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NEMAHA CENTRAL HIGH SCHOOL
214 N. 11TH
SENECA, KANSAS 66538-1798
(785) 336-3557

Ben Scism, , Principal	Darrel Kohlman, Superintendent
Joyce Bruna, Counselor	Colette Hermes, Board Clerk
Deb Kramer, Student Advocate	Janet Ronnebaum, Bd. Tres. Dist. Office Secretary
Warren Seitz, Activities Director	Carol Hunninghake, Human Resources
Heath Lutz, Bookkeeper/Admin. Asst.	Brett Brack – Tech Director
Karen Holthaus, Admin Asst.	

FACULTY AND STAFF

Joan Buessing	FACS	Mark Mayberry	Science
Katelyn Swart	English/Yearbook	Sharon Meyer	Mathematics
Cathy Enneking	English/ French	Todd Krause	Instr. & Voc. Music
Joyce Bruna	School Counselor	Angelia Steiner	Lib/Multi-Media
Uxue Salbotx	Alegria Spanish	Chris Vitt	Science
Jason Hajek	PE/Health	Tony Scism	Business/Computers
Maggie Hasenkamp	Ex. Learning Coor./Math	Warren Seitz	Weights/PE
Betty Hecht	English/World History	Roger Stallbaumer	Industrial Arts
Sheila Heinen	English	Bruce Stanley	Ind. Tech, Auto
Kelly Williams	Social Studies	Jon Thomas	Mathematics
Michael Hill	Art	Kathe Vore	Inter-related Class
Amy Schmitz	Science	Paul Wertenberger	Industrial Arts
Michelle Fuhrmann	Paraprofessional	Sheila Mitchell	Head Cook
Sue Rhoades	Paraprofessional	Charlotte Haug	Cook
Steve Rothers	Head of Maintenance	Gladys Rusche	Cook
Stanley Weigend	Custodian	Joyce Rusche	Cook
Mary Haug	Paraprofessional	Gilbert Schmitz	Custodian

BOARD OF EDUCATION U. S. D. #115

Dave Clements	Ilene Enneking	Jason Hammes	Gary Niehues
Jean Placke	Joe Reitz	Owen Zinke	

Nondiscrimination

The district shall maintain a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to a teacher, the principal or other appropriate school official for investigation and corrective action by the compliance officer.

Any student who engages in discrimination may be reprimanded and counseled to refrain from such conduct. Any student who continues to engage in discriminatory conduct shall be

disciplined. Any student who engages in discriminatory behavior may be disciplined in a manner deemed appropriate by the administration, up to and including suspension or expulsion from school. (For additional information see board policy GAAB)

NOTICE

Nemaha Central Schools, USD #115, 318 Main, Seneca, Kansas 66538 does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding the above, please contact: Darrel Kohlman, Superintendent, 318 Main, Seneca, Kansas 66538 (Title IX Coordinator) & Section 504 Coordinator. (For additional information see board policy JCE)

ACADEMIC PROGRAM

GRADUATION REQUIREMENTS

Four years of full attendance are required of a student to graduate from Nemaha Central High School. Early graduation is not allowed without board of education approval. These requirements apply to the graduates of the class of 2018 and 2019.

28 CREDITS REQUIRED FOR ALL 2018 and 2019 Graduates

4 Credits of English

3 Credits of Social Studies, including American History,
American Government, and World History

3 Credits of Mathematics including algebraic and geometric concepts

3 Credits of Science, including Biology I, earth space concepts, and one additional

1 Credit of Health/Physical Education

½ Credit of Oral Communications

½ Credit of Consumer and Personal Finance

1 Fine Arts credit

12 Electives

To be in compliance with the K. S. A. 1988 72-1117, the following is U. S. D. #115 policies:

1. That a minimum of nine consecutive weeks of Kansas History and Government be offered at the seventh grade level.
2. That if the student does not pass the course (s)he must then either: a) repeat the course, or b) pass (65%) a comprehensive exam developed by the teacher and approved and administered by the principal.
3. That if a student transfers into the district after the course has been offered, (s)he is exempt from the requirement.

Admission Requirements to the six Kansas Regents' Universities:

Complete the Qualified Admissions or Kansas Scholars curriculum with at least a 2.0 grade point average (GPA) in the curriculum. And achieve one of the following:
21 ACT or 980 SAT or graduate in the top third of the class, and 2.0 GPA or higher on college credit taken in high school.

DUAL/SCHOOL/COLLEGE/CTE CREDITS

Students may earn high school and college credit at the same time by enrolling in dual credit courses. Students must meet eligibility requirements to enroll and must pay fees to the providing

institution. Any credits earned outside NCHS and applying to an NCHS diploma are subject to administrative approval. The high school counselor will help with the enrollment process. See the counselor or principal for more information. (JQ)

DUAL/SCHOOL/COLLEGE/CTE CREDITS GRADE REPORTING

All courses taken outside of the NCHS curriculum that have been pre-approved and have potential to earn credits applicable toward NCHS graduation requirements, shall be entered with a PASS/FAIL grade.

GRADES AND CREDIT

Grading will be calculated regularly and are available to parents upon request or via the internet. Grade cards will be issued each semester. A notification of students receiving a grade of D or below will be sent to the parents approximately every four to five weeks. All courses are graded with a letter grade with the following exceptions of pass or fail for aide, Work Experience, Driver’s Education, and on-the-job training.

94 - 100A	92 - 93	A-	90 - 91	B+
85 - 89 B	83 - 84	B-	81 - 82	C+
76 - 80 C	74 - 75	C-	72-73	D+
67 - 71 D	65 - 66	D-	64	F

Credit is only given if a student received a passing grade in a class. One-half credit is earned for passing one class for one semester. Only semester grades are entered upon a transcript.

GRADE POINT AVERAGE

The sum of all grade points will be divided by the number of grades received. The result is the grade point average.

A = 4.0	A- = 3.67	B+ = 3.33
B = 3.0	B- = 2.67	C+ = 2.33
C = 2.0	C- = 1.67	D+ = 1.33
D = 1.0	D- = .67	F = 0

INCOMPLETE GRADES

No grades of incomplete will be given unless approved by the principal or guidance counselor. Unusual circumstances must be apparent in situations involving incomplete grades. If special circumstances apply, a study plan will be agreed upon by the student, student’s parents, and teacher.

CLASSIFICATION OF STUDENTS

Students will be classified according to the number of years of full-time high school attendance completed. Under normal conditions, the minimum number of credits passed per year of full-time attendance is listed below.

Freshman - - - 0 to 5 unit	Sophomore - - - 5 to 11 units
Junior - - - 11 to 17 units	Senior - - - 17 units and over

The number of credits earned each year will affect grade classification and possibly affect participation in class activities.

PART-TIME STUDENTS

If a student for some unforeseen circumstance, would want to or need to attend school on a part time basis, the administration and board of education would have to approve such status. If this type of situation would occur, the administration and board of education would deal with it on an individual basis.

GRADUATION AND COMMENCEMENT

- A. Seniors who are not eligible for graduation must remain in school attendance until a time determined by the administration. Students who do not fulfill the above requirements will be treated as if they had withdrawn from school.
- B. Seniors who do not graduate will not have their photographs included in the class composite that is hung in the commons. The principal and superintendent may grant exceptions due to catastrophic circumstances. If, at a later date, a student earns the credits to graduate, his/her photograph will be included upon his/her request with the school year during which the requirements were met for graduation.
- C. Only students who have fulfilled all graduation requirements, who have earned the needed credits, and who have taken care of other obligations, will be allowed to participate in commencement.
- D. Seniors who do not earn enough credits to graduate with their normal class will be allowed, at the discretion of the principal, to attend school during a fifth year to earn the credits necessary for graduation. This attendance may be as a part-time student.
- E. Other special arrangements may be made between principal and student to earn a diploma. These arrangements must conform to local and state regulations.
- F. Besides the honor of being selected for National Honor Society, graduating NHS members receive a special medallion to wear at commencement and are recognized on the program.
- G. Any graduating senior, whether or not (s)he is in National Honor Society, who has a cumulative four-year grade point average of 3.60 or above, receives an honor cord.
- H. Transfer students will be evaluated by the principal and counselor as to the total credits needed to meet graduation requirements.
- I. Appropriate dress for the graduate includes, but is not limited to, dress shoes and informal but not casual clothing. Dress pants, blouse or shirt and tie, or a dress or skirt and blouse are appropriate. Shorts, jeans, and athletic apparel are not appropriate.
- J. An honor cord to wear will be provided for students who qualify in F and G.

A foreign exchange student who is recognized as a senior, but is unable to qualify for a diploma, may participate in Commencement Exercises under the following conditions:

1. Will wear a cap /gown and proceed in alphabetical order.
2. Foreign exchange students will not be issued a diploma. Student will receive a certificate of recognition. Certificate will not be in a diploma cover, and will be distinctly different from the diploma.
3. The program will identify the student as a foreign exchange student.
4. Tassel, if worn, will not be turned to indicate the exchange student has graduated.

HONOR ROLL AND CLASS RANK

The grade point average will be on the 4.0 point system.

A student whose grade point average is 4.0 will be listed on the Superior Honor Roll. A student whose grade point average is 3.60 or above will be listed on the Principal's Honor Roll. A student whose grade point average is 3.25 or above, but less than 3.60, will be listed on the Thunder Honor Roll.

A "D" or an "F" grade will eliminate a student from consideration. An "incomplete" grade will disqualify a student from the honor roll until the work is finished.

RECOGNITION OF HONOR STUDENTS AT GRADUATION

Any graduating senior, whether or not he/she is in National Honor Society, who has a cumulative four-year grade point average of 3.60 or above will be recognized at commencement exercises and receives an honor cord to worn during the ceremony. Students must be attendance the full year to be recognized as a Nemaha Central High School Honor student.

ACHIEVEMENT LETTER

A student may earn an achievement letter at Nemaha Central High School by making the Principal's or Superior Honor Roll for a semester of the school year. Those students earning a letter for the first time will be awarded an "NC" letter and a gold bar. Each additional time a student makes the honor roll for a semester, a gold bar will be issued.

NC ACHIEVEMENT AWARD

Each spring approximately 5% of the total enrollment in the ten departments (industrial technology, language arts, FACS, business, math, fine arts, computers, physical education, social studies, and science) will receive the NC Achievement Award. This award is designed to recognize those students who demonstrate outstanding achievement in one subject, but who may not excel in all areas.

Students are nominated and selected by teachers based upon grades, attitude, and potential.

To honor the students, a program will be held. The students will receive specially designed certificates.

HUMAN SEXUALITY AND AIDS PROGRAM

- A. An instructional program shall be provided for all students in the areas of human sexuality, AIDS, and sexually transmitted diseases. The content shall be appropriate for the physical, social, and emotional developmental level of the various groups. Topics shall include at a minimum self-esteem, human sexuality, decision-making, physical growth and development, communication skills, sexual responsibility, and personal relationships.
- B. Parents shall have the option for their child(ren) to receive alternative instruction for any specified portion of the instruction without the student receiving a penalty. Forms to be completed by the parents are provided at the high school office.
- C. The program instruction shall be in writing and available for parent review upon request.

REGULATION

- A. Parents are invited to review the human sexuality and AIDS curriculum at the opening of each school year. After discussing their concerns, if any, with the building administrator, they can specify in writing the portions for which they want their child(ren) to receive alternative instruction. The building administrator is responsible for informing the appropriate teacher as to which students are to be given alternative instruction for specific topics.
- B. At Nemaha Central High School the basic core of the human sexuality and AIDS program will be a part of the ninth grade health course. All students will be required to complete a unit of sexuality and AIDS education unless the student's parent(s) have followed the above procedure. The principal will determine what qualifies as alternative instruction.
- C. Students enrolled in elective courses, during which human sexuality and AIDS are discussed, are expected to complete all related assignments. Alternative instruction will not be provided for elective courses.

WORK EXPERIENCE

High school seniors will be permitted to enroll in a work-experience program. The high school principal and the counselor will approve all work experience assignments. **It should be noted that some work experience assignments may be turned down.**

In order to receive school credit for work experience hours, students will be required to work during the time they are released from school. These work hours must be during the school time missed and during the school hours of 8:00 a.m. to 3:05 p.m. Students will not be allowed to work for or be directly supervised by their parents.

Students enrolled in work experience will receive academic credit - 1/2 credit for each block of work experience enrolled in each semester - and will be graded on a pass-fail basis. Students and parents will be given a work-experience booklet that lists all requirements and guidelines when they enter the program.

SCHOOL COUNSELING SERVICE

The counselor is primarily responsible to the students to assist whomever possible in the development, growth, stability, and understanding on the part of individual students. The counselor helps students in the planning needed to reach satisfactory education and vocational goals. Personal problems, as well as factors relating directly to school life, are major functions of the student-to-counselor relationship.

CHANGE OF CLASS SCHEDULE

Adjusting class schedules by a student's choice will be permitted the first 4 days of the first semester. Semester two (2) changes need to be made the last 4 days of first (1) semester. Any change of class schedule must be approved by the parents or guardian and by the counselor.

FIRST TIME ENROLLMENT

Students enrolling in USD #115 for the first time must present written evidence of identity. Also new students enrolling in the district for the first time are required to have a health physical.

ENROLLMENT FEES

The enrollment fee is \$66.00 for full time students per year. This fee provides for all textbooks, workbooks and a school owned laptop that are used by the student. Paper, pencils, other materials, etc. are not covered by this fee and must be provided by the student.

The renter will pay damage to a book. If the purchase of another textbook is required as the result of the damage; the renter will be required to pay the full price of the replacement. If repair is needed, the renter will be charged the actual cost of the repair. If a book is lost or misplaced and a replacement book is needed, the renter will be charged the cost of replacement. If a book is to be rebound, the renter will be charged on the following scale.

Book	1 year old or less --- full cost	Book	4 years old ----- 25%
Book	2 years old ----- 75%	Book	5 years old ----- 0%

TEXTBOOK RENTAL FEES FOR INCOMING STUDENTS STUDENTS NOT ATTENDING A FULL YEAR -

INCOMING STUDENTS - RENTAL FEE

1st 9 Weeks	100% of full price	3rd 9 Weeks	50% of full price
2nd 9 Weeks	75% of full price	4th 9 Weeks	25% of full price

STUDENTS LEAVING DISTRICT - REFUND ON RENTAL FEE

1st 9 Weeks	75% of full price	3rd 9 Weeks	25% of full price
2nd 9 Weeks	50% of full price	4th 9 Weeks	-0-

LUNCH PERIOD AND FEES

BREAKFAST \$1.90 STUDENT \$2.85 EXTRA MILK .35 SCHOOL EMPLOYEES \$3.60

Free or reduced price lunches are available to students of families meeting the federal income guidelines. These guidelines are available in the office.

A lunch count will be taken first hour. Students may not charge lunches. Students will not be allowed to purchase a lunch if they are \$10.00 or more in the hole.

Students may bring a sack lunch from home and leave it in their lockers or we can provide a refrigerated area to store it. Nemaha Central does not permit open lunch.

The soft drink and snack machine may not be used during lunch period due to federal/state regulations. The milk machine may be used during lunch.

All lunches and food items are to be eaten at the lunchroom tables. Unless an educational purpose is being served (such as FACS) or special permission has been received from the office, food and drink (except Thunder water bottles) may not be consumed during regular classes.

Students should not be in the halls or classrooms during lunch. They need to stay in the lunchroom, on the stage, or outside to the north of the building in the picnic table area. Students must stay out of the parking lot.

SCHOOL OWNED BAND INSTRUMENTS

Students will be charged a rental fee of \$55.00 to cover normal wear and tear and yearly upkeep and inspection by a professional repairman. Percussion students will pay \$22.00 each year they are in band. The student agrees to perform regular maintenance, to practice safe procedures when handling any school instrument, to accept responsibility for negligence, and to pay for any repairs needed.

STUDENT PROJECT FEES

Students will be charged for all materials that are used in individual projects for art, Family and Consumer Science, woodworking, and metals. Ten percent (10%) of the total cost of the student project will be added to the bill of materials. Bills or materials are to be paid in the office once the project is completed or end of the grading period.

Work & Family	\$16.00	Nutrition & Wellness	\$33.00
Career & Life Planning	\$11.00	Woods Classes	\$22.00
Production Welding I & II	\$33.00	General Service I	\$16.00
Art/Graphic Design	\$38.00	General Service II & III	\$22.00
Chemistry and Physics	\$16.00	Intro to Industrial Tech.	\$11.00

STUDENT OBLIGATIONS

Students who have not taken care of fees, bills, or other obligations as set down by the administration will be considered a student not in good standing and could be held out of school activities until such obligations are taken care of properly. Students who do not take care of obligations by the end of the senior year will not be allowed to participate in the senior trip nor commencement exercises.

START OF SCHOOL

School will begin at 8:00 a.m. and will be dismissed at 3:05 p.m. Students may use the library beginning at 7:45 a.m. If students do not desire to use the library, they will be required to stay in the commons area until the first bell, which will ring at 7:50 a.m. Class will start at 8:00 a.m. All students will be required to be in their rooms and in their chairs when the 8:00 a.m. bell rings.

The office will be open at 7:00 a.m. for students to conduct school business. Students are requested to visit the office prior to the start of school, at break, at lunchtime, and after school to take care of such business as lunch account and the payment of fees.

DRIVER'S EDUCATION POLICY

Students wishing to enroll in summer driver's education must either legally reside in the USD #115 District or be approved to attend Nemaha Central High School as an out-of-district student. In addition, students must have completed the 8th grade or be 14 years of age prior to the start of the class.

A \$145.00 enrollment fee is charged for driver's education. Students will still receive the ¼ credit but the credit will show up as pass/fail and will not impact cumulative GPA. The ¼ credit will be included in total credits earned.

LIBRARY RULES

The library will be open from 7:45 a.m. until 3:30 p.m. each day of the school week. All items taken from the library by students and teachers must be checked out. Replacement prices and processing costs will be charged for lost materials. The replacement cost for magazine issues will be \$5.00. The librarian will address other rules concerning library usage.

ATTENDANCE POLICIES

ABSENTEE POLICY

The following attendance rules were written in accordance with state law and board policy:

TARDY --- A student who arrives to class after the tardy bell has rung.

ABSENCE -- A student who is late to class by 20 minutes or more will be considered absent from class. Absences will be on a per class basis.

TRUANT --- A student is truant if:

1. (S)He is subject to the compulsory attendance law but is not enrolled in a public or non-public school.
2. (S)He is subject to the compulsory attendance law and enrolled in school but is inexcusably absent for three consecutive days, five or more days in any semester, or seven or more school days in any school year.

ABSENCES

The approval of the administration and a signed statement or a phone call by a parent or guardian requesting absence of a student from classes will constitute a valid excuse for such absences from school up to a maximum of five (5) absences per class per semester.

When a student reaches four days of excused absences, a meeting will be held with the principal and the student and an attendance letter will be sent home to the parents/guardians. Once a student has more than five absences for a class, he/she will be required to make up 30 minutes per additional absence. If a doctor's note has been turned into the office, then the absences that are covered by the note will not count against the students' five absences. For example, if you were absent six times from history class you would have to make up 30 minutes. Unique circumstances will be taken into consideration when applying this policy.

Absences will be excused for: 1) illness and health care; 2) death in the family or close friends; 3) working for parents approved in advance by the principal; 4) family trips approved in advance by the principal; 5) educational activities approved in advance by the principal; 6)

college/career days arranged by the counselor; 7) absences approved in advance by the principal or his designated representative.

A telephone call, e-mail, or written note from a parent or guardian stating the reason for the absence will be accepted if received between the hours of 7:30 a.m. to 3:15 p.m. on the day of the absence, and/or not later than 8:00 a.m. of the day following the absence. If a phone call or note is not received in the specified time period, the absence will be considered unexcused and the parents will be notified.

If the office has not received notification by 9:30 a.m. on the day of the absence, school officials may call to determine the reason for the absence. Absences will not be excused for shopping trips, non-emergency baby-sitting, haircut or hairstyling appointments, senior portraits or, in general, absences for personal business which could be taken care of outside the school day. Oversleeping unrelated to illness or family crisis will not be excused.

Working for parents should only be used in emergency or necessary situations. A student's primary responsibility is to be in school. Working for other than family is not excused unless special arrangements are made with the principal. Working for parents should follow the pre-excused procedure unless it is an emergency.

When a student knows in advance that (s)he will miss school, the student should talk with his/her teachers in advance of the absence. This provision applies to students missing school for school activities, field trips, athletic contests, parent work, family trips, pre-planned appointments, etc. Failure to follow this procedure may result in an unexcused absence.

The office will not be responsible for assignments.

Two days of make-up time will be allowed for the first day of absence. One additional day of make-up time will be allowed for each additional day of absence up to a point. Students will be required to complete all work assigned during their absence. Students are expected to inquire about work missed during their absence, regardless of the reason for the absence. A student who misses on a purple day is expected to speak with teachers and get all assignments prior to returning to that purple day class.

This preceding regulation does not apply to absences due to school activities. Students may be required to complete work in advance of the school-related absence or may be required to turn in missed assignments on the first day back in school.

Teachers have the right to require students to make up schoolwork missed during the absence (excused or unexcused) before and after school. The makeup time will be mutually agreeable to both teacher and student and should not place undue hardship on either person. Makeup time should not be viewed as punishment and is not associated with "detention" period.

STUDENT ACTIVITY PARTICIPATION

Students must be enrolled in at least four classes at Nemaha Central High School in order to participate in extracurricular activities. Additionally, KSHSAA student eligibility guidelines must be met. (Students must also be enrolled in and attending a minimum of five new subjects, those not previously passed, of unit weight, or its equivalency, during the present semester.)

Students must be in attendance on the day of the event at least four clock hours to participate in or attend after-school activities such as athletic events and practices, music concerts, dramatic performances, concessions, dances, etc. The principal may waive this rule for unusual circumstances such as family crisis, specialized medical treatment, school sponsored trips, etc. College visitations arranged by the school counselor are considered excused from this regulation. The principal and/or the sponsor may limit or deny participation in an activity if the participant is in academic jeopardy, failing a class, or there are attendance concerns.

COLLEGE VISITATIONS

Seniors will be allowed to make two visitations to colleges, universities, vocational and trade schools, to explore post-high school educational opportunities. To be considered an excused absence, the student: 1) must arrange the visitations through the school counselor by a minimum of two days in advance; 2) must provide the school counselor with written parental permission in advance of the visitation; 3) must return with a signed verification from a college official. If these four criteria are not met, the student will receive a zero for work assigned for that day. All college visitations must be completed by April 20th of the school year. If a special circumstance would arise, the principal would have discretion to allow the visit.

College visitations do not qualify for the two-day makeup provision. Students will be expected to be prepared with assignments upon their return to school.

The principal must personally approve of visitations over the limit of two or visits with unusual circumstances.

ADMIT SLIPS

Admits slips are to be picked up in the office prior to the scheduled absence or the day the student returns to school. It is the responsibility of the student to present the admit slip to the teacher at the start of each hour. Students are expected to inquire about work missed during their absence, regardless of the reason for the absence.

UNEXCUSED ABSENCE

Unexcused absences will be handled in the following ways. The actual step depends upon the individual circumstances. In all cases, the parents will be notified in writing and be offered the opportunity to confer with the principal. During the entire school year the following will be in effect:

1. At the discretion of the teacher, unexcused absences could result in no credit for the time missed. This means that the student is given a zero on all work assigned, completed, and graded during the absence.
2. It may be required that time missed be made up before or after school under the direct supervision of the principal. Time will be made up minute for minute. In general, students late to school by twenty minutes or more for “unexcused” reasons will makeup the time. This includes oversleeping, running personal errands, etc.
3. Two unexcused absences or more may lead to in-school suspension, in addition to making up the time.

TARDINESS

Promptness to class is extremely important. To achieve maximum learning, classes must start on time.

If a student is detained by a teacher and is late to class, (s)he should have a pass signed by the detaining teacher. If a student needs to go the restroom, (s)he is to report to class first and obtain teacher permission. See Early Out for more information about consequences for tardies.

RELEASE OF STUDENT DURING THE SCHOOL DAY

The building principal will not release a student during the school day except to a student's lawful custodian as defined by Kansas law or upon written or verbal request of a lawful custodian.

LEAVING THE BUILDING

Students will not be permitted to leave the school premises any time during the normal day without parental permission except for school-sponsored activities. Before leaving the building, the office must receive in advance either a note or phone call from the student's lawful custodian. If it is necessary for a student to leave during the school hours, a permit must first be secured from the school office and the student must check out in the office before leaving the building. He/she must then check in the office when returning to school. Failure to do so will result in an unexcused absence for the remainder of the day.

Students, as a general rule, will not be allowed to leave school premises for school work, books, projects, etc. which were left at home.

STUDENT CODE OF BEHAVIOR

SECURITY AND SAFETY

Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law. (For additional information see board policy EBC)

PLAGIARISM - CHEATING

Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own. Plagiarism is deliberate dishonesty and includes, but is not limited to, the following forms:

1. Copying from another student, or making information available to other students knowing that this is to be submitted as the borrower's own work.
2. Use of unauthorized material.
3. Using direct quotations or large sections of paraphrased material in a report without acknowledgment.

Instructors should inform students what constitutes acceptable workmanship, proper form of citation and use of sources. Disciplinary consequences involving cheating or plagiarism will be determined by the teacher and administration. Parents will be contacted in all situations.

BULLYING

Bullying is prohibited in USD 115. Bullying means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

Harming a student or staff member, whether physically or mentally;

- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 115 will not tolerate these actions by students, staff, or parents.

Any act of bullying by a student, staff member, or parent is prohibited on or while using school property, in a school vehicle, or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.

A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion from school for students or suspension or termination from employment for staff. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

HAZING - SEXUAL HARASSMENT

Forcing underclassmen or peers to act against their wills is a serious offense. This manner of conduct will not be tolerated.

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

FIGHTING

Fighting is considered to be a type of conduct which substantially disrupts, impedes or interferes with the operation of Nemaha Central High School and impinges upon or invades the rights of others. Students caught in violation of this policy will be subject to suspension and/or expulsion.

WEAPONS OR FIREARMS

Weapon or firearm means any object, material or substance which in the manner it is used, designed to be used, or intended to be used, is capable of producing death or bodily injury.

Examples of weapons include, but are not limited to:

firearms--loaded or unloaded-including BB guns and pellet guns;
knives having a blade of three and one-half inches or more;
any knife which can be opened by means of a switch, button or spring mechanism or which is displayed in any manner which tends to threaten, intimidate, frighten or harass another person, brass knuckles or other objects placed on the fist; nunchucks or any other martial arts weapon; slingshots; bludgeons, including any instrument intended to strike another person.

Weapon also means any object which is generally used for nonviolent or non-dangerous purposes, but which can be considered a weapon under this policy as a result of its intended or threatened use.

Examples of weapons include, but are not limited to: rocks, bottles or cans, chains, shoes, belts, belt buckles, aluminum or wooden ball bats, ropes, mace or similar noxious chemical substances used in a threatening or improper manner.

Facsimile or replica of a deadly weapon is considered under this policy if used in a threatening, intimidating, violent or improper manner.

Examples of facsimile or replica weapons include, but are not limited to: water pistols, cap guns, any "look-alike" weapon

THIS POLICY IS MANDATED BY STATE AND FEDERAL LAW.

A student may be expelled for 186 school days.

Kansas School Safety Hotline - There is a statewide hotline available 24 hours a day, 365 days a year to report impeding school violence to the Kansas Highway Patrol. Information received on

this hotline will immediately be shared with local law enforcement and school officials. This is to report any information that might threaten the safety of school or students. Hotline # 1-877-626-8203

SCHOOL PROPERTY

Deliberate defacing or damaging of school property cannot be condoned. Students guilty of violating this regulation will be held responsible for payment of such damages and may be subject to disciplinary action.

FOUL LANGUAGE

Foul language and/or swearing have no place in or around an educational institution or during a school sponsored activity. The teacher or sponsor in charge of the activity will discipline students in violation of this policy. Continued usage of foul language and/or swearing will result in suspension.

GAMBLING

Gambling in any form is prohibited in or around an educational institution

DRESS and APPEARANCE

The following dress code will be followed when at school or attending school-related activities:

State law states that shoes are to be worn at all times in public buildings. Any clothing that calls attention to, or is suggestive of drugs, alcoholic beverages, tobacco, sex, profanity, **or undesirable slogans or pictures** will not be allowed. Specifically “spaghetti strap” shirts, shirts that expose the midriff area, **shirts that are low-cut under the arms, front, or back**, and short shorts will not be permitted. **Underwear must not be visible and pants and shorts must be worn at the waist level (no sagging).** **Students may not wear chains or similar items from their clothing. Chains that are worn as jewelry must be safe, appropriate and non disruptive to the school/classroom. Any adornment that scratches or mars furniture is not allowed.** Athletic shorts that come to mid thigh or longer are permissible. This policy will be enforced at all school functions at school or away. Hats and sunglasses will not be worn inside the building at any time during the school day. Students will be sent home to change into appropriate attire if other cannot be found at school. The principal must approve the wearing of special clothing for special events.

STUDENT PARKING

Students are to use the north exit from the parking lot or wait until the school buses have departed before attempting to use the south exit. The middle lane is for entrance only.

A student who drives to school will remain out of the vehicle and parking lot until he/she leaves to go home at the end of the school day. Students must have permission from the office to have access to their vehicles during the school day.

The speed limit in the parking area is 15 miles per hour. Any student who violates the parking rules will not be allowed to park on school property for a period of time.

USE OF TOBACCO PRODUCTS

The use or possession of tobacco products (smokeless or smoking) by students in any of the school district buildings, on any school property, or at any school sponsored event/activity/trip are prohibited. Students observed in violation of this policy by a school district employee will be subject to disciplinary action and/or suspension.

In consideration for the health of students, staff, and public, there will be no usage of any tobacco products (smokeless or smoking) permitted in any of the district buildings. Smoking by adult, non-students will be allowed on the school grounds outside the building as people desire at such time as during activities and programs.

BREATHALYZER POLICY BEFORE ADMITTANCE TO DANCE OR OTHER SCHOOL ACTIVITY

All students and adults in attendance at a dance or school activity will be required to take a breathalyzer test before they enter. If it is a school activity, the breathalyzer tests will be given at the determination of the administration supervising the activity.

Students will enter at one entrance point for the dance or activity so the officers can administer the test.

If the breathalyzer registers that a student has been drinking alcohol, the student will be escorted to the school office with an adult witness. The student will take another breathalyzer test. If the student's test comes up positive again, the student will be questioned and their parents will be called.

ALCOHOL AND/OR CONTROLLED SUBSTANCES

The use or consumption and/or possession of any alcoholic beverage or controlled substance by students is prohibited in any attendance center, on school grounds or at any school sponsored activity. Upon direct observation or reasonable suspicion (such as exhibited behavior) by a law enforcement officer, faculty member, or school administrator that a student has consumed an alcoholic beverage or a controlled substance, district personnel shall refuse the student entrance to, or participation in, any school sponsored activity. If a source other than those listed above relates information about a student's involvement with a controlled substance, the validity of the allegation will be screened. If the information is substantial and reliable, a hearing will be held with the school administrator and action taken as follows:

FIRST VIOLATION:

Any student determined to be using, or in possession of, controlled substances as mentioned above, will be suspended or expelled in accordance with provisions of board policy and state law. It will also be strongly recommended that the student receive an evaluation and any necessary counseling from a professional chemical dependence counselor.

SECOND VIOLATION:

In addition to suspension or expulsion, the student will not be allowed to participate in extracurricular events or activities, run for school office, or attend school games and activities

for the remainder of the school year. However, if the student enrolls and maintains good standing in a chemical abuse program, (s)he will regain all student privileges after three weeks, beginning with enrollment in the program.

THIRD VIOLATION:

After suspension or expulsion, the student may be allowed to return to school, at the discretion of the building administrator, after)1 a meeting with the student, parents, and school administrator, and 2) enrollment and maintenance of good standing in a substance abuse program. If the student does return to school, he/she will not be allowed to hold organizational office, participate, or attend any extracurricular activities or events.

POSSESSION AND LAW:

Any student observed in possession of alcoholic beverage or controlled substance on school grounds will be automatically referred to legal authorities in addition to school action.

**INTERSCHOLASTIC ACTIVITIES
ALCOHOL/TOBACCO POLICY (Student Activity Code)**

Substance Abuse Policy

Participation in athletics and extracurricular activities is a privilege. It is important that all students and parents are aware of the responsibilities, rules and regulations which are a part of the athletics and activities. **Competitive, KSHSAA sponsored team activities will be covered under this policy. Cross Country, Volleyball, Football, Cheerleading, Dance Team, Scholar’s Bowl, Basketball, Forensics, Track, Baseball, Softball, and Golf are included in this policy.**

Nemaha Central High School recognizes the use **and/or possession** of alcoholic beverages, tobacco products, and other controlled substances as a significant adolescent health problem, resulting in negative effects on the behavior, learning, and total development of the individual.

The close contact that the teachers, coaches and administrators of Nemaha Central have with students provides the staff with a unique opportunity to observe, confront, and assist students with substance abuse problems. Nemaha Central High School therefore, strongly supports the use of education, awareness, training and positive action in dealing with the substance abuse problems of any student.

**STATEMENT OF THE NEMAHA CENTRAL HIGH SCHOOL
ALCOHOL-TOBACCO/SUBSTANCE ABUSE POLICY**

In order for any student of Nemaha Central High School to be involved in any athletic program, or extracurricular activity, (s)he must abide by the following regulations:

During the season of practice and competitive play, or while participating in any extracurricular activity listed above, the student shall not 1) use or possess a beverage containing alcohol or 2) use or possess any type of tobacco product or 3)use or consume, have in possession, buy, sell or give away any controlled substance, nor be in possession of any drug paraphernalia of any kind. It is NOT a violation for a student to be in

possession of a legally defined drug specifically prescribed for the student's own use by his or her doctor.

PENALTIES

If any student violates the above policy 1) while on school grounds, 2) at a school activity, 3) while representing or traveling with Nemaha Central High School away from the school grounds or activity, 4) or at any time, on or off school premises, during the season of participation, and the violation is substantiated by a law enforcement official, faculty member, or school administrator, the following penalties will apply.

If a source other than those previously listed related information about a student's involvement with a controlled substance, the validity of the allegation will be screened. If the information is substantial and reliable, the student will be counseled and action taken as described below.

Violations accumulate throughout the school year, not per activity season. These rules cover any portion of an activity season as governed by KSHSAA.

All students have the right to admit they made a mistake. If a student admits (s)he was in violation of any of the above stated policies without any interaction with law enforcement authorities, NCHS staff, or any other substantiated witness, the student will receive the following consequence.

SELF ADMISSION:

The student will lose eligibility for practice, participation and competition for one calendar week, and at least one interscholastic contest/activity in which (s)he would be ordinarily participating, beginning upon completion of a hearing with the building administrator or his designated representative. It will be recommended that the student receive an evaluation and any necessary counseling from a professional substance abuse counselor. The next offense will be considered a second violation.

FIRST VIOLATION:

The student will lose eligibility for practice, participation and competition for two calendar weeks, and at least two interscholastic contest/activity dates in which they would ordinarily be participating, beginning upon completion of a hearing with the building administrator or his designated representative. It will be recommended that the student receive an evaluation and any necessary counseling from a professional substance abuse counselor.

SECOND VIOLATION:

Upon completion of a hearing with the building administrator or his designated representative, the student will be immediately dismissed from the team, organization, or activity for the remainder of the season. It will be recommended that the student receive

an evaluation and any necessary counseling from a professional substance abuse counselor. *(No chance for reinstatement on that team for current season)*

THIRD VIOLATION:

Following a hearing with the building administrator or his designated representative, the student will be dismissed from all team activities for the remainder of the school year. COUNSELING will also be strongly recommended.

General Statement of Enforcement – If there are no competition dates that fall during the two week ineligibility period, or if it is at the end of the season of activity, the student will lose eligibility for the next two scheduled interscholastic contest/activity dates which (s)he are scheduled to participate. All consequences will be administered before the end of the school year which the violation occurs.

Before any suspension or dismissal would take effect, the student shall be verbally advised by the administration and the head coach of the alleged violation and the student will have an opportunity to explain or justify the action.

Additional rules or regulations from the head coach must be cleared by the principal and athletic director. Any additional rules and regulations must be in writing and on file in the school office. (9/10/07)

EXCESSIVE EMOTIONAL DISPLAY

The school is much like a place of work. While personal affection for each other is not a harmful emotion, excessive displays are not appropriate in school. The steps to correction will be 1) teacher warning/conference, 2) referral to counselor, 3) detention and parents contact by the principal.

PERSONAL ELECTRONIC DEVICES, PHONES, ETC.

Cell Phones and other personal electronic devices, while in the building, will be allowed before school, during break, during passing periods, during lunch, and after school. They are not permitted for use any other time unless permission is given from a teacher. If a student misuses his cell phone or device, it will be confiscated and consequences for the misuse would be issued depending on the severity of the offense. Students who knowingly violate the user policy would have the following consequences:

First and Second Offense – Phone/device taken away by teacher, student picks up the phone/device at the end of the day from office.

Third Offense – Phone/device taken away by teacher. The student will need to have one of their parents come in and pick it up. Student will be issued a detention.

Fourth Offense – Phone/device taken away by teacher, student will be issued an ISS.

BEHAVIOR EXPECTATIONS

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people.

Understanding the purposes of discipline in school facilitates the formation of positive attitudes and assists the student in doing his/her part to make themselves a better person and the school a better place. So that Nemaha Central High School can maintain the best learning environment possible, the administration and faculty have expectations of the students.

These expectations are:

- 1) Appropriate school behavior: Classroom behavior that assures the right of every student to learn and the right of every teacher to teach.
Appropriate out-of-classroom behavior demonstrates respect for the personal property rights of other students, faculty, and staff.
- 2) Arrival at school and to class on time.
- 3) Daily school and class attendance.
- 4) Appropriate use and care of the buildings and facilities of the school.
- 5) Cooperation with all school staff as they attempt to meet the varied educational needs of all students.
- 6) Adherence to acceptable standards of courtesy, decency, and morality, and compliance with provisions of civil law.

Any student who fails to comply with a reasonable request, demonstrates open defiance, is overly disrespectful, or uses profanity in referring to a staff member, will be suspended from school. More serious acts of disrespect may result in long-term suspension or expulsion.

DETENTION GUIDELINES

The teacher will use the detention for discipline problems in the classroom. The principal will assign detentions for major infractions of school rules, makeup time, and attendance problems.

Students will be given one full day to make transportation arrangements. The time limit begins when the student receives his written notification. Detentions will begin at 3:05 and end at 3:35 pm. Students are expected to serve when assigned or further disciplinary action could follow. Failure to serve a detention will result in doubling the number of detentions assigned. Failure to serve the extra detentions will result in suspension from school. Students will be expected to work on school work while serving their detention.

1. A student who receives a fifth detention in a semester's grading period will have his/her parents notified in writing of said disciplinary problems. Detentions for tardies do not count toward the total.
2. A student who receives a sixth or subsequent detention in a semester's grading period will receive a minimum one-day in-school suspension in conjunction to the detention.

SUSPENSION OR EXPULSION

Board policy and state law reads, in part, as follows:

The board extends its authority to suspend any student as authorized by law to the following certified personnel or committee thereof: superintendent, principal, assistant principal, and/or

personnel acting in the capacity of assistant principal, attendance officer, director of activities, and athletic director.

- (a) willful violation of any published regulation for student conduct adopted or approved by the board of education, or
- (b) conduct which substantially disrupts, impedes, or interferes with the operation of any public school, or
- (c) conduct which substantially impinges upon or invades the right of others, or
- (d) conduct which has resulted in conviction of the pupil or student of any offense specified in Chapter 21 of the Kansas Statutes Annotated or any criminal status of the United States, or
- (e) disobedience of an order of a teacher, peace officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption, or interference with the operation of any public school or substantial and material impingement upon or invasion of the rights of others.

Students placed upon suspension shall have the opportunity to receive credit for missed schoolwork as arranged by the principal.

Starting with the second out-of-school suspension, the student suspended will NOT be permitted to make-up schoolwork missed.

IN-SCHOOL SUSPENSION RULES

Students placed on in-school suspension for correction of behavior will be isolated from their peers. Students must report to the office when they arrive at school. A list of in-school suspension guidelines will be discussed with the student.

DISCIPLINE AND ACTIVITIES

Students receiving detention assignments should understand that such an obligation takes priority over any activity, practice, or game.

Any student on in-school or out-of school suspension will not be allowed to attend or participate in any school event, activity, or contest during the length of suspension. This rule applies to both home and away activities.

GENERAL INFORMATION

DISMISSAL DUE TO WEATHER

If the superintendent decides the weather to be of such a nature that the safety of students is threatened, (s)he will notify the radio/TV stations, Topeka WIBW (Radio AM 580, FM 97.3; TV Channel 13); Marysville KNDY (Radio AM 1570, FM 103.1); Hiawatha KNZA (Radio 104); and Seneca KMZA (Radio FM 92.1), and have a school closing announcement broadcast. Information will also be sent out via social media and textcaster.

SEVERE WEATHER

The signal for severe weather is an announcement followed by a continuous ringing of the bells. When the severe weather alarm is sounded, students are to pass quickly and quietly to the music

room. Students are to remain in a group with their classroom teacher, so each teacher can take roll.

TELEPHONE

The school wishes to be helpful to those who need to telephone students during school hours. Students will not be called from class except in emergencies. Permission must be obtained from the secretary or principal to use the telephone during school hours only when both lines are available.

FIRE ALARM

The signal for a fire is a continuous alarm. When the fire alarm is sounded, students are to pass quickly and quietly from the building according to instructions posted in each room. Students are to remain in a group with their classroom teacher, so each teacher can take roll. Do not reenter the building until signaled to do so.

STUDENTS WITH DISABILITIES

PROCEDURES FOR FIRE DRILL

Each classroom teacher/staff member will assist any handicapped student at the time of a fire drill. This aid to the handicapped student will provide help to the exit door and beyond. All exits in the main building are free of barriers. In the north building, all exits to the north, east and west are free of barriers.

The meeting place shall be the north end of the parking lot.

PROCEDURES FOR TORNADO DRILL

Each classroom teacher/staff member will assist any handicapped student at the time of a tornado drill. This teacher aid to the handicapped student will provide help to the tornado shelter.

The responsible person is the building administrator.

STUDENT BOOK BAGS/LOCKERS

NCHS students are allowed to carry their backpacks/bookbags into the building to store in their locker during the day. Backpacks/book bags are not allowed to be used during the course of the school day.

Each student has been assigned a locker. These lockers are to be kept relatively clean and neat. Stickers, decals, or other material are not allowed on the outside of the locker. Keep your combination confidential. The student is responsible for loss occurring when lockers are "set" for opening without the combination.

Searches of lockers shall be conducted in accordance with the policies adopted by the board. The lockers in the district shall be under control of the building principal and, as such, belong to the school district.

In accordance with USD 115 Board of Education Policy JCAB, law enforcement officers may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials, such as drugs, weapons, or other materials which may threaten the general health, welfare, and safety of the students and/or staff are present in the district parking lots, hallways, locker, classrooms, and/or locker rooms.

VISITORS

Visitation by parents and patrons is encouraged with advance permission from the office. Visitors must report to the office if they are on school grounds during the normal school day. Visitors who do not have an educational purpose for being at school will be asked to leave.

VENDING MACHINES

All students are asked to help keep the building clean of cans, bottles, and candy wrappers. A committee of students and teachers will evaluate the cleanliness of the halls and if litter becomes excessive or the rules are broken, the VENDING machines may be closed for a period of time. State guidelines will be followed for the contents and use of the machines. Pop, juice, candy and food items are to be consumed in the commons area only - no hallways, classrooms, tech labs, or gymnasium. Students may not bring containers of drink into the building.

BREAK TIME

Students will have a five-minute break during the morning. Students are asked to report to the commons area. Drinks are not allowed on the carpet, hallways, or in classrooms.

LOST AND FOUND

All articles that have been found should be brought to the office. If the item is not claimed within two weeks, it will be considered the property of the finder.

MEETINGS AND SCHOOL SPONSORED ACTIVITIES

All meetings and school activities of any class or organization must be approved by the sponsor(s) of the class or organization and by the activities director. A regular monthly schedule of meetings is published. Special meetings or activities must be placed on the calendar no later than Friday of the week prior to the event.

SCHOOL-SPONSORED TRIPS

Transportation by school vehicles will be provided for all school sponsored activities. The school must have prior written arrangements between the participant's parent/guardian and the coach and/or school administrator, for the student to ride with the parent/guardian. All students shall conduct themselves at all times in a manner becoming ladies and gentlemen. Students will wear proper dress for the trip or occasion. Loud, abusive, or profane language or gestures will not be tolerated and shall call for disciplinary action as directed by the sponsor.

Students are not to eat or drink on the bus, unless given permission by the driver. The vehicles are to be left clean. All trash is to be picked up and left at the front door.

Radios and/or stereos will be allowed with the use of headsets only or in accordance with rules set down by the drivers.

SENIOR TRIP

Graduating seniors who are members in good standing with the NCHS senior class may take a trip which does not require the students to miss more than three days of school (2019 and beyond - two days). All plans for the trip must be arrived through consultation with the class sponsors and the principal and must have their approval.

1. Only seniors who are eligible for graduation and have met all obligations, and are passing all their classes as of the departure date and time for the senior trip, may go on the trip. Ineligible students will be required to attend school during the senior trip and absences may be unexcused unless special circumstances exist. Foreign exchange students will be allowed to go on the senior trip with the approval of the principal and agency responsible for the student. The foreign exchange student must be passing all of his/her classes and be in good standing to go on the trip.
2. The senior must not be under any type of suspension as of departure time.
3. The senior must travel at all times in school provided vehicles. Persons traveling independent of the school may not come in contact with the school group.
4. Consumption or possession of alcohol or any controlled substance at any time or place during the trip is prohibited.
5. The senior will be expected to follow all civil/criminal laws.
6. All luggage and bags will be checked by the sponsors before departing. Any person whose luggage or person contains illegal items or alcohol will not be allowed to go on the trip and will be subject to suspension.
7. Excessive emotional display and contact is prohibited as per sponsor rules.
8. To receive all the allotted expense money, students must complete the trip without discipline problems.
9. Students will be expected to behave appropriately as defined by the sponsors.
10. Individual students violating trip rules may face the following consequences:
 - a. Breaking of civil/criminal law may be left to local law enforcement officials.
 - b. The student(s) may be sent home from the trip and/or could face in school suspension when (s)he returns from trip.
 - c. Serious enough violations may result in students not being allowed to participate in commencement exercises.
11. Group violations may result in termination of the trip by the sponsors. If the trip is terminated early, it may be required that the class return to school until commencement.

SCHOOL PARTY REGULATIONS

1. All parties should be planned and approved well ahead of time and placed on the school calendar one week in advance with the approval of the sponsor(s) and the principal
2. Whenever possible parties and dances should be scheduled on Friday nights. The prom, and possible other events, may be scheduled on Saturday with the approval of the sponsor(s) and principal. The school function will not be allowed to run later than 11:00 p.m. on school nights and 12:00 a.m. on Friday or Saturday nights.
3. Guests to school parties and dances are expected to observe the same regulations that apply to our own students. Guests are to be registered with the sponsor prior to the dismissal of school

on the day of the party or on Friday for Saturday night parties. Unregistered guests will be denied admittance. Guests enrolled in a Jr. High (below the 9th grade) may not attend. This includes prom.

4. The same habits of dress and behavior will apply to parties and dances that apply to all school activities.
5. All school parties will be held on school premises. Students will not be permitted to run in and out of school functions.
6. If a student must leave a party, (s)he may not return unless (s)he has obtained permission from a sponsor.

SPORTSMANSHIP

The Big Seven League, of which NCHS is a member, has officially adopted KSHSAA Citizenship/Sportsmanship Rule 52 to govern activities. A portion of the rule is listed. Article 1: SPORTSMANSHIP is a general way of thinking and behaving. The following sportsmanship policy items are listed below for clarification:

1. Be courteous to all (participants, coaches, staff and fans).
2. Know the rules, abide and respect the official's decisions.
3. Win with character and lose with dignity.
4. Display appreciation for good performance regardless of the team.
5. Exercise self-control and reflect positively upon yourself, team and school.
6. Permit only positive sportsmanlike behavior to reflect on your school or its activities.

Students and patrons not wishing to follow the rule may be banned from attending extracurricular events.

ACTIVITIES CODE

For more detailed information concerning activities, please refer to the Activities Code. The code is distributed to all participants by the Activities Director.

SPECIAL EDUCATION

Special Education Services are provided through the Marshall-Nemaha County Educational Services Cooperative. Nemaha Central 115 is the sponsoring district. For more information contact the high school office or the director of Special Education at 336-2181.

BUS TRANSPORTATION DISCIPLINE REGULATIONS

K.S.A. 72-8302 (2) © provides that the board may suspend or revoke the transportation privilege or entitlement of any pupil who violates any rules and regulations adopted by the board under authority of this subsection.

The bus driver reports to the school administration potential violations of bus transportation behavior regulations. The school administration is responsible for issuing the consequences for such behavior.

Therefore, the board delegates to the school administration the authority to follow state statute for offenses deemed detrimental to the safety and control of the transportation system. The steps to be followed are listed below. However, the administration has the right to decide at which step the student should be placed upon as warranted by the discipline concern. Students suspended from bus transportation are responsible for arranging their own transportation to and from school. At all steps a bus conduct notice is mailed to the parents of the student.

1st offense – warning that any future problems of a severe nature will result in a suspension from bus transportation. Parents are notified of the warning.

2nd offense – a three-day suspension from bus transportation. Parents are notified of the action.

3rd offense – a five-day suspension from bus transportation. Parents are notified of the action.

4th offense – a ten-day suspension from bus transportation. Parents are notified of the action.

5th offense – a 45- day suspension from bus transportation. A hearing will be held to inform the parents and student of the action and to establish the guidelines for returning the student to bus transportation.

6th and subsequent offense – the suspension may be for the remainder of the school year or for an entire calendar year depending upon the severity of the offense. A hearing will be held to present the reasons for the suspension to the parents and student.

Notification of Rights Under FERPA For Elementary and Secondary Schools

Family Educational Rights and Privacy Act (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Nemaha Central Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Nemaha Central Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Nemaha Central Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information

disclosed without their prior written consent.¹ If you do not want Nemaha Central Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 1. Nemaha Central Schools has designated the following information as directory information:

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Degrees, honors, and awards
- Major field of study
- institution attended
- Grade level Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student’s SSN, in whole or in part, cannot be used for this purpose.)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Date and place of birth received
- The most recent educational agency or institution attended

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behaviors or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and

¹These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).

3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- * *Inspect*, upon request and before administration or use –
1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum for the survey.

U.S.D. 115 has adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales, or other distribution purposes. U.S.D. 115 will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. U.S.D. 115 will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- * Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- * Administration of any protected information survey not funded in whole or in part by ED.
- * Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office , US Dept. of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-460

Seminar Rules

Please read and explain the Seminar Rules to your students.
 Each student must check out if (s)he leaves the seminar room. SEMINAR STUDENTS MAY NOT LEAVE THE SEMINAR ROOM BEFORE THE BELL RINGS (TARDY BELL).

ALL SEMINARS WILL BE USED PRIMARILY FOR ACADEMIC STUDIES, COMPUTER USE, READING, TUTORING, LAB WORK, ETC.

Tuesday, Wednesday, and Thursdays are activity seminars. We will schedule all organizational meetings during this seminar time. **If students aren't involved in the announced activity, they are required to stay in class. Sponsors may schedule meetings before or after school if needed. Individual committee meetings should be scheduled on these days.**

1. Behavior expectations are the same as in any regular classroom.
2. Refusal to work or bring materials to seminar can result in disciplinary action.
3. Tardiness from location to location will result in being required to pick up a tardy slip (office). Two minutes will be allowed for passing time.

4. Misuse of hall passing privileges will result in suspension of those privileges.
5. An **unexcused** absence from seminar is the same as an unexcused absence from any other class and will be treated as such.

Early Out

Early out on Mondays for people with no tardies and no missing assignments and no Fs for the previous week -

Guidelines for Early Out

- The list will be based on the previous weeks tardies/missing work/Fs
 - Example: Aug. 21-25 determines Aug. 28th early out list
- The office will create a list of “stayers” from PowerSchool
- Late work must be turned in by 3:05 on Friday to be removed from the list
- The office will run the list at 8:00 a.m. on Monday morning
- Teachers will label assignments in PowerSchool as missing if a student needs to stay

Dismissal for Early Out

- Seminar will be moved to late
- All students will report to seminar
- Teachers will take attendance and dismiss anyone *not* on the list that the office sends out
- Students who are eligible to leave can *choose* to stay and work in the library or in the gym
- Students who have to stay will stay in their Seminar room
- People who are staying are not allowed to use their computer unless it is for a confirmed educational purpose
- This is supposed to be silent work time
- **No Music!**
- **No Cell Phones! - If a student requests to go to another classroom they need to leave their phone behind.**

Get the Work Done! - Late Work Policy

The goal of this program is to limit/eliminate late work/zeros. If students get the work done, they will not have to stay after school.

- The office will run the Early Out list on Monday mornings. Students with **4 or more** missing assignments will be required to stay for the early out *as well as* after school on Wednesday.
- Anyone with 4 or more missing assignments will be put on a separate Google Sheet that is shared with all teachers.
- Teachers will put an ok by an assignment on the shared Google Sheet when they have received the work.
- If **all** of the work is done by Wednesday at 1:30, then the student will not have to stay after school.
- If **all** of the work is *not* completed, the student will be required to stay on Wednesday night until all late work is done or 4:00, whichever comes first.
- We will call students who have to stay out of class at 3:00 on Wednesdays.
- **This is not designed to be seen as a punishment, it is time to get work done!**

Consequences for skipping required Wednesday work time:

1. First offense, student will make up the time he/she missed
2. Second offense - parents will be contacted via letter and double the time will be made up
3. Third offense - Parent contacted and one day of ISS