourage students who use illegal drugs and/or alcohol to participate in appropriate treatment programs.

Section 3: Definitions and Positions

The following definitions and explanations of positions shall apply to this policy.

Drugs: Any substance considered illegal by Nebraska Statute, i.e., Uniform Controlled Substances Act, Section 28-401 et seq., or which is controlled by the Food and Drug Administration unless prescribed to the Participant by any licensed medical practitioner authorized to prescribe controlled substances. For purposes of this policy, drugs shall include the illegal use of alcohol.

Drug Program Administrator: The Board of Education shall select a nationally certified Drug Program Administrator (DPA) for the purpose of determining, through random selection, the Participants to be tested under this policy. Each Participant in extracurricular activities shall be identified by an alpha numeric coding system and become part of the pool from which Participants are selected for random drug testing. The DPA, by use of a certified laboratory, shall also gather, test, and process samples that test non-negative and positive, report positive test results to the Medical Review Officer and Drug Program Coordinator, and maintain privacy with respect to test results and related matters, all in accordance with this policy and administrative guidelines approved by the Board of Education.

Drug Program Coordinator: The Board of Education shall select a Drug Program Coordinator (DPC) who shall coordinate the implementation and administration of this Policy. The DPC's duties shall be as set forth in this Policy and shall include the following:

To establish a designee(s) and necessary assistants to perform the duties of the DPC in his/her absence.

To maintain the list of Participants who comprise the testing pool;

To receive, review and maintain consent forms.

To verify Participants' eligibility for extracurricular activities.

To determine which drugs shall be screened.

To assist in the development of administrative guidelines governing the gathering and testing of samples.

To receive, record and report positive test results from the DPA; and,

To enforce the consequences of positive test results.

Extracurricular Activities: Any school sponsored, interscholastic extracurricular activity at Chadron High School, which shall include, but not necessarily be limited to the following:

Basketball	Track	Student Council
Cheerleading/Drill Team	Mock Trial	Golf
Cross Country	Speech/Debate	Football
Cardinal Singers	One Act Plays	Softball

Math Club
FBLA

Volleyball
Wrestling

National Honor Society
Musical

For purposes of this Policy, extracurricular activities shall not include activities that are not school sponsored or interscholastic in nature. Examples of activities that are not extracurricular activities under this Policy include swim team and bowling team. Band and yearbook staff are not included under this policy as students receive a grade for these activities.

Medical Review Officer: The Medical Review Officer (MRO) shall review all positive test results and determine whether the use of a drug identified by a positive test result is from illegal use or legitimate use. The MRO shall contact the Participant's parent or legal guardian for relevant information in making this determination. The MRO shall report positive test results, and/or warranted health and safety issues to the Participant, the Participant's parent or legal guardian, and to the DPC. The MRO shall be certified by an MRO accreditation body.

Negative Test Result: A test result that does not show the presence of drugs or alcohol.

Non-Negative Test Result: The result of a test, performed by the specimen collector at a collection site on a sample collected pursuant to this policy, that indicates the presence of drugs or alcohol.

Positive Test Result: The result of a test, performed by the DPA at a certified laboratory on a split sample collected pursuant to this policy, that confirms a non-negative test result.

Participant(s): Any student who participates in any school sponsored, interscholastic extracurricular activity, and any student who volunteers to participate in the random drug testing program. All Participants shall become part of the random drug testing pool by signing the attached Consent (Form 1) and returning it to the DPC. Participant(s) include student support staff for extracurricular activities such as student managers, student trainers and other students who assist with the activity.

Specimen Collector: An independent contractor who is hired by the Board of Education and/or the DPA to collect urine and/or saliva samples at a collection site, perform a preliminary test of such samples, destroy samples that test negative, and ship samples that test non-negative to the lab for confirmation testing as set forth in this policy.

Volunteer: Any student who is not participating in an extracurricular activity, but who voluntarily decides to participate in the random drug testing program by signing and

returning the Consent (Form 1) to the DPC. A Volunteer is considered to be a Participant under this policy.

Section 4: Prohibited Acts

The following acts are prohibited by this policy.

A. Drug Use/ Possession. All Participants are prohibited from using, possessing, distributing, manufacturing, or having drugs, illegal controlled substances, improperly used medications, or any mind/mood altering or intoxicating substances present in their system.

B. Alcohol Use / Possession. All Participants are prohibited from possessing or using alcohol.

C. After School Hours Conduct. All Participants are prohibited from using drugs, alcohol, or any other prohibited substances before and after school hours. This policy prohibits all illegal drug use, during and away from extracurricular activities.

Section 5: Authorization to Conduct Random Drug Testing, Procedures & Protocols

The Board of Education for Chadron Public Schools hereby authorizes random, unannounced drug testing of all Participants. The Board shall approve and adopt Administrative Guidelines, in conformity with this policy and the following provisions, that govern procedures for the gathering and testing of samples, and the verification and reporting of results.

A. Scope of Tests. The drug tests shall screen for one or more illegal drugs including alcohol, as determined by the DPC, but in no event shall that determination be made after selection of Participants for testing. Samples shall not be screened for the presence of any substances other than illegal drugs or for the existence of any physical condition other than drug use.

Substances that Participants may be randomly tested for are: alcohol, amphetamines, cannabinoids, cocaine, opiates, synthetic opiates and PCP, and other substances, such as but not limited to, steroids, barbiturates, and benzodiazepines, without advance notice, as part of tests authorized by the Board for safety purposes. Collection of samples and the testing shall be coordinated by and between the DPA and the DPC.

B. Consent. Students who wish to participate in extracurricular activities, and the student's custodial parent or legal guardian shall consent in writing to participate in Chadron High School's random drug testing program. The Consent shall be on Form 1 attached to this policy. No student shall be allowed to participate in any extracurricular activity until Form 1 has been signed and returned to the DPC.

C. Random Drug Testing Pool. Each Participant shall be included in the random drug testing pool. A Participant shall remain in the pool for an entire year (365 days) from the date the Consent is returned to the DPC. A Participant may be subject to testing at any time during the 365 day period. The list of Participants in the random drug testing pool shall be kept current by the DPC and furnished to the DPA upon the receipt of signed Consents, and as Participants are allowed to leave the program and pool.

D. Withdrawal From Random Testing Pool. A Participant who wishes to withdraw from the random drug testing pool shall do so by submitting a written withdrawal (Form 2) to the DPC, signed by the Participant and the Participant's parent or legal guardian. Withdrawing from the pool must occur prior to being selected for testing in order to avoid being tested. Before any such student may return to participation in any extracurricular activities, he or she must be reinstated to the testing pool by submitting a signed Consent (Form 1) and providing, at the student's cost, a negative drug test result to the DPC.

E. Selection Process. The DPA shall develop and implement a random process to select Participants for testing. In order to make the process most effective, the DPC shall have the discretion to vary the frequency of testing and the number of Participants to be selected. If a Participant is absent on the day he or she is selected for testing, an alternate Participant shall be selected, in sequential order, from an alternate list provided by the DPA. The absent Participant shall submit a sample for testing on the next testing day.

F. Samples. The Specimen Collector is authorized and directed to collect urine and/or saliva samples from Participants who have been selected pursuant to the random process. Samples shall be collected, as directed by the DPA, on the same day the Participant is randomly selected.

G. Collection Sites. The DPC and DPA shall designate collection site(s) at Chadron High School where Participants shall provide samples for drug testing. Participants who have been selected for random drug testing shall report to the designated collection site.

H. Collection and Testing Procedures. The DPA shall develop and maintain written procedures, to be approved and adopted by the Board of Education, for collecting, shipping, testing, preserving and accessing all samples. The Board of Education and/or the DPA shall contract with a Specimen Collector to collect and conduct preliminary tests on samples, and it shall ensure that the Specimen Collector is certified and follows the procedures approved by the Board and/or the DPA.

1. Collection. The Certified Specimen Collectors shall utilize a standard Custody and Control Form, and a tamper-proof sealing system, identifying numbers, labels, and

sealed shipping containers shall be used for sample transportation. Collection sites shall maintain instructions and training emphasizing the responsibility of the Specimen Collector is to protect the integrity of the samples and maintain a proper collection procedure. All Participants providing urine samples shall do so alone, in an individual bathroom or stall with the door closed, under the supervision of a same sex monitor.

2. Testing. At the testing site, the Specimen Collector shall perform a preliminary test to determine the presence of drugs or alcohol. Once the collector begins to perform the test, the participant is required to complete the testing procedure as prescribed by the DPA policy. The testing process begins when a participant enters the designated drug testing area and the collector begins completing the necessary form(s). If the preliminary test produces a negative test result, the sample shall be destroyed. If the preliminary test produces a non-negative test result, then the Specimen Collector shall split and deliver the samples to the laboratory for further testing. At the laboratory, one of the split samples shall be tested. If the laboratory test produces a negative test result, then both split samples shall be destroyed. If the laboratory test produces a positive test result, the DPA shall submit, by a secure method, all positive test results to the MRO. The MRO shall review and verify all positive results. Prior to making a final decision, the MRO shall notify the Participant and his or her parent or legal guardian of the positive test results and afford them an opportunity to discuss the results, either face-to-face or by telephone. If the MRO makes a final determination that a test result is positive, the MRO shall promptly inform the DPC which Participant(s) tested positive.

I. Request for Retest. If the MRO finally determines that a Participant's sample has produced a positive test result, the Participant may request in writing that one of the split samples be retested at a second, nationally certified laboratory, selected from a list of qualified laboratories provided by the MRO. Participants are required to pay the cost of the additional test in advance. However, the cost shall be reimbursed if the result of the split sample test is negative. The written request for a retest must be submitted by the Participant to the DPC on Form 3 within 72 hours of the Participant being notified of the final positive test result.

Section 6: Consequences of Positive Results

Whenever a Participant's test is positive for the presence of illegal drugs, the DPC shall meet with the Participant and the custodial parent or legal guardian and notify them of the positive test result and impose the following consequences, which do not start over each year, but shall run consecutively throughout a Participant's high school career.

A. First Positive Test During High School Career

- The Participant shall miss five (5) days of practice from all extracurricular activities. The Participant shall also be suspended from publicly performing in all extracurricular

activities for 28 calendar days. However, the suspension may be reduced by half, if within the initial 14 calendar days, the Participant successfully completes four (4) counseling sessions with a drug counselor approved in advance by the DPC. If all extracurricular activities end before the suspension is served, the suspension will carry over to the next extracurricular activity so the Participant completes the required number of days.

B. Second Positive Test During High School Career

The Participant shall be suspended from all practices and all extracurricular activities for 28 calendar days. If all extracurricular activities end before the suspension is served, the remaining suspension shall carry over to the next extracurricular activity so that the Participant completes the required number of days.

Four (4) sessions of DPC approved drug counseling must be successfully completed before the Participant may petition the DPA and DPC to resume participation in extracurricular activities. These four (4) sessions shall be in addition to any counseling sessions the Participant has completed for a First Positive Test.

C. Third Positive Test During High School Career

The Participant shall be suspended from all practices and all extracurricular activities for 56 calendar days. If all extracurricular activities end before the suspension is served, the remaining suspension will carry over to the next extracurricular activity so the Participant completes the required number of days. If a first or second offense penalty has not been completed, the penalties must be served consecutively.

Eight (8) additional sessions of DPC approved drug counseling must be successfully completed before the Participant may petition the DPA and DPC to resume participation in extracurricular activities.

D. Fourth Positive Test During High School Career

The Participant shall be permanently suspended from all practices and all extracurricular activities. The Participant may petition the DPC for reinstatement after 56 calendar days and the successful completion of an off-site rehabilitation program of no less than 28 days to be pre-approved by the DPC.

E. Fifth Positive Test During High School Career

The Participant shall be permanently suspended from extracurricular activities and may not be reinstated to the random drug testing program or pool.

F. Additional Terms and Conditions of Suspensions.

The following terms and conditions shall apply to and govern all suspensions imposed by the DPC, regardless of whether the suspensions are for a First, Second, Third, or Fourth Positive Test.

1. After the DPC-Participant-Parent meeting, follow up drug testing, a minimum of once a month, shall begin and continue for the next 12 months or until the Participant's graduation from high school, whichever event occurs first. The DPC shall contact the Participant during the summer to establish a location and time for sample collection. Testing during the summer will provide another reason for a Participant to refrain from the illegal use of drugs.

2. If counseling is required, written proof of successful completion of the counseling sessions with a certified/licensed counselor is required. Adherence to follow-up drug assistance programs recommended by the counselor is strongly encouraged.

3. A negative drug test must be provided to the DPC before a suspended Participant may return to participation in extracurricular activities.

4. The cost of the additional testing, counseling sessions and rehabilitation programs imposed by Article VI of this policy shall be the responsibility of the Participant.

5. If a student is randomly selected and tests non-negative while awaiting the results of a previous non-negative test, the consequences may be adjusted if the administration deems it appropriate for the well-being of the student.

G. Refusal to Submit to Drug Use Test.

A Participant who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any extracurricular activities including all meetings, practices, performances and competitions for a period of 365 days. A Participant shall be given written notice, immediately, of the consequences of the refusal and an opportunity to retract the refusal. Within fifteen (15) minutes of being advised of the consequences, a Participant must retract the refusal in writing and immediately submit to the random drug test, or the refusal will become final. During the fifteen (15) minute period, the Participant shall attempt to contact a parent or legal guardian to discuss the consequences of refusal. Written notice of the consequences of refusal and the Participant's written retraction shall be recorded on Form 4 by the Specimen Collector. The DPC shall follow up by making contact with the participant's parent or legal guardian to ensure that they are informed of the refusal to test by the participant.

H. Appeal.

A Participant who has been determined by the DPC to be in violation of this policy shall have the right to appeal the decision to the Superintendent or his/her designee(s). Such request for a review must be submitted to the Superintendent in writing within five (5) calendar days of notice of the positive test. A Participant requesting a review shall

remain eligible to participate in any extracurricular activities until the review is completed. The Superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the Superintendent's decision shall be provided, and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the Superintendent which shall be final and non-appealable.

Section 7: Non-Punitive Nature of Random Drug Testin

No Participant shall be penalized academically for testing positive for drugs. The results of drug tests pursuant to this policy shall not be documented in any Participant's academic records. Information regarding the results of drug tests shall not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the school district shall not solicit. In the event of service of any such subpoena or legal process, the Participant and the Participant's custodial parent or legal guardian shall be notified as soon as possible by the District.

All records pertaining to Chadron Public School random drug testing program shall be kept separate from other school and student records. The record keeping and results of all testing and consequences of positive tests shall be held in the strictest confidence. These records shall be accessible only to the DPC. Records pertaining to a particular Participant shall be destroyed upon his or her graduation from Chadron High School, or one year after his or her class graduation, whichever event occurs first.

Section 8: Other Board Policies Governing Drug Testing

Under a separate School Board Policy, any student at Chadron High School may be required, at any time, to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, teacher, coach, or sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student. Tests that are conducted based upon a reasonable suspicion of illegal drug use are not governed by the Chadron Public School's random drug testing policy, and the penalties are different from the consequences imposed under this policy.

Section 9: Severability

Should any sentence, clause, provision, or paragraph of this entire policy be deemed unlawful or unconstitutional, it is intended that, insofar as may be practicable, the remaining portions of this policy shall remain in full force and effect.

Adopted: July 30, 2007
Amended: July 11, 2011

Chadron Public Schools
Chadron, Nebraska

CHADRON PUBLIC SCHOOLS RANDOM DRUG TESTING POLICY

FORM 1 -- CONSENT

We Have Been Informed That:

A random drug testing program has been adopted for all students participating in school sponsored, interscholastic extracurricular activities;

Students must sign and return this Consent Form before they can participate in school sponsored, interscholastic extracurricular activities; and

Participants who test positive for illegal drugs will suffer the consequences outlined in the Random Drug Testing Policy and the Student Handbook which should be reviewed if there are questions about the random drug testing program

We Agree And Consent To The Following:

1. To abide by the Random Drug Testing Policy and the guidelines, rules and regulations adopted to implement the policy.
2. The student shall not be allowed to participate in any school sponsored, interscholastic extracurricular activity until this Consent has been signed and returned to the Drug Program Coordinator.
3. Pursuant to the Policy, a Specimen Collector may gather urine and/or saliva samples from the undersigned student to test for the presence of illegal drugs.
4. Non-negative and positive drug test results may be released to the Drug Program Coordinator, the Drug Program Administrator, and to the student's parents or legal guardian pursuant to the Policy.
5. This Consent shall be deemed a consent pursuant to the Family Education Right to Privacy Act for the release of non-negative and positive drug test results to the parties named in paragraph four (4) above.
6. If the student is selected for random drug testing and refuses to submit to a drug test, the student shall be suspended from all school sponsored, interscholastic extracurricular activities for 365 days unless the student retracts the refusal as provided in the Policy.

Student Name Printed

Student Signature

Date

Parent or Legal Guardian

Date

Please circle the activities which you plan to participate in during this school year:

Basketball

Cheerleading/Drill Team

Cross Country

Cardinal Singers

Math Club

FBLA

Track

Mock Trial

Speech/Debate

One Act Plays

Volleyball

Wrestling

Student Council

Golf

Football

Softball

National Honor Society

Musical

CHADRON PUBLIC SCHOOLS RANDOM DRUG TESTING PROGRAM

FORM 2 -- WITHDRAWAL

The undersigned student withdraws from participation in all school sponsored interscholastic extracurricular activities and from the random drug testing program and pool.

The undersigned student and parent or legal guardian understand that a student who signs and delivers this Withdrawal to the Drug Program Coordinator cannot participate in any school sponsored, interscholastic extracurricular activities unless the student re-enters the program by submitting a signed Consent (Form 1) and providing, at the student's cost, a negative test result to the Drug Program Coordinator.

Student

Date

Parent or Guardian

Date

Drug Program Coordinator

Date

CHADRON PUBLIC SCHOOLS RANDOM DRUG TESTING POLICY

FORM 3 -- REQUEST FOR RETEST

The undersigned Participant acknowledges that on _____, 20__ at _____ o'clock __.m., he/she was notified by _____ that his/her sample produced a positive test result and that he/she has 72 hours to request a retest, by a certified laboratory, of one of the split samples collected by the Specimen Collector.

The undersigned Participant hereby requests that a retest be conducted by the _____ laboratory, and a deposit of \$____ is hereby delivered to _____, the DPC, along with this form.

Participant

Date:Time

CHADRON PUBLIC SCHOOLS RANDOM DRUG TESTING POLICY

FORM 4 -- Notification of Consequences for Refusal

On _____, 20__, at _____ o'clock __.m., the undersigned Specimen Collector met with _____, Participant, at a collection site at Chadron High School for purposes of collecting a _____ sample to test for the presence of drugs. The Participant refused to submit a sample. At _____ o'clock __.m., I delivered a copy of this form to the Participant and read aloud the following consequences for refusing to submit a sample for drug testing:

A Participant who refuses to submit to a drug test authorized under this policy, or fails or refuses to comply with any other provision of this policy, shall not be eligible to participate in any extracurricular activities including all meetings, practices, performances and competitions for a period of 365 days. A Participant shall be given written notice, immediately, of the consequences of the refusal and an opportunity to retract the refusal. Within fifteen (15) minutes of being advised of the consequences, a Participant must retract the refusal in writing and immediately submit to the random drug test, or the refusal will become final. During the fifteen (15) minute period, the Participant shall attempt to contact a parent or legal guardian to discuss the consequences of refusal. Written notice of the consequences of refusal and the Participant's written retraction shall be recorded on Form 4 by the Specimen Collector. The DPC shall follow up by making contact with the participant's parent or legal guardian to ensure that they are informed of the refusal to test by the participant.

The Speciman Collector also informed the Participant that he/she has 15 minutes to retract the refusal, and encouraged the Participant to attempt to contact his/her parent or legal guardian, to discuss the matter.

Participant

Date:Time

Specimen Collector

Date:Time

The Participant did not retract his/her refusal by _____ o'clock __.m.

Specimen Collector

Date:Time

The Participant retracted his/her Refusal within 15 minutes and submitted a sample to the Specimen Collector for drug testing.

Participant

Date:Time

Specimen Collector

Date:Time