

**2017 – 2018**

**PARENT/STUDENT**

**HANDBOOK**

**OF**

**CODY-KILGORE  
PUBLIC SCHOOLS**

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## **Foreword**

### **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 Cody-Kilgore Unified 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.

## **BOARD OF EDUCATION**

<b>Name</b>	<b>Village</b>
Kurt Buzentiz, Vice President	Nenzel
Deb Compton, Treasurer	Kilgore
Chris Galloway, Secretary	Nenzel
Adam Naslund, President	Cody
Shannon Ravenscroft,	Cody
Betty Williams,	Cody

## **ADMINISTRATIVE STAFF**

<b>Name</b>	<b>Position</b>
Donna Blocker	Business Manager
Rylan Cheney	Activities Director
Carrie Ford	Jr./Sr. High Secretary
Adam Lambert	Superintendent/K-12 Principal
Marvonne Logterman	Elementary Secretary
Terri Nollette	Guidance Councilor

## **ELEMENTARY STAFF**

<b>Name</b>	<b>Department</b>
Kristin Fay	Grade 5
Reed Ford	Paraeducator
Marilyn Graham	Grade 3
Mischell Hill	PreK
Elizabeth Jones	Grades 2 <sup>nd</sup>
Karen Johnson	Grades 4 <sup>th</sup>
Marsha Osburn	PK-5 SPED
Mandi Painter	Grade 1
Kendra Schneider	Kindergarten

## **JR./SR. HIGH STAFF**

George Arnold	8 – 12 English
Jodi Arnold	PK – 12 Music
Kay Dee Burchfiel	8-12 Math
Rylan Cheney	8 – 12 Science
Mary Kay Ford	6-12 Special Education
Tracee Ford	PK-12 Art
Tim Hamilton	PK-12 Physical Education
Mardi Milton	Middle School
Tim Nollette	6-12 Science/Agriculture
Janell Naslund	Middle School
Roxann Richards	PK-12 Library/Technology
Leslie Roseberry	Paraeducator
Janet Shelbourne	Business
Sharon Tolliver	8-12 Social Science

**TRANSPORTATION**

Larry Goshorn	Bus Driver
Teresa Goshorn	Bus Drive
Deano Hilliker	Bus Driver
Angie Lincoln	Bus Driver
Blake Ruggles	Bus Driver

**CUSTODIAL STAFF**

Teresa Goshorn	Jr./Sr. High Night Custodian
Dave Hafer	Elementary
Angie Lincoln	Jr./Sr. High Day Custodian

**FOOD SERVICE**

Deb Logterman	Food Service
Jessica Olson	Food Service
Jessica Wyckoff	Food Service

**SPECIALISTS**

Rachel Geoser	Occupational Therapist
Kim Buckendahl	Contracted/Speech Pathologist
Scott Steinhauser/Scotty Nelson	School Psychologist



### **School Mission Statement:**

Welcome to Cody-Kilgore Unified Schools. The Board of Education, administration and staff are committed to providing an environment where every child can grow and learn in positive ways. The mission of the Cody-Kilgore Unified School System is for our students to be dedicated to learning, self-motivated, and committed to excellence.

### **Goals and Objectives:**

The goals and objective of the Cody-Kilgore Unified Schools are:

1. A curriculum broad enough, yet with sufficient depth, to allow education for all of the students;
2. Exploration of new and better means of education;
3. Effectiveness in all phases of the curriculum;
4. Ways and means to encourage professionalism among its staff members;
5. A total program, academic and extra-curricular activities, which will contribute to the life-long cultural, social, and leadership qualities of the student;
6. The means whereby the community can make use of its facilities;
7. A means to communicate with the public so that a better understanding of the schools and its needs exist;
8. A staff necessary to fulfill the above objectives.
9. Facilities necessary for the above objectives.

### **Target Goals**

1. All students will improve in Reading Comprehension, Writing and Math skills.
2. All students will become better critical thinkers in all curricular areas.
3. An evaluation and revision of reading curriculum will improve student performance.
4. The learning process will be enhanced for all students by integrating technology across all curricular areas.

### **Belief Statements**

We believe in **CKUS**.

**C - Committed** - Our community is dedicated to providing the best possible educational opportunities for all students.

**K – Knowledgeable** - Our teachers strive to be well-educated in curriculum and instructional strategies in order to help our students "learn to learn".

**U – Unified** - It takes the combined efforts of ALL of us to help our students reach their full potential.

**S – Successful** - Our students will demonstrate responsibility, honesty, respect, and teamwork through their involvement in school academics and activities as they prepare themselves to be productive citizens.

### **School Loyalty**

Students and teachers should endeavor to develop a genuine loyalty to their school. Such loyalty should be based upon high and worthy principles. Be honest, industrious, fair, and courteous in all you do. Then everyone may well be proud of his or her school and loyal to it at all times. Since loyalty to one's nation is basic to good citizenship, all should know and abide by...

### **An American's Creed**

I believe in the United States of America, as a government of the people, by the people, for the people; whose just laws are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect union, one and inseparable established upon those principles of freedom, equality, justice, and humanity for which American patriots sacrificed their lives and their fortunes.

I, therefore, believe it is my duty to my country to love it; to support its constitution; to obey its laws; to respect its flag and to defend it against all enemies.

### **Pledge of Allegiance**

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands; one nation, under God, indivisible, with liberty and justice for all.

### **Respect**

The Cody-Kilgore Unified 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 the student will not be tolerated. Good manners and respect are extremely important. Schools can earn either a good or bad reputation through the manners of its students, parents, and staff. Also, poor manners and lack of respect can negatively impact the learning environment. We must be courteous and respectful to visiting students, patrons, and each other.

### **Multicultural Policy**

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 Cody-Kilgore Unified Schools, 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. Every curricular department within our walls presents biannual documentation of multicultural educational occurrences.

### **Complaint Procedures:**

**A. Purpose** - Solutions to problems and improvement of the school system can only occur when all the facts are available to the administration, board, staff, and patrons. This procedure is designed to provide a process for handling such problems.

All complaints regarding the performance of any school employee shall be handled according to the following policy. Any administrator, board member, or employee approached with a complaint shall inform the person(s) of the proper method for registering such complaints. Official action will be taken only on complaints filed following this procedure.

All complaints shall be in writing and signed by the party making the complaint. The complaint shall specify the person(s) involved, the details of the alleged misconduct or reason for complaint, and the supportive evidence (if any).

**B. Procedure** - Any complaints against employees of the school shall be filed with the Superintendent. Any complaints concerning the Superintendent may be filed with the President of the Board of Education. Upon receipt of a signed complaint against an employee, the Superintendent shall meet privately with the employee to discuss the complaint. The employee may respond to the complaint in writing and have such response attached to the complaint.

The employee shall be notified in writing of any action to be taken. Before an employee is disciplined or reprimanded by the Board of Education or the Administration, the employee shall be entitled to a hearing to be confronted by the person(s) filling the complaint, she/he shall have the right to cross-examine and rebut and shall have the right to have a representative present.

**C. Comment** -The complaint procedure for the Cody-Kilgore Unified Schools is quite similar to procedures for other schools across the state. We hope that it will allow us to solve problems as well as improve our school system in a legal manner and with a minimum of personal conflicts.

Complaint forms and response forms are available in the school office.

## **SCHOOL DAY**

### **School Hours**

Cody-Kilgore Unified Schools will be following a four (4) day week calendar this year. The regular school day will be from 8:00 AM until 4:00 PM. The first bell will ring at 7:57 AM. Students walking or driving to school should not be at school any earlier than 7:30 AM unless they have an appointment or early morning meeting. If school days are missed due to inclement weather or other unforeseen circumstances it may be necessary to make these days up on days not scheduled for attendance.

### **Shortened Schedule**

In the event of a shortened schedule because of inclement weather or an activity, we will run a modified schedule. On the day of a shortened schedule, the schedule will be posted on the front door before the students arrive. All classes will occur during a shortened day.

### **School Cancellations**

If school should be called off or the schedule adjusted because of weather, the area radio stations (KSDZ FM 95.5, KVSH 940, AND KINI 96.1 FM) will be notified. The automated "School

Reach” program **and bulk email** will be used to systematically notify parents and staff of any alterations to the schedule. Breakfast will not be served on days with a two hour delayed start.

### **Closed Campus:**

It is the policy of Cody-Kilgore Unified Schools to observe a ‘Closed Campus’ during the lunch period. Not only do our cooks work very hard to prepare nutritious and enjoyable meals, and make allowances for specific dietary needs, but we are better able to maintain the safety and welfare of the students if they stay with us during lunch.

### **Alumni/Guests**

Alumni and guests are welcome to visit our school. Please plan to visit during lunch or after school as this will not interrupt instructional time. All visitors must check in at the office. Thank you for your consideration.

## **USE OF BUILDING AND GROUNDS**

### **Entering or Leaving the School Once School Has Started**

All students are to check in and out of the front office if they arrive late or need to leave early. Students may not leave the school building for any reason without administrative/staff permission. If a student becomes ill in school, his/her teacher will send the student to the office.

### **Controlled Access**

Cody-Kilgore Public Schools will have controlled access buildings during regular school hours. At 8:00 AM all buildings will be locked with access gained **through the main entrance on the south side of each building**. In order to enter the building, visitors and students will be required to “buzz” in. The door will then be unlocked electronically.

### **Visitors**

After visitors have entered the building they will be required to check in at the office.

### **Medications**

No medication will be administered by any school personnel, unless it is specifically requested by the parents in writing, and in the original container from the Pharmacy--with the students name and specific directions for administration. All medication should be turned in to the front office, not stored in students’ coats, lockers, or other belongings accessible to others. This includes ‘over the counter’ drugs as well.

### **Smoke-Free Environment**

In Compliance with the Federal “No Child Left Behind” NCLB Act, and the State of Nebraska Clean Indoor Air Act, Cody-Kilgore Unified Schools must not “permit smoking within any indoor facility owned or leased or contracted for, and utilized...for provision of routine or regular kindergarten, elementary, or secondary education or library services to children.”

### **Care of School Property**

All students are expected to properly care for any school property entrusted to their care or for their general use. Take pride in your school and in its good care. The marking of desks,

tabletops, etc., should never be tolerated. Violators will be held liable for willful damage or destruction to property. School property includes, but is not limited too vehicles, facilities, all materials and equipment, as well as school texts and supplies. Vandalism will result in financial restitution by the student.

### **Lockers**

Each student will be assigned an academic locker for use during the term, as well as an athletic locker as needed for Physical Education courses or participation in extracurricular activities. Students can request to borrow a combination lock from the school; however valuables should not be brought to school. At the same time that lockers and locks are provided for student use, Cody-Kilgore Unified Schools retains ownership of said lockers and reserves the right to search lockers at any time. We recommend that the locker be locked with a combination lock. Students may turn in an extra key to homeroom teachers if they choose to use a key 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.

### **Searches of Lockers and Other Types of Searches**

Periodic general inspections of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Likewise, desks, book bags, and/or any vehicles on the premises are also subject to search. Also, Cody-Kilgore Unified Schools may use the Nebraska State Patrol Police Service Dogs (Drug Dogs) to perform random locker searches and searches in the parking lot.

### **Video Surveillance**

The Cody-Kilgore Unified Schools Board of Education authorizes the use of video cameras on 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. Video cameras may be used in locations as deemed appropriate by the Superintendent. Currently, video cameras are in use in the main hallways of the Elementary and High School.

### **Use of Telephone and Cell Phones**

The school telephones are for business use and should be used by pupils for emergencies only. Student telephone use is limited to before and after school hours at the office window. Students will not be called from classes to the telephone **except in cases of real emergency**. If family emergency calls are needed, please talk to the administrative office personnel.

Cell Phones may be used by students before school, during lunch, and after school. The use of cell phones is not allowed in classrooms unless instructed by the teacher. All cell phones need to be placed in the designated cell phone caddy when students enter the room. If a student is caught with a cell phone during class it will be confiscated for the remainder of the day. The student can go back to that teacher after the final school bell to get their cell phone back.

By bringing cell phones and other electronic devices to school, the student and parents consent to the search of that device when school officials have a reasonable suspicion that such a search

will reveal a violation of school rules. Mere possession of sexually explicit digital pictures on any device is prohibited. Sending, sharing, viewing, or possessing pictures, text messages, emails or other material of a sexual nature in electronic or any other form on a computer, cell phone, or any other electronic device is prohibited.

Consequences for the previous actions will include punishment for the action. A report will be made to local law enforcement if it appears that a violation of law has taken place. Students may be criminally liable for such misbehavior. Students may be punished for violating school rules even if their conduct is less than criminal. Parents will be informed of the situation.

### **Parking**

Students are allowed to bring bicycles, motorcycles, and automobiles to school. However, they need to be parked in their designated areas. Student parking is south of the High School in Cody. A bicycle rack is provided near the front door. If students fail to meet the expectations set forth, they will first be asked to move their means of transportation; they can be prohibited from bringing vehicles, etc. onto the school grounds.

Students of Cody-Kilgore Unified School that drive cars must follow several regulations.

1. Once a vehicle is parked, it is parked. It is not to be moved until that student leaves for home.
2. Students are not to be in vehicles during school hours.
3. For the safety of all students' explosives, knives, guns (including trap shoot guns and paint ball guns), and weapons are prohibited on school property or at school sponsored activities. (Unless authorized by proper school authorities)
4. Parent permission is required for a change in bus route plans if a student wishes to ride with another student (who is not their sibling) to or from school.

### **Bus Rules**

Students riding the Cody-Kilgore school buses are expected to abide by the following rules:

1. Students are not to bring open pop, gum or candy on the bus unless there is permission from the driver.
2. Students are to remain seated at all times and not engage in any activity that would distract the driver.
3. Heads, arms, and/or feet are not to be extended out of the windows.
4. Pupils must be on time; the bus cannot wait for those who are tardy.
5. Pupils are not to throw waste paper, sunflower seeds, or other rubbish on the floor of the bus. Students are expected to help keep the buses clean. A trash box can be found in the front of each bus—please use it.
6. Students are not to get on or off the bus until it is completely stopped. Students are not to move about the bus while it is in motion.
7. Outside of ordinary conversation, classroom conduct is to be observed by all students.
8. When leaving the bus, pupils crossing the road must wait for a signal from the driver before crossing.
9. Students riding a regular bus route and not riding the bus home must (a) bring a note from a parent, or (b) the parent must call the school, or (c) the parent must inform the bus driver.
10. **The driver is in full charge of the bus and the pupils riding it.**
11. A student may be suspended from riding the bus for misconduct.

12. Bus drivers are encouraged to handle all minor problems. If a problem persists that requires administrative assistance the following will be adhered to:

1. First Offense- Conference with students, letter sent home to parents
2. Second offense- Conference with students and parents, interventions as determined by the administrator in consultation with the parents.
3. Third Offense and subsequent offenses – Student may lose bus privileges with the amount of time determined by the administrator.

13. Extra riders on a bus may only ride at the discretion of the driver-with written permission from a parent/caregiver.

### **Student Valuables**

Students are asked **not** to bring money or valuables to school, as the school is not responsible for lost, stolen, or damaged items. All students using a locker in the locker rooms will be required to use a combination lock.

### **Lost and Found**

All items lost and found will be delivered to the front office. The missing items will be placed in the daily announcements. After one week of no claims, the item will be disposed of.

### **Safety**

We attempt to take every measure to ensure everyone's safety while at school or on school activity trips. Consequently, all accidents and/or potentially dangerous areas or situations need to be reported to the Administration so that the appropriate steps can be taken. Also, students need to use safety glasses/safety gear when needed to help us manage risk.

Side doors are locked during the day to maintain traffic through the front office doors. In an emergency they are always used as exits. There are times when loading or unloading vans may be more practical through side exit doors.

### **Insurance**

The school does not provide insurance on the students. Therefore, parents are encouraged to get insurance on students that participate in athletics or dangerous activities. Participants in athletics may also avail themselves of relatively low cost accident insurance. Since the amount of the premium, etc., fluctuates from year to year, information will be made available at the beginning of each year. Full particulars may be obtained from athletic coaches or the administration. Here again, the school does not assume responsibility for insurance or injuries. Students not taking school athletic insurance must bring a note from parents showing proof of insurance before being allowed to practice or compete in athletics. **Parents are responsible for ambulance costs.**

### **Announcements**

Every morning at approximately 9:00 a.m, daily announcements will be given over the intercom. A copy will be posted on our website at <http://www.cody-kilgore.com> and sent via bulk email.

## ATTENDANCE

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 that will result in regular and punctual student attendance.

### Attendance and Absences

An absence from school will be reported as: (a) an excused absence or (b) an unexcused absence.

1. Excused Absences. Absences should be cleared through the Principal's office in advance whenever possible. **An absence or tardy, even by parental approval, may not be excused.** All absences, except for illness and/or death in the family, require advance approval. An absence for any of the following reasons will be excused, provided the required procedures have been followed:

- (A) Attendance at a funeral for a member of the immediate family (parents, siblings, and grandparents),
- (B) Illness which causes a student to be absent from school,
- (C) Doctor or dental appointment which require student to be absent from school.
- (D) Court appearances that are required by a court order and the student is not responsible for needing to be in court,
- (E) School sponsored activities which require students to be absent from school.
- (F) Family trips in which student accompanies parent(s)/legal guardian(s),
- (G) Other absences which have received prior approval from the Principal.

The Principal has the discretion to deny approval for the latter two reasons, depending on circumstances such as the student's number of other absences, 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. A maximum of eight (8) days of absence will be allowed per semester and three (3) times tardy per semester. Please keep a running total of days absent and the reason for these absences. You may be called upon to provide documentation as the Cherry County Attorney will become involved when **16-20 days**, of absences, for whatever reasons, have been accrued. A note will be sent home following six days of absences. When eight days of absences are accrued a meeting will need to be set up between the student and their parents and the Attendance Committee to see what steps need to be taken to address this absenteeism issue. These may be excused absences however instructional time will have been lost.

2. Unexcused Absences: An absence, which is not excused, is unexcused. **A student may be required to make up time for any unexcused absence**

A student who engages in unexcused absences may have excessive absences as per state law, Neb.Rev.Stat. § 79-209. including suspension from classes and the student may be required



to make up the time missed. Students who leave the school premises without permission during the school day will be considered absent, unexcused.

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, or a conditional admit slip, is issued by the Principal's office. A conditional admit slip, good for two days, may be issued to allow time to bring an excuse, in case no excuse has been provided upon returning to school. Work must be made up within the time allowed on the admit slip.

Students are expected to collect their homework preferably via email from teachers. Secondary arrangements can be made through the office. For single or two day absences, students will have two days to collect assignments and complete work with all completed work due the following school day. (example: Absent Monday all work due on Wednesday). For absences of three days or more, students will also have a maximum of two school days to make up the work unless special arrangements are made with the administration and teacher. (example: Absent Mon.-Thur. ALL work due Wed.).

ANY LATE ASSIGNMENT WILL BE GIVEN A GRADE OF 0 UNTIL THE ASSIGNMENT IS TURNED IN, AT WHICH TIME THEY WILL RECEIVE A REDUCED GRADE (UNLESS AN EXCEPTION IS GRANTED BY THE INSTRUCTOR FOR A SPECIFIC CIRCUMSTANCE).

**In case of any absence, parents are to notify the school before 8:30 a.m. each day.**

### **Excessive Absence**

Attendance is crucial for the success of every student. Absences are recorded in Power School on a daily basis. If 20 total absences are reached, the county attorneys office will be contacted and the board of education will review the case to determine loss of credit for all classes in which the student is enrolled.

Please see School Board Policy 5012 Excessive Absentism.

### **Tardiness**

Tardy to School: will be dealt with in the office. IN FIRST HOUR: students will not be admitted to class if they are tardy and have not first visited the office. They will be given an admit slip to class. Students will be considered tardy to school if they are not seated in their assigned area when the bell for their first class rings. After the third tardy, students will need to serve 60 minutes of detention. If a student is more than 20 minutes late to first period it will be recorded as an absence for that class period.

Tardy to Class: other than first period will be dealt with by each teacher. Students will be considered tardy to class if they are not in the classroom when they tardy bell rings, unless they have a pass from the teacher who detained them. Specific tardy guidelines once students are in the classroom doorway are at the discretion of the classroom teacher. Students have a sufficient time period between all class changes to make it to their next assigned class on time. **After the third tardy, students will need to serve detention.** Teachers are to keep track of students'

tardies to class. Students will serve a 20 minute detention for any tardy over and above the 3. Students will be precluded from participation in activities if detention is not served.

### **Attendance and Extra-Curricular Activities**

No student is to participate in or **be in attendance** at any extra curricular activity under the following circumstances:

1. He/she went home during the day due to illness.
2. Students must be in attendance on Friday to participate on Saturday except for prearranged excused absences.
3. Students must be in attendance the next day after the activity unless they have a certificate from a doctor or administrative approval.
4. Any tardy or absence that the building administrator determines was intentional, unexcused and/or habitual.

## **SCHOLASTIC ACHIEVEMENT**

### **Grading System**

Cody-Kilgore Unified Schools will use the letter grading system as follows:

100-99=A+	92-91=B+	84-83=C+	76-75=D+
98-96=A	90-88=B	82-80=C	74-72=D
95-93=A-	87-85=B-	79-77=C-	71-70=D-
			69 & below=F

**ANY LATE ASSIGNMENT WILL BE GIVEN A GRADE OF 0 UNTIL THE ASSIGNMENT IS TURNED IN, AT WHICH TIME THEY WILL RECEIVE A REDUCED GRADE (UNLESS AN EXCEPTION IS GRANTED BY THE INSTRUCTOR FOR A SPECIFIC CIRCUMSTANCE).**

The K-3 elementary report card grading scales are explained on the report cards.

### **Honor Roll**

The honor roll at the high school is calculated at the end of each quarter (9 weeks) and at the end of each semester. A student may be placed on the honor roll in two different categories. These categories and requirements are listed below.

“A” Honor Roll: A student must obtain an A+, A, or A- in each class in which he/she is enrolled.

“A-B” Honor Roll: A student must obtain an A or B in each class in which he/she is enrolled.

### **Pupil Class Load**

All Junior and Senior High School students must carry seven classes. Exceptions must have the approval of the administration and parents. Student Aides will be given a credit/no credit grade assignment.

## **Scholastic Conduct**

**Cheating:** Cheating, dishonesty, or plagiarism of any kind, in any class, is prohibited at Cody-Kilgore Unified Schools. If a student cheats on a test or assignment and/or plagiarizes any assignment, that student will receive a zero on the test or assignment and parents/guardians will be contacted.

**Copyright Violation:** Students must be very conscientious about avoiding copyright violation. All state and federal laws must be abided by.

**Plagiarism:** This is a federal crime, akin to theft. In all classes, plagiarism will result in a zero, NO EXCEPTIONS! Proper citations and credit MUST be followed. Cutting and pasting of internet documents without giving credit is stealing. Changing a few words is NOT paraphrasing - this is still plagiarism. These actions will NOT be tolerated in any class.

**School Testing Program :**The evaluative system in the Cody-Kilgore Unified Schools consists of the following areas of survey:

1. Measure of Academic Performance Tests: **Grades K-12**. These tests will indicate student strengths and weaknesses and are used as indicators of special attention areas in our instruction. Teachers use these tests as diagnostic tools and to make their instruction more effective for each individual. The tests are used as aids and guides in helping students achieve to the best of their ability.
2. DIBBLES: Grades K-2
3. We emphasize the importance of reading in our school and special tests are administered to evaluate reading progress at the elementary level.
4. PSAT and ASVAB tests, standardized national tests given at the junior level.
5. PLAN tests, standardized national test given at the sophomore level.
6. EXPLORE exam administered at the eighth grade.
7. ACT exam **is required for all Juniors per the Nebraska Department of Education.**

Additionally, meaningful evaluation is carried on daily in every class and the information gained is used to further the education goals of our school and our students.

## **ACADEMIC/GRADUATION REQUIREMENTS**

A minimum of 240 semester hours of passing course work taken in Grades 9 through 12 is required for graduation. One semester hour is allocated for each hour, or hour period, a course meets each week per semester. Therefore, most courses earn five (5) semester hours credit each semester, unless the course meets fewer (or more than) five hours per week included in the minimum 240 hours are certain basic or required courses.

A valedictorian or salutatorian will not be selected for graduation ceremonies. Graduates with a cumulative grade point average of a 3.75 or greater will be honored during graduation ceremonies. Of these honor graduates, two students will be chosen to speak at the graduation ceremonies. One student from the honor graduate list will be selected by their classmates to speak, and one student will be selected by staff members.

**ENGLISH:** 40 semester hours which will include 10 semester hours of English I, II, III, and IV. English IV may be taken as a dual credit class. Successful completion would provide both high school and college credit.

**SOCIAL STUDIES:** 30 semester hours. Ten semester hours of American History and 10 semester hours of American Government is required. Other selections are World History, World Geography, Psychology, Sociology, Economics, and Modern History.

**SCIENCE:** 30 semester hours. Physical science is required. Other selections are Biology, Advanced Biology, Physics, Chemistry, Anatomy & Physiology, Animal Science, and General Science.

**MATHEMATICS:** 30 semester hours. Algebra I and Geometry are required. Other selections are Algebra II, Advanced Math, Pre-Calculus, Applied Math, Business Math, and Statistics.

**PHYSICAL EDUCATION & HEALTH:** 10 semester hours.

**COMPUTER APPLICATIONS:** 10 semester hours. Computer Applications I is required of all Freshman.

**FOREIGN LANGUAGE:** 20 semester hours, RECOMMENDED. Many colleges require this for admission to certain course work.

The balance of the credits needed for graduation is electives. Eight (8) semesters of attendance in grades 9-12 are also required. **Students who do not meet the graduation requirements will not participate in graduation ceremonies.**

### **Honor Club**

To letter academically at Cody-Kilgore High School for a given school year, a student must have a 93% or higher on their report card in all classes in which they are enrolled for three out of four nine week grading periods. High School students achieving this honor will be recognized on Honors Night with a Cody-Kilgore academic letter. If a student has received a C-K letter prior to this honor, the student will receive a pin. Junior High students cannot letter academically.

### **National Honor Society:**

Students are inducted into the National Honor Society in the spring of the year. To be eligible for membership in the National Honor Society, a student must be at least a sophomore, have a cumulative grade point average of a 3.5, and belong to two organized extra-curricular activities. These activities may be within or outside the school system. If the student meets the above criteria, the student will be asked to write an essay consisting of 250-500 words stating their interest in the National Honor Society and what special talents the student could bring the National Honor Society organization. This essay must be completed by the stated deadline. Upon meeting the guidelines stated above, the student will be inducted into the National Honor Society on Awards Night.

After a student has been inducted into the National Honor Society, the student must maintain at least a 3.5 cumulative grade point average. If a members' cumulative grade point average falls below 3.5, the student will no longer be able to participate in National Honor Society activities until their grade point average reaches 3.5. The student will be notified in writing by the National Honor Society Advisor if their grade point average has fallen below a 3.5.

If a National Honor Society member misses two meetings without notifying a National Honor Society officer or the advisor, the member will be removed from membership.

A student who is a Senior and transfers to our school during the first semester of their Senior year and meets the enrollment criteria will be asked to write the required essay to participate in National Honor Society activities. This student would be inducted into the National Honor Society at the Awards Night Program in the spring.

A current senior who meets the enrollment criteria after the first semester of their Senior year will be asked to submit the required essay to participate in National Honor Society activities. This student will be inducted at the Awards Night Program in the spring.

### **Promotion, Retention**

The parent, teacher, and a building administrator will discuss retention rationale 30 days or more before the last day of school. Ultimately, the decision will be made by the school administration.

### **Schedule Changes**

Any changes in schedules, etc., will be made and communicated to all concerned parties as far in advance as possible. This information will be communicated via the daily announcements, school newsletter, notes home, etc.

### **Report Cards**

Report cards are issued at the end of each quarter, or nine week sessions. Letter grades are used to designate a student's progress. Incompletes shall be designated by an "INC". Students have two weeks after the end of the quarter to make up incomplete work. Failure to do so will cause the grade to change to a "NC" (No Credit). No incompletes will be given at the end of the fourth quarter, as all course work must be completed by the end of the fourth quarter. Students and parents will also have access to grades online via the PowerSchool link on the website at <http://www.cody-kilgore.com>

### **Parent-Teacher Conferences**

Parent-teacher conferences will be held **once each semester** at the end of the 1st quarter and mid-3rd quarter. Refer to the school calendar for the schedule. Conferences with teachers, at any other time, are possible by calling the school office and making arrangements with one or more teachers as needed.

"Notes Home" will be used by school personnel to keep parents informed on specific issues dealing with student performance.

## **SUPPORT SERVICES**

### **Special Education**

The identification and Placement Procedure used to accommodate students in need of Special Services are Public Knowledge, whereas details involving specific students are confidential. At Cody-Kilgore Unified Schools, we have a 'Student Assistance Team' (SAT). When a staff member has a specific concern regarding a student's academic success, they first report it to the SAT team. The team then reviews concerns to see if they warrant simple modification or further inquiry. If all else fails, the team may ultimately refer the student for evaluative testing. This can only be done with parental permission. Cody-Kilgore Unified Schools contracts out all evaluation testing for special services to the Educational Service Unit #17. Please feel free to contact the Superintendent with specific questions, comments, or problems regarding Special Education.

### **Title 1**

Title 1 at the Cody-Kilgore Unified Schools is a school wide program that provides extra help and instruction for those students in greatest need of assistance. Title 1 is federally funded and is designed to improve educational opportunities and to compliment the regular educational program.

Parents play a major role in the educational success of all children. Title 1 teachers, aides, classroom teachers and parents work closely together to enhance classroom instruction.

Goals of Title 1 are....

1. Early reading intervention as developmentally appropriate;
2. Smooth transition of preschoolers to elementary school;
3. Target students, subjects and classes most in need of assistance;
4. Improve attendance;
5. Provide school wide networking for professional development; and
6. Increase parental involvement.

Please see attached 'Title I compact' and contact the offices with any K-6 or 7-12 Title I Program questions.

### **Guidance Services:**

For questions regarding academics, schedules, scholarships, or the welfare of your student, our Guidance Counselor is a valuable resource.

### **Health Services:**

Cody-Kilgore Unified Schools contracts Nursing Services. With the assistance of the school nurse (when available), students will be sent home when it is feared that they are either contagious or lack the degree of health to successfully complete their academic regiment.

We ask parents to alert us of any food allergies or other specific information, like inhalers, that might prove beneficial in attempting to provide the most advantageous learning environment.

All medication must be turned in to the front office. Students may not have on their person or in their personal effects any medication, at any time. Parents and Administrators will work together on a case-by-case basis as needed to address such issues as inhaler use. Whenever possible, it is best if medication can be administered at home. If not, medication must be turned in its original container with the students name and directions from the Pharmacist/Doctor.

As an early warning system, periodic health screens will be carried out by trained professionals. Basic information will be collected and kept confidential. Height, Weight, Hearing tests, Eye Exams, etc. will be completed.

### **Physical Examinations**

Students must get a Physical Examination, Eye Examination, produce medical documentation, and produce immunization records when:

- Entering Kindergarten
- Entering Grade 7
- Transferring in from another State/District

Before participating in Athletic Activities, students must get an annual Physical Examination and provide a parental consent form.

Students must produce their original Birth Certificate upon initial enrollment. As per Nebraska Revised Statute 79-220, parents have the right to submit a written statement refusing a physical examination or immunization for his or her child.

If a waiver of refusal to get a physical examination is filed, said student cannot participate in Athletic activities. Also, those children not immunized will be sent home from school in the event of an outbreak or epidemic, and only return at the discretion of Health Care Professionals and the Administration.

For specific details of what immunizations are necessary, please feel free to contact us.

### **Head Lice**

In the event that a student has a confirmed case of head lice, he/she will be removed from the student body and parents/caregivers will be contacted to come to the office to pick him/her up. The student will be allowed back in school upon a doctor's release. Head lice screenings will be done utilizing our Health Care Professionals (whenever possible) in a discreet fashion.

#### **Head Lice Policy 01/12**

As a health precaution for the protection of all of our students, if a student is found to have Head Lice they will be removed from the general population until such time as they are cleared by a medical professional. The following parameters will be followed:

- The school maintains a student must be checked by a doctor with no nits present in order to return to school.
- The doctor will provide a note for the school.
- Unannounced head checks will be conducted. Sometimes students may have dry scalp conditions, so a nit or louse may be placed under the microscope to confirm the condition.
- A re-infestation may occur in approximately two weeks especially when the home and/or vehicle has not been thoroughly cleaned. If a re-infestation occurs we will follow the same procedure as when Head Lice was first found.

Physicians have shared that some strains of head lice are becoming resistant to over the counter shampoos and may require a prescription in order to get rid of the head lice infestation.

Thorough cleaning in the home and vehicle needs to take place as well, in order to stop the spread of lice throughout your family.

**No one is immune from getting head lice. “It is not your child’s fault that they may have head lice.”**

## **DRUGS, ALCOHOL AND TOBACCO**

### **Drug-Free Schools Program**

Cody-Kilgore Unified Schools implements regulations and practices which will ensure compliance with the Federal Drug-Free Schools and Communities Act and all regulations and rules promulgated pursuant thereto. The District’s safe and drug-free schools program is established in accordance with principles of effectiveness as required by law to respond to such harmful effects.

By this handbook, each student of the District is hereby provided a copy of the standards of conduct for student behavior in the District. Our District prohibits engaging in the selling, using, possessing, or dispensing of alcoholic beverages, tobacco, narcotics, drugs, controlled substances, inhalant, or being under the influence of any of the above violate the Cody-Kilgore conduct rules. These rules are the standard of conduct on the school premises or as a part of any of the school’s activities.

**NOTICE TO PARENTS:** Pursuant to the provisions of the No Child Left Behind (NCLB) 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.

It may be necessary to use the breathalyzer on anyone, student or guest at any function, who is believed to be under the influence of drugs or alcohol. These functions include but are not limited to: Homecoming, banquet, prom, post-prom party, dances, or other activities, Law Enforcement may be present at any or all of these functions.

A student may be suspended from school for possessing tobacco, drugs, or alcohol. A work consequence may be added. A second offense may result in a longer suspension. Students will not ride the bus when suspended.

### **Energy Drinks:**



Students are not permitted to have outside drinks during school hours. Students may bring a water bottle to be filled and consumed at school. No beverages should be stored in lockers at anytime. Secret pal gifts should be kept in the designated area.

## **STATE AND FEDERAL PROGRAMS**

### **Designation of Coordinators**

Any person having inquiries concerning this district's compliance with anti-discrimination laws or policies or other programs should contact or notify:

**Mr. Adam Lambert**  
**Superintendent of Schools**  
**Cody-Kilgore Unified Schools**  
**Post Office Box 216**  
**Cody, NE 69211**  
**(402) 823-4117**

### **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. 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.
2. Have the school district advise you of your rights under federal law.
3. 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 which 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 extra-curricular 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, educational program or placement. (You and your child may take part in the hearing. Hearing requests are made to the Superintendent).
11. File a local grievance.

### **Notification of Rights Under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords 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.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.
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.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

### **Notice of Non-Discrimination**

The Cody-Kilgore Unified Schools does not discriminate on the basis of race, color, national origin, sex, disability, religion, marital status, or age in admission or access to, or treatment of employment in its programs or activities.

It is the intent of the Cody-Kilgore Unified Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures have been established for anyone who feels discrimination has been shown by the Cody-Kilgore Unified Schools.

Inquiries regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting the Superintendent, Cody-Kilgore Unified Schools, P.O. Box 216, Cody, NE 69211, telephone number (402) 823-4117.

### **Harassment and Bullying**

It is the policy of Cody-Kilgore Unified Schools that ‘bullying’ type behavior is not to be permitted. These guidelines are established to respond specifically to bullying behavior. Students and parents are advised that other response measures are also in place and set forth in this handbook for behavior which is discriminatory or harassing on unlawful grounds (e.g., sexual harassment, harassment of students with disabilities, race harassment, etc.)

### **Sexual Harassment Policy**

It shall be the policy of Cody-Kilgore Unified Schools (the ‘District’) to prohibit sexual harassment of employees, applicants for employment, and students on any work premises where the District has total control of the premises or can otherwise lawfully exert its jurisdiction. If proscribed acts are set forth in this policy occur on such premises, the superintendent or his/her designee shall undertake immediate and appropriate action within the bounds of the law to punish as appropriate any violations of this policy or of applicable law pertaining to sexual harassment and shall undertake immediate and appropriate action to prevent any such conduct in the future.

As used in this policy the word ‘employee’ shall mean any person who is an employee, or any former employee who alleges to have quit, or have been fired, or to have been constructively

terminated as a result of sexual harassment as that term is defined in this policy or by other applicable law.

As used in the policy the word 'student' shall mean any resident student of the district, any student being served by contract with another educational agency, or any other person of school age attending the district for educational reasons.

The following acts are specifically prohibited by this policy:

1. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which is demanded by any employee of the District against any other person as a term or condition of obtaining employment.
2. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by any employee is used as a basis for any employment decision such as, but not limited to, rate of pay, promotion, favorable evaluations, whether formal or informal or the conferring of job responsibility.
3. Conduct of a sexual nature by an employee or employees directed against another employee, which has the purpose or effect of interfering with that individual's work performance or creating an intimidating, hostile or offensive working environment.
4. Unwelcome advances, requests for sexual favors, verbal or physical conduct of a sexual nature, submission to which or rejection of which by any employee of the District is used as a basis for any educative decision pertaining to a student such as, but not limited to, conferring of a grade, credit, favor, or honor.
5. Conduct of a sexual nature by an employee or employees directed against a student which has the purpose or effect of interfering with academic performance of the student, when such conduct has the purpose or effect of interfering with that student's academic performance, or creating an intimidating, hostile, offensive, or unsafe or unwholesome educational environment.
6. Conduct of a sexual nature by a student or any other person over whom the school district has control with such conduct being directed against a student, when such conduct has the purpose or effect of interfering with that student's academic performance, or creating and intimidating, hostile, offensive, or unsafe or unwholesome educational environment.

It shall be the policy of the District to receive information from any person concerning allegation of conduct prohibited by this policy on a form which shall be distributed to all employees of the District at the commencement of their employment or as soon thereafter as is reasonable or within a reasonable time availability of such complaint forms shall be made known to the parents of all other students in a reasonable manner. An adequate number of copies of the complaint form shall be maintained within the superintendent's control and shall be available to any person protected by this policy.

Upon receipt of any complaint upon the form prescribed by this policy, the superintendent or his/her designee shall undertake an investigation subject to any limitations placed upon the investigation by the complaining party as indicated on the complaint form. After the investigation is completed, the superintendent or his/her designee shall confer with the person or persons against who the complaint has been lodged and shall give such person or persons a fair

opportunity to present his/her version of the facts involved in the complaint, as well as to be informed of the name of the complaining part, the names of all corroborating or refuting witnesses, as well as any statements or allegations made by and such witnesses which are known to the superintendent or his/her designee.

Upon the conclusion of such investigation, the superintendent shall take such immediate and appropriate action as is required in his/her discretion within the bounds of the law. Nothing in this policy shall be construed to require the superintendent to take disciplinary action not within his/her legal authority. In the event action is required, which by law would require Board action, the superintendent shall undertake such proceedings as may be required by law to bring before the Board such matters of proposed discipline involving the person against whom the complaint was lodged.

The Board by this policy also recognizes a desire to protect its employees and students against non-employees at the work place as well as to protect non-employees from employees and students at the work place. From time to time as deemed appropriate the superintendent shall address the subject of sexual harassment with the employees of the District by the way of in-service training, memorandum, administrative regulation, or any other method selected by the superintendent or his/her designee to make known the contents and application of this policy. While this policy shall not be construed to obligate the District to take actions other than are required by law to prohibit and prevent sexual harassment, it is the spirit of this policy to undertake all reasonable effort to prohibit sexual harassment in the District's working or education environment regardless of by whom it is perpetrated and regardless of by whom it is suffered.

Nothing in this policy, nor any of the terms and conditions attendant to the complaint or used by the District, nor terms or conditions of the consent form used by the complaining party shall be construed to prevent the superintendent or his/her designee from engaging in other action against any person engaging in conduct prohibited by this policy to authorities other than the administration or Board of Education of the District when such action is required or permitted by law. Such actions may be, but are not limited to, providing information to any appropriate prosecuting authority, filing a report concerning any incident complained of with appropriate agencies, including, but not limited to, the Professional Practices Commission, the Nebraska Department of Education, the U.S. Office of Education, and any appropriate departmental office of civil rights. Notwithstanding the duty placed on the superintendent or his/her designee to accommodate the right of privacy of any complaining part, the superintendent or his/her designee shall be permitted by this policy to make such disclosure to witnesses, agencies, prosecutorial personnel, the Board of Education, and any other person entitled or obligated to be informed of any complaint brought under this policy when any state or federal statute, applicable case law, applicable agency law, or any other appropriate body of law mandates such reporting.

It shall further be the policy of the District to strictly prohibit use of any electronic medium including, but not limited to, the Internet, telephones, electronic mail, fax machines or any other means of communicating electronically in such a manner as to create a hostile working environment. It shall be contrary to this policy to use any electronic medium for such purpose as but not limited to uttering profane messages, uttering sexually explicit or sexually innuendo

oriented materials, soliciting romantic involvement, uttering obscene or offensive materials of a sexual nature in any manner. It shall be the policy of the district that this prohibition shall include all interpersonal communications whether originated or received by members of the board, or employees of the District. This prohibition shall run to such persons whether or not prohibited communications as described in this paragraph arise to the legal standard of sexual harassment or not.

Nothing in this policy shall be construed to prevent the superintendent or his/her designee from taking any remedial action as is in the best interest of the District toward the goal of preventing sexual harassment of employees and students of the District in its working or educational environment.

#### **Notice Concerning Disclosure of Student Recruiting Information**

The No Child Left Behind Act of 2001 requires Cody-Kilgore Unified Schools 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 Cody-Kilgore Unified Schools not provide this information to military recruiters or institutions of higher education, without their prior written parental consent.

#### **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, Cody-Kilgore Unified Schools 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, Cody-Kilgore Unified Schools will give timely notice to you if your child has been assigned, or has been taught for four or more consecutive weeks by a teacher who does not meet the requirements of the Act.

#### **Student Privacy Protection Policy:**

It is the policy of Cody-Kilgore Unified 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:

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 Right to Opt-Out of Specific Events.

**Parental Involvement Policies:**

Cody-Kilgore Unified Schools welcomes parental involvement in the education of their children. We recognize that parental involvement increases student success. It is policy to foster and facilitate, to the extent appropriate and in their primary language, parental information about, and involvement in, the education of their children. Policies and regulations are established to protect the emotional, physical and social well being of all students.

**Homeless Students Policy:**

Homeless children for purposes of this Policy generally include children who lack a fixed, regular, and adequate nighttime residence, as further defined by applicable federal and state law. No stigmatization or segregation will occur on the basis of his or her status as homeless.

**Breakfast and Lunch Programs:**

The Cody-Kilgore Unified Schools participates 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.

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, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.

**Student Conduct, Rules, and Regulations**

**The scope of conduct, rules, and regulations includes all activity that 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 designees, or at a school-sponsored activity or athletic event. (Nebraska Revised Statute 79-267)**

**Discipline**

Good discipline originates in the home. The parent is the first teacher of his/her child and should develop in the child good behavior habits and proper attitudes toward school. A parent should:

1. Recognize that the teacher takes the place of the parent while the child is in school.
2. Teach the child respect for the law, authority, the rights of others, and for private and public property.
3. Arrange for prompt and regular school attendance and comply with attendance rules and procedures.
4. Work with the school in carrying out recommendations made in the best interest of the student, including discipline.
5. Talk with their child about school activities; show an active interest in the child's report card, grades, and progress.

### **Detention**

Detention or having a student remain in school after dismissal will be used as a disciplinary measure in the Cody-Kilgore Schools. Detention provides an opportunity to review/practice the rule and or procedures that have been broken or ignored. If a class disruption or similar activity, not serious enough to warrant suspension takes place, the parent will be notified that the students will be required to remain in school the following school day when classes dismiss. The parent may be asked to come in to pick up their son/daughter if they live out of town. The one-day delay will be used in order that the parents are not taken away from their tasks on very short notice. The-detention will be served on schedule regardless of any activity planned.

## **STUDENT DISCIPLINE ACT STATE STATUTES SECTIONS 79-254 TO 79-294**

### **Purpose**

The purpose of the Student Discipline Act is to assure the protection of all elementary and secondary school students' constitutional right to due process and fundamental fairness within the context of an orderly and effective educational process. The sanctions defined in the Act shall be interpreted at all times in the light of the principles of free speech and assembly protected under the Constitution of Nebraska and the United States Constitution and in recognition of the right of every student to public education.

### **School board or board of education; emergency disciplinary actions; authorized.**

The school board or board of education may authorize the emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment of any pupil from school for conduct prohibited by the board's rules or standards established pursuant to the Student Discipline Act if such emergency exclusion, short-term or long-term suspension, expulsion, or mandatory reassignment complies with the procedures required by the act.

### **Administrative and teaching personnel; authorized actions.**

Administrative and teaching personnel may take actions regarding student behavior, other than those specifically provided in the Student Discipline Act, which are reasonably necessary to aid the student, further school purposes, or prevent interference with the educational process. Such actions may include, but need not be limited to, counseling of students, parent conferences,

rearrangement of schedules, requirements that a student remain in school after regular hours to do additional work, restriction of extracurricular activity, or requirements that a student receive counseling, psychological evaluation, or psychiatric evaluation upon the written consent of a parent or guardian to such counseling or evaluation.

**Student suspension, expulsion, or exclusion; not a violation of compulsory attendance; compliance with other laws required.**

If a student is suspended, expelled, or excluded from school or from any educational function pursuant to the Student Discipline Act, such absence from school shall not be deemed a violation on the part of any person under any compulsory school attendance statutes. Any suspension or expulsion under the act shall comply with the requirements of the Special Education Act and the requirements of the federal Individuals with Disabilities Education Act, 20 U.S.C. 1401 et seq.

**School district; policy regarding firearms; requirements.**

Cody-Kilgore Public Schools may expel from school for a period of not more than one calendar year any student who is determined to have knowingly and intentionally possessed, used, or transmitted a firearm 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 his or her designee, or at a school-sponsored activity or athletic event. For purposes of this section, firearm means a firearm as defined in 18 U.S.C. 921. Cody-Kilgore Public Schools superintendent will investigate any violation of this policy and may recommend to the board, taking into consideration circumstances surrounding this violation, a consequence no more severe than expulsion from school for one calendar year.

**Student; exclusion; circumstances; emergency exclusion; procedure.**

(1) Any student may be excluded from school in the following circumstances, and longer than five school days, subject to the provisions of subsection (3) of this section:

(a) If the student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health or safety of the school community; or

(b) If the student's conduct presents a clear threat to the physical safety of himself, herself, or others, or is so extremely disruptive as to make temporary removal necessary to preserve the rights of other students to pursue an education.

(2) Any emergency exclusion shall be based upon a clear factual situation warranting it and shall last not longer than is necessary to avoid the dangers described in subsection (1) of this section.

(3) If the superintendent or his or her designee determines that such emergency exclusion shall extend beyond five days, the superintendent will notify the student, student's parent or guardian of their right of an emergency hearing to discuss the reason for the emergency exclusion, which shall be held in less than 10 days from the first day of the exclusion. If in this hearing it is determined in order to protect the safety of the student, other students, staff or the educational



environment that it is necessary to expel the student for an extended period of time the guideline in the Student Discipline Act will be followed for an expelled student.

**Principal; suspend student; grounds; procedure; written statement; conference; guidelines for completion of class work.**

(1) The principal may deny any student the right to attend school or to take part in any school function for a period of up to five school days on the following grounds:

(a) Conduct constituting grounds for expulsion as set out in the Student Discipline Act; or

(b) Any other violation of rules and standards of behavior adopted under the act.

(2) Any student who is suspended pursuant to this section will be given an opportunity to complete any class work, including, but not limited to, examinations, missed during the period of suspension.

**Alternative Education**

The Cody-Kilgore Unified Schools are committed to ensuring students receive an appropriate education as required by law. Students who because of inappropriate behavior or other disruptions to the school environment, will be subject to the district discipline policy. Students will be provided alternative settings or programs in lieu of expulsion as defined by State Statute. The school administration will direct alternative program considerations through the use of a district multi-disciplinary team or inter-disciplinary team made up of staff and parents.

**Expelled student from another district seeking enrollment.**

If a student has been expelled from a public school in any school district in any state or from a private, denominational, or parochial school in any state and the student has not completed the terms of the expulsion, the student shall not be permitted to enroll in a Cody-Kilgore Public Schools until the school board approves, by a majority vote, the enrollment of the student. As a condition of enrollment, the school board may require attendance in an alternative school, class, or educational program until the terms of the expulsion are completed.

**Student conduct constituting grounds for long-term suspension, expulsion, or mandatory reassignment;**

The following student conduct shall constitute grounds for long-term suspension, expulsion, or mandatory reassignment, subject to the procedural provisions of the Student Discipline Act, when such activity occurs on school grounds, in a vehicle owned, leased, or contracted by a school being used for a school purpose or in a vehicle being driven for a school purpose by a school employee or by his or her designee, or at a school-sponsored activity or athletic event:

(1) Use of violence, force, coercion, threat, intimidation, or similar conduct in a manner that constitutes a substantial interference with school purposes;

(2) Willfully causing or attempting to cause substantial damage to property, stealing or attempting to steal property of substantial value, or repeated damage or theft involving

property;

(3) Causing or attempting to cause personal injury to a school employee, to a school volunteer, or to any student. Personal injury caused by accident, self-defense, or other action undertaken on the reasonable belief that it was necessary to protect some other person shall not constitute a violation of this subdivision;

(4) Threatening or intimidating any student for the purpose of or with the intent of obtaining money or anything of value from such student;

(5) Knowingly possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon;

(6) Engaging in the unlawful possession, selling, dispensing, or use of a controlled substance or an imitation controlled substance, as defined in section 28-401, a substance represented to be a controlled substance, or alcoholic liquor as defined in section 53-103.02 or being under the influence of a controlled substance or alcoholic liquor;

(7) Public indecency, except that this subdivision shall apply only to students at least twelve years of age but less than nineteen years of age;

(8) Engaging in bullying;

(9) Sexually assaulting or attempting to sexually assault any person if a complaint has been filed by a prosecutor in a court of competent jurisdiction alleging that the student has sexually assaulted or attempted to sexually assault any person, including sexual assaults or attempted sexual assaults which occur off school grounds not at a school function, activity, or event. For purposes of this subdivision, sexual assault means sexual assault in the first degree as defined in section 28-319, sexual assault in the second degree as defined in section 28-320, sexual assault of a child in the second or third degree as defined in section 28-320.01, or sexual assault of a child in the first degree as defined in section 28-319.01, as such sections now provide or may hereafter from time to time be amended;

(10) Engaging in any other activity forbidden by the laws of the State of Nebraska which activity constitutes a danger to other students or interferes with school purposes; or

(11) A repeated violation of any rule and/or standard if such violation constitutes a substantial interference with school purposes.

**Long-term suspension, expulsion, or mandatory reassignment; procedures;**

If a principal makes a decision to discipline a student by long-term suspension, expulsion, or mandatory reassignment, the following procedures shall be followed:

(1) On the date of the decision, a written charge and a summary of the evidence supporting such charge shall be filed with the superintendent. The school shall, within two school days after the

decision, send written notice by registered or certified mail to the student and his or her parent or guardian informing them of the rights established under the Student Discipline Act;

(2) Such written notice shall include the following:

(a) The rule or standard of conduct allegedly violated and the acts of the student alleged to constitute a cause for long-term suspension, expulsion, or mandatory reassignment, including a summary of the evidence to be presented against the student;

(b) The penalty, if any, which the principal has recommended in the charge and any other penalty to which the student may be subject;

(c) A statement that, before long-term suspension, expulsion, or mandatory reassignment for disciplinary purposes can be invoked, the student has a right to a hearing, upon request, on the specified charges;

(d) A description of the hearing procedures provided by the act, along with procedures for appealing any decision rendered at the hearing;

(e) A statement that the principal, legal counsel for the school, the student, the student's parent, or the student's representative or guardian has the right (i) to examine the student's academic and disciplinary records and any affidavits to be used at the hearing concerning the alleged misconduct and (ii) to know the identity of the witnesses to appear at the hearing and the substance of their testimony; and

(f) A form on which the student, the student's parent, or the student's guardian may request a hearing, to be signed by such parties and delivered to the principal or superintendent in person or by registered or certified mail and

(3) When a notice of intent to discipline a student by long-term suspension, expulsion, or mandatory reassignment is filed with the superintendent, the student may be suspended by the principal until the date the long-term suspension, expulsion, or mandatory reassignment takes effect if no hearing is requested or, if a hearing is requested, the date the hearing examiner makes the report of his or her findings and a recommendation of the action to be taken to the superintendent, if the principal determines that the student must be suspended immediately to prevent or substantially reduce the risk of (a) interference with an educational function or school purpose or (b) a personal injury to the student himself or herself, other students, school employees, or school volunteers.

The Student Discipline Act does not preclude the student or the student's parent, guardian, or representative from discussing and settling the matter with appropriate school personnel prior to the hearing stage.

### **Work Consequence-Discipline**

Students who meet the discipline code for suspension may, with the discretion of the administration, be suspended for 1-5 days of school, or assigned a work cleanup or school facility improvement responsibility in lieu of suspension. Student will remain in class and/or work outside school hours.

### **Dress and General Appearance**

Many aspects of child rearing belong in the home and are the responsibility of parents. We consider each student a representative of his or her parents and family. Good grooming and appearance therefore are important. Take pride in your personal appearance.

The impressions you make are so important to yourself and your school. If a student's appearance is such as to cause a spectacle, interrupts classroom activities, or embarrasses others, he or she will be asked and expected to rectify the situation immediately. NOTE: Tank tops, cut off tops, mesh shirts without an undershirt, short shorts, ragged cut-offs, shirts that convey messages of poor taste, and 'spaghetti-strapped' shirts, are not proper attire for school students. All skirts and shorts must extend at least to the wearer's fingertips on their outstretched, downward arm, or below that line. Shirts advertising alcohol/controlled substance or those with obscene or questionable printing on them will not be permitted. No shirts with midriffs showing, no cut shirts where sports bras or full underarm area is showing. Shoes must be worn at all times (stocking feet permitted in the gym). Administration has the final decision as to improper attire. All hats will be removed upon entering the school doors- this includes activities.

### **Elementary Dress for Recess**

Physical exercise is an important component of providing a quality education to the students of Cody-Kilgore Public Schools. Part of providing physical exercise to elementary students is to insure they have recess on a daily basis, "outdoor play is beneficial for motor development, vision, cognition, vitamin D levels and mental health." (Tandon, University of Washington). Students will not receive the full benefit of our educational program if they don't have the opportunity to participate in outside play.

In order for students to safely participate in recess activities it is necessary for them to be dressed appropriately, wear appropriate clothing such as, winter coat, gloves, hat and boots. Parents will be contacted if students are not dressed appropriately for the weather conditions. Students will only be excused from outside recess if they are ill, or suffer from a medical condition such as asthma, cystic fibrosis, chronic lung disease, congenital heart disease, has a compromised immune system or other respiratory problems. If a student is not allowed to participate in outside recess for any of the above reasons, for an extended period of time, then the school will require a note for a medical professional outlining the reasons and guidelines for a student's restricted participation in outside play.

Students will be expected to go outside for recess if the temperature with wind chill is above 10 degrees Fahrenheit. Teachers/staff will have the discretion to keep students inside for recess if, in the judgment of staff members, weather circumstances are not conducive to outside recess.

### **Public Display of Affection**

There shall be no physical contact between students! If a student has special feelings of like or dislike for another student, they should be dealt with in a positive and non-physical manner.

### **Student Records**

In 1974, Congress passed the Family Educational Rights and Privacy Act. This law gives you, if you are 'an eligible student,' and your parent or guardian, certain rights regarding your educational records. An eligible student is one who has reached the age of 18 or is attending any school after graduation from high school. The law requires that schools receiving Federal funds must:

1. Allow the parents or eligible students to review and inspect the student's records.
2. Give the parent or eligible student the chance to challenge the records in a hearing to make sure that they are not misleading or inaccurate.
3. Obtain written permission from the parent or eligible student before revealing the records to other persons.
4. Notifying parents or eligible students of their rights under this law.

### **Class or Organized Meetings**

All class or organizational meetings must be scheduled through the office and posted on the main calendar in the main office. Class and organization sponsors should make requests for fund raising projects to the administration and keep them informed of all class and organizational activities in their respective groups. Fund raising projects are restricted to school related activities.

### **Student Council**

The Student Council is the student governing body to the school. The Student Council is an organization through which the students may express their opinions and participate in school management. The Council promotes leadership, initiative, and self-control among all students.

Officers of the Student Council shall be President, Vice President, and a Secretary/Treasurer. One member from each class, grades 7-11, and two members from grade 12, shall be elected from each representative class to complete the Student Council. The President and Vice President of the organization shall be a junior or a senior with the other officers coming from Grades 9-12. The officers shall be elected by the student body by a majority vote. Their term of office shall be the school year. The Student Council Advisor must be in attendance at all meetings. A typed copy of all meeting minutes will be shared with the Principal.

### **Halls and Hall Passes**

The practice of courtesy in the halls will result in orderly passing to and from classes and at dismissals. Running, pushing, shouting, whistling, and loafing are examples of poor conduct and crude manners. Walk rapidly, keeping to the right. Talk in a subdued voice. Teachers will supervise the halls before school, between classes, and after school. **Students in the hall during a class period are required to have a pass from the office or a teacher.**

### **Fees, Fines, and Unpaid Bills**

Within the boundaries of providing a free appropriate education to the students of Cody-Kilgore Unified Schools, there are additional fees that the student and parents are responsible for. Examples are library material fines, meal expenses through Food Service, fees for damage to the building and/or equipment, such as laptops, books and materials, and for loss of equipment or materials belonging to the school district.

The administration will keep students and their parents informed of moneys owed to the school. Students or their parents/guardians are responsible for keeping all bills paid up in full. The administration will also work with students and parents when necessary because of parent's financial hardship to schedule a repayment procedure.

Each student should see that all of his obligations are paid promptly in the office. Students who have delinquent bills owed to the Cody-Kilgore Unified Schools will not receive nor be able to access student report cards, transcripts, diplomas, nor any official records pertaining to the student.

Damage schedule currently followed: Writing in book with pencil, \$1.00; writing in book with pen, \$5.00; torn page kept in book, \$1.00; torn page lost from book, \$5.00; book binding or cover damage, \$5.00 minimum, water damage, \$5.00 minimum, cloth book tape use, \$1.00 minimum; lost book, pay cost of replacement; property stamp violation, \$1.00 minimum up to book replacement price.

### **Fire Drills**

Whenever the fire alarm sounds, all students and teachers are to leave the building promptly. No running or pushing or similar improper conduct will be tolerated. Students should exit according to proper school procedures that are posted in each classroom.

### **Parties, Etc.**

All school parties and similar activities shall be properly organized and supervised with sponsors having the prime responsibility. Sponsors may solicit assistance from parents as desired. A limit of one party per class per year (grades 7-12) will be allowed. All such parties are to be duly scheduled and approved by the administration. Students attending parties at the school shall not leave the building before the party is over unless with special permission of the sponsor or school officials.

The Cody-Kilgore Elementary School sponsors four yearly parties—Halloween, Christmas, Valentine's Day, and Easter.

### **Dance Rules**

1. School sponsored dances are to end at 12:00, midnight.
2. All outside school dates, including older dates (20 years old or younger) must be pre-approved and signed in at the office. Cody-Kilgore students are responsible for the dates whom they sponsor and understand that they will be punished for any infraction of school rules by his or her non Cody-Kilgore date.
3. Students who come to the dance are to stay inside.
4. If a student leaves he/she will not be readmitted.

**Senior Sneak**

Senior Sneak will not be a school-sponsored activity. According to school law, Senior Class funds cannot be used for personal benefits.

**Chewing Gum**

Gum chewing is a privilege, with teachers' permission. There will be no gum at anytime in the band room. Properly dispose of your gum. Do not place gum on food trays. Privileges may be taken away if gum is not disposed of appropriately.

**Report to Law Enforcement**

Law Violations at school are reported to the police.

**Media Policy**

The Library at Cody-Kilgore is an Information Center and Study Area.

The Library will be open 15 minutes before the school day begins, and until 4:30 p.m.

Students using the Library will present a pass from their teacher.

Fines will not be assessed for overdue books. Students and staff that return damaged books will be charged a fee for repairs. Books that are lost will have a replacement cost charged to the account.

Students and staff should be able to use the electronic catalog system to locate the books they need, assistance will be provided when needed.

Reference books may be checked out overnight, longer periods of time may be arranged with the librarian.

Books, other than Reference, will be checked out for two weeks and may be renewed.

Current periodicals may be checked out for one class hour or overnight at the end of the school day. Periodicals may not be checked out during "Reading for Pleasure" time as it effectively shortens the time a student is reading while waiting for a checkout.

Students should be aware of Copyright Laws. Proper citing of sources is an important aspect of research papers, assistance will be provided when requested.

**Inter-Library Loan**

Students have access to the full range of Nebraska and nation-wide resources through inter-library loan. Students may order up to five books at a time to continue research on various topics. Please see librarian for details.

**Computer/Technology**

Internet Access:

In much the same way that there is not sufficient room in this handbook for all explanations, rules, regulations, and responsibilities of library resource use, so is there not room for the same as they pertain to Computers and Technology. Therefore a copy of the complete policy (including rules, regulations, and responsibilities) is available in the library or at the front office.

We are pleased to offer the staff and qualified students of the Cody-Kilgore Unified School access to the district computer network, and the Internet. To gain access to the Internet, all staff must sign and return the 'Staff Agreement' form to the central office. Likewise, to gain access to the Internet, all students attending the Cody-Kilgore Unified School must sign a 'Student Agreement,' and their parent must sign a 'Parent's Agreement,' and return to the administrative office of the School District. These forms will be collected in the office, but information will be communicated to the staff.

Access to the Internet will enable staff and students to explore thousands of libraries, databases, and bulletin boards. Students and parents should be warned that some material accessible by the Internet may contain items that are illegal, defamatory inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their students should follow when using media and information resources. To that end the Cody-Kilgore Unified School supports and respects each family's right to decide whether or not to apply for access.

### **Suspension of Technology Use**

A student who commits a violation of the technology rules shall have the following restrictions imposed for technology use:

1. First violation:

- a. A student shall lose access privileges to technologies account and use of the technology lab(s) and classroom computers for thirty (30) days following termination.
- b. After thirty (30) days, the student will have probationary sanctions on technology use for the next thirty (30) days. During the probationary period, the student will be reissued an internet account with new network access. During this 30-school day probationary period, the system administrator will without notice periodically review files that are created by the probationary student. Any violations during the probationary period will result in permanent suspension or extension of probationary period by an additional 90 school days. The probationary student will not have WWW access during the probationary period.
- c. The student who has had no additional technology violations during the 90 school day period will be reinstated with full technology rights.

2. Second violation:

A student who commits a second violation of the technology rules shall lose technology right for the remainder of the school year.



### **Cell Phone Use:**

Cell phones have become a common device for a majority of Cody-Kilgore students. As a school district we recognize the positive benefits of cell phones. However, utilized inappropriately cell phones become a distraction and impede student learning. Therefore the following practices will be followed:

1. All classrooms in the high school and middle school will have a specified area in the classroom in which students will deposit cell phones when entering the classroom.
2. Students will be allowed to retrieve their cell phones at the end of the class period.
3. Students will be allowed to utilize cell phones before and after school and during lunch period.
4. If a student refuses to deposit their cell phone upon entering the classroom the classroom teacher will confiscate the cell phone and turn it into the office, where it can be picked up at the end of the day.

### **Internet Safety Policy**

Cody-Kilgore Public Schools adopts and shall enforce a policy of making technology resources available only to advance educational goals and objectives, supplement instruction, and further school purposes. The operation and use of technology resources by students, staff, and the community shall be consistent with this Policy.

Technology resources include, without limitation, computers and related technology equipment, all forms of e-mail or electronic communication, and the Internet. The implementation of this Policy shall include technology protection measures with respect to computers with Internet access, consistent with District standards, the Children's Internet Protection Act and other applicable law. The Superintendent and the Superintendent's designees are authorized and directed to establish and enforce regulations, forms, procedures, guidelines, and specific District standards to implement this policy.

### **Safety Plan**

The Cody-Kilgore Unified Schools has a comprehensive Safety Plan in place. In conjunction with this are a Technology Plan and Internet Use Policy, all of which have been approved by the Board of Education, and are available upon request from the front office.

### **CLASS SPONSORS, STUDENT COUNCIL, FFA,**

The purpose of these organizations is to allow students the opportunity to work together as a class, to develop camaraderie as a class and to work together to accomplish common goals. It is the role of the sponsor to help facilitate the activities of these organizations. It is important to allow students to assume leadership roles, and to lead the organizations, however high school students still need the strong guidance of their sponsor. Each class has its unique responsibilities which will be outlined here and the expectations of the sponsors.

### **CLASS SPONSORS:**

Though every class has yearly responsibilities, ultimately each class has to have in focus their junior year, the year they are responsible for Prom and their senior year graduation. It is

important for the class sponsors of both the freshman and sophomore classes to emphasize to the classes the need to make and save money for these two events.

The class sponsors should oversee the election of officers. It is also important at the first meeting for the sponsor to facilitate goal setting for the class. High school students have a difficult time setting goals. The sponsor needs to help each class focus on specific goals and to develop a strategy for accomplishing these goals. An important thing each sponsor should discuss with the class their responsible for is what they would like to be their legacy. I believe through class organizations we can help each class work to have a positive impact on the school.

### **CLASS MEETINGS**

Each class should meet at least on a monthly basis. The first Wednesday of each month will be set aside for class meetings.

Class meetings shouldn't last over 30 minutes. Sponsors need to meet with the class officers before the class meeting help them put together an agenda for the meeting and work with them to run an efficient meeting. Ideally the meetings will be run by the students. However, the meetings won't be effective if there is not an agenda for the meeting and if the class sponsor hasn't taken the time to work with the class officers to organize the meeting and help them to understand what they need to accomplish in the meeting.

#### **FRESHMAN CLASS:**

The Freshman class doesn't have any specific responsibilities during their freshman year. This is a good time to start discussing their legacy, talk about what their responsibilities will be in the future and how they are going to have a positive impact on the high school. There should also be a discussion on fund raising, helping them to understand the cost of putting together Prom and the cost of graduation. Great time to start discussing graduation and the steps they need to take to graduate. The freshman year is a very difficult year for many students and class meetings can be a good time to help them work through any difficulties they may be having.

#### **SOPHOMORE CLASS:**

The Sophomore class has responsibility for Homecoming. The success of homecoming will be directly related to how well the class is organized. It is important the students run the meetings, however they will only be successful if the sponsor(s) help them put together an agenda and coach them on how to keep the meeting moving forward and to accomplish specific tasks. It will also be a good idea to continue to discuss with the sophomores the goal of graduating and their legacy as a class. It will be important to help them understand the need to raise sufficient funds so they can have a Prom the following year they can be proud of, and to prepare for their graduation. It is also important to discuss as a class what kind of impact they are having on the high school, and how to have a positive impact. If parental help is going to be needed for homecoming, or specific assignments will need to be made to each class, it is important to make sure assignments are given and that there is a reporting back system and a follow-up to all assignments.

**JUNIOR CLASS:**

This is where the real work begins. Hopefully, as Freshman and Sophomores they were financially wise and have the funds to support a successful Prom. It is important to start working on Prom right away, and to not put it off until the spring. Ideally, the Prom theme would be set in the first two meetings and the ordering of materials could begin. Again it is important to allow the students to do the bulk of the work, which includes ordering of materials, determining where prom is to be held, prom meal, and the DJ. It is important a task list be assembled to insure everything is completed. When looking at class officers it is important to have a class president that can facilitate the meeting and do follow-up on all assignments. It is also important to have a treasurer to track all funds and a secretary to keep track of minutes and to have a list of assignment given. As class sponsors it is important for you to work closely with the class officers to insure they are getting everything accomplished. It will be important for the sponsors to follow-up on a regular basis with the class officers. Post-prom is another item that will need the attention of the Junior Class. Even though this is handled by parents, the class officers need to take responsibility in setting up the first meeting, early in the spring and having representatives from the Junior class attend all post prom meetings. As with the other classes it is important students are doing the work, however it is important sponsors follow-up with them to insure things are getting completed, it is a time to teach leadership skills to our students. One last item that needs discussed is the finances they will need to graduate. It is important they plan ahead for graduation and not spend all their funds on Prom and then be financially scrapped as seniors.

**SENIOR CLASS:**

What a year, a culmination of thirteen (13) years of education. It is important to discuss with the seniors the concept of senioritis. This concept should be dealt with head on and discussed. It is important for them to understand the senior year is not a time to relax and take it easy. The role of being the “leaders” in the high school needs to be emphasized and their responsibility to the school they have been a part for such a large part of their lives. To help them to understand that they need to determine what “legacy” they want to leave. Class meetings will be a great time for them to start talking about their futures, for many of them it may not have “soaked” in that in a short nine (9) months they are going to be taking the next big step in their lives. Finances need to be discussed, do they have sufficient funds to graduate, if not how are they going to obtain these funds. It is never too early to start talking about graduation and what they want it to look like. If for some reason they are a “wealthy” class they may want to determine what they plan on doing with their excess funds. The sponsors need to work hard with the seniors to help them want to have a positive senior year, and to get the most out of their senior year and not live to graduate. It might be a great idea to have a senior(s) go to the freshman class meeting and discuss with them what they wished they had done differently as freshman.

**STUDENT COUNCIL:**

The student council should be providing leadership to the high school. Ideally, the leadership of the student council should be meeting with administration on a regular basis addressing issues, or changes they would like to see in the school. The Student Council should be a proactive organization working hard to improve the culture of the high school. The sponsor of the student

council needs to help them “see” the differences they can make and encourage them to advocate for things that are important to them. This should be a very active organization.

## **EXTRA-CURRICULAR ACTIVITIES – RIGHTS, CONDUCT, RULES AND REGULATIONS**

Extra-curricular programs enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Cody-Kilgore Unified Schools will adhere to the rules and regulation set forth in Title IX guidelines on sex discrimination as well as other pertinent rules and regulations.

### **Philosophy**

We believe that participation in activities, both as a player and as a student spectator, is an integral part of the student’s educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the team, to the student body, to the community and to the students themselves. In their play and their conduct, students are representing all of these groups.

### **Safety**

The District’s philosophy is also 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, and to exercise common-sense. In addition, all activity team members must travel to and from out-of-town events as a unit. In special circumstances and under the discretion of the activity sponsor a student may ride home from an activity with a parent if the parent communicates directly with the coach/sponsor and signs them out. Only under emergency or unavoidable circumstances, and with administrative approval, will a student athlete be allowed to travel to an activity with their parent(s). Student Athletes will only be allowed to ride home with an adult. Parents will not be allowed to sign out their child to ride home with another student, either from Cody-Kilgore or another school.

### **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 activities may involve injury of some type. The severity of such injury can range from minor cuts to paralysis or death. Even with appropriate coaching, appropriate safety instruction, appropriate protective equipment and strict observance of the rules, injuries are still a possibility. Policy #5046 requires that students who are absent from activity because of medical, injury or illness with a physician or designee notice, will require parent approval supported by medical practitioner’s permit to return to active participation.

## **Activity Code of Conduct**

This activity code of conduct is supplemental to the student code of conduct in this handbook and any action taken hereunder may be in addition to any action under the student code of conduct. A good athlete respects his/her team members and coaches. A good athlete is a good sport, can and will accept victory with grace and refrain from alibis in defeat. A good athlete will offer congratulations to opposing team members when they have done a good job.

**Participants In Activities Assume Responsibility for Leadership and are Representatives of Our School. Activities are a privilege-not a right!**

Conduct rules apply to the conduct of students, regardless of whether the conduct occurs on or off school grounds. Conduct rules apply to conduct which occurs at any time during the school year, and also includes the time frame which begins with the official starting day of the fall sport season established by the NSAA and extends to the last day of the spring sport season established by the NSAA, whether or not the student is a participant in an activity at the time of such conduct.

Violation of the following conduct rules that will lead to disciplinary action:

1. Willfully disobeying any reasonable request of a school staff member or voicing disrespect to those in authority.
2. Use of violence, force, coercion, threat, or intimidation.
3. Sexual assault or attempting to sexually assault any person.
4. Willfully causing or attempting to cause substantial damage to property, stealing, or repeated damage or theft.
5. Causing or attempting to cause personal injury to a school employee, school volunteer, student, or any other person.
6. Threatening or intimidating any 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.
9. Truancy or failure to attend assigned classes or assigned activities.
10. Tardiness to school, assigned classes, or activities.
11. The use of language, written or oral, or conduct, including gestures, which is profane or abusive to students and/or staff members.
12. Public indecency.
13. Repeated violation of District rules.
14. Engaging in any unlawful activity as determined by the United States or the State of Nebraska.
15. Dressing in a dangerous, distracting, or indecent manner.
16. Violating behavioral expectations.
17. Possession, use, or transmission of a weapon.
18. Failure to attend all scheduled practices or meetings.
19. Failure to comply with any rule established by the NSAA.

\* Disciplinary action at games, practice or in school may be handled by the respective coach. This could result in detention or suspension.

### **Infraction of Training Rules and Other Infractions**

Major infractions are covered by coaches, administration, and school policy. Minor situations will be handled by the coach involved. Players are reminded that a team must have discipline, and each player should discipline him/herself.

### **Eligibility**

In order to represent a high school in sponsored activities, a student must abide by eligibility rules of the Nebraska School Activities Association and the Cody-Kilgore Schools System. A copy of the eligibility rules will be available in the school office.

Eligibility will be determined on a weekly basis and will begin the second week of school. Students will be required to have a “77%” or better in all classes in order to be eligible to participate in any activity starting the following Monday. Grades will be evaluated every Thursday at 4pm. Students are responsible for monitoring their grades on PowerSchool and making sure their grade is at a 77% or better. Students not meeting the criteria for eligibility will be ineligible for one calendar week starting the following Monday. If a student is ineligible for three (3) consecutive weeks a meeting will be held with the student’s parents to determine if it is in the best interest of the student to continue to participate in the activity. If a student has a grade below a 77% as a final grade in any quarter they will be ineligible to participate in any interscholastic contests until the first eligibility list is released. Students on an IEP or a 504 Plan will have their eligibility determined by the IEP or the 504 Plan.

A good athlete respects his/her team members and coaches. A good athlete is a good sport, can and will accept victory with grace and refrain from alibis in defeat. A good athlete will offer congratulations to opposing team members when they have done a good job.

### **Alcohol, Tobacco, and/or other Drug Policy Violations**

Students in violation of the policy as stated in the “Drug-Free School – Student Policy” in the student handbook will be dealt with as follows:

#### **– FIRST OFFENSE –**

- a. Completion of Drug and Alcohol Education Program – Approved by the Building Administrator
- b. Extra conditioning (coaches discretion)
- c. 2 week suspension from all school sponsored activities.

#### **– SECOND OFFENSE –**

- a. Professional Drug and Alcohol Evaluation and Counseling (all expenses paid by parent)
- b. Extra conditioning (coaches discretion)
- c. 4 week suspension from all school sponsored activities.

#### **– THIRD OFFENSES –**

- a. Drug and Alcohol Counseling

- b. Suspension from all school sponsored activities for the entire year.

### **Equipment Information**

The school will provide good equipment for safety in contact sports. Uniform quality is to be such that players and the public can feel that our teams dress is comparable to other teams. Students will be responsible for the care and upkeep of the equipment checked out to him/her. Equipment that is lost, stolen, or destroyed beyond use will be charged to the student at replacement cost.

### **Locker Room Policy**

Every effort will be made to have the atmosphere in the locker rooms friendly without horseplay. Harassment to younger players by older players is strictly forbidden. Supervision will be provided as much as possible. However, there are times when this may be very difficult. The cooperation of parents and athletes will be most appreciated. Consequences for breaking the locker room policy will be administered on a case-by-case basis.

Student athletes and PE participants are going to have a lock for locker room lockers (that can accommodate locks). The office has locks free of charge but with an annual \$5.00 Security Deposit.

### **Hazing**

Hazing is strictly prohibited and is considered bullying. Any hazing incident reported will be treated in accordance to the district bullying policy which can lead to suspension or expulsion from Cody-Kilgore Unified Schools.

### **Weight Room Guidelines**

1. Sponsor is to be present at all times.
2. Students will use the weight equipment as directed by the sponsor. A spotter will be used at all times.
3. Free weights will not be used without previous instructions from a coach. Two (2) spotters must be present and in position for all lifts.
4. Weights must be returned to storage area after lifting.
5. Any deterioration in equipment should be reported to a coach immediately.
6. These are expensive machines; therefore, everyone is expected to use good judgment when using the machines and must follow the guidelines to insure safety.

### **Practice**

1. Practice attendance is crucial to a team's success. All players should, therefore, be at all practices and ready for practice no later than 10 minutes after the school day is dismissed. Athletes will be allowed to do MAKE-UP WORK for a teacher until 5:00 and then the athlete will be expected to be at practice at that time.
2. When a player misses a practice, he/she is hurting the team as a whole. Therefore, every player will be expected to be at practice if they attended school that day.
  - a. If a student is well enough to attend school, then he/she is well enough to attend practice.

- b. Doctor, Dentist, Haircut, etc. appointments should try to be scheduled as not to interfere with school time or practice. Haircut appointments are an unexcused reason for missing practice.
- c. The coach is responsible for keeping track of tardy and unexcused absences from practice.
  - First offense - The player will be required to sit out the following contest or meet.
  - Second offense - The coach/sponsor has the authority to ask the student to turn in their equipment and be suspended from the team. No letter will be awarded to the player.

### **Games**

All players are a vital part of the team. When one is missing, the team suffers. All sports need dedicated players to make them successful.

1. All players are required to be in attendance at every game, unless involved in another school-related activity. Players will not be penalized for attending other school activities as long as prior notice of two (2) days has been given by the sponsor and the players involved. If no notice is given prior to the event it will be treated as an unexcused absence.
2. All members of the team, including student managers, will dress neatly in attire prescribed by the sponsor at the beginning of the season.
3. Sit together as a team and cheer for your school.
4. Do not sit with or near team boys/girls team benches.
5. Be considerate to officials, opposing coaches, players, and fans. Treat visiting facilities as good as or better than your own.

### **Lettering**

1. To earn a letter in a sport, the player shall participate in 1/4 of the varsity games played during the season. To letter in volleyball the athlete must have played in 1/4 of all sets played throughout the season.
2. To earn a letter in track the athlete must score in one or more meets.
3. No letter will be given to a player who has been suspended for any reason during the season.
4. The coach may use their discretion to award a letter to an athlete who has not met the above criteria.

### **Cheerleaders**

Cheerleaders shall be chosen in the spring of each year to lead cheers for athletic teams during the following school year. Cheerleaders are expected to maintain the same eligibility requirements as the athletes. Replacement cheerleaders will not be used.

### **Pep Rallies**

Pep rallies will be conducted at some convenient time during the week of games. This would be dependent upon good conduct of the student body. Good sportsmanship, good manners, and a high degree of school spirit, and enthusiasm should be a part of every rally. Proper organization of these rallies will be the responsibility of the cheerleaders and their sponsor(s). All pep rallies must be prearranged with the administration.



### **Activity Bus**

The same rules as for the regular buses apply to the activity bus. Times scheduled may vary slightly with a seasonal change of activity. It is the rider's responsibility to know the bus schedule. Students in an activity must ride to the activity on the bus.

## STUDENT FEES 5067

The board realizes some activities may require additional expenditures which are properly to be borne by students as a separate charge. Such charges may be waived as specified below depending upon the student's eligibility for the free and reduced-price lunch program. No fees, specialized or non-specialized attire or equipment shall be required of students outside this policy. This policy does not apply to tuition payments by nonresident students.

For the purposes of this policy, the following definitions shall apply:

1. Extracurricular activities means student activities or organizations which are supervised or administered by the school district, which do not count toward graduation or advancement between grades, and in which participation is not otherwise required by the school district;
2. Postsecondary education costs means tuition and other fees associated with obtaining credit from a postsecondary educational institution.

The district may charge student fees or require students to provide specialized equipment or attire in the following areas:

1. Participation in extracurricular activities, including extracurricular music courses;
2. Admission fees and transportation charges for spectators attending extracurricular activities;
3. Postsecondary education costs, limited to tuition and fees associated with obtaining credits from the postsecondary institution;
4. Transportation fees for option students not qualifying for free lunches and nonresident students as allowed by state statute;
5. Copies of student files or records as allowed by state statute;
6. Reimbursement to the district for property lost or damaged by the student;
7. Before-and-after-school or prekindergarten services in accordance with state statute;
8. Summer school or night school; and
9. Breakfast and lunch programs.

The district may also require students to furnish musical instruments for participation in optional music courses that are not extracurricular activities. Students qualifying for free or reduced-price lunches shall be provided with a musical instrument of the school's choice.

Waivers shall be provided to students who qualify for free or reduced-price lunches for fees, specialized equipment and specialized attire required for participation in extracurricular activities.

The superintendent shall establish a Student Fee Fund and ensure that funds collected as fees for the following purposes are properly recorded and deposited to it:

- Participation in extracurricular activities;

- Postsecondary education costs; and
- Summer school or night school.
- The superintendent shall promulgate regulations outlining the purposes for which fees in these three areas are collected and shall ensure such fees are spent for those purposes.

The superintendent shall promulgate regulations to be published annually in the student handbook authorizing and governing:

1. Any non-specialized clothing required for specified courses and activities;
2. Any personal or consumable items a student will be required to furnish for specified activities; and
3. Any specialized equipment or specialized attire which a student will be required to provide for any extracurricular activity, including extracurricular music courses.

The superintendent shall also promulgate regulations authorizing and governing the following areas:

1. All fees to be collected within the nine numbered areas of the third paragraph of this policy;
2. Any other types of specialized equipment or attire to be provided by all students in the nine numbered areas of the third paragraph of this policy;
3. Procedures and forms for students or parent/guardians to apply for waivers under this policy;
4. Deadlines for waivers for all types of fees;
5. Procedures for students receiving postsecondary education credits;
6. Procedures for handling of fees related to summer school or night school; and
7. Attendance requirements and procedures in connection with evening, weekend or summer use of facilities related to all extracurricular activities to avoid conflict with this policy.

The maximum dollar amount of each fee must be specified as part of this policy.

Public concerns or complaints regarding required fees, attire or equipment shall be addressed under Policy 10006 Public Complaints.

This policy will be reviewed and re-adopted annually by August 1 at a regular or special meeting of the board. This shall include a review of the amount of money collected under this policy and the use of waivers as provided by this policy. The policy shall be published in the student handbook provided at no cost to each household.

**Additional Specifications of Required Materials and Fees**

PROGRAM	GENERAL DESCRIPTIN OF FEE OR MATERIAL	\$ AMOUNT OF FEE (ANTICIPATED OR MAXIMUM) OR SPECIFIC MATERIAL REQUIRED
Physical Education	Appropriate clothing	Soft-soled shoes, shorts, shirt
Music	Musical Instruments	Musical instruments and accessories. Limited instruments available for

		use by any student.
Classroom supplies	General supplies, such as writing instruments, notebooks, etc.	Writing tools, notebooks, crayons, rulers, paper
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. 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.
School Meals		Secondary School Breakfast \$1.95 Lunch \$2.85 Elementary Breakfast \$1.75 Lunch \$2.55
Computer Insurance	Repair of Broken Computers	Will be responsible for the repair of any computer assigned due to neglect or mistreatment, screens could cost \$70+
Postsecondary 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 and tests	Costs of college entrance tests or prep courses, such as ACT preparation tutoring, PSAT tests and ACT test, are optional and to be paid directly to the private companies involved.
Locker usage	Use of school padlock	Optional – Deposit of \$5 which is returned when lock is returned
Admission to athletic events	Spectator fees	Secondary students \$3 Elementary students \$1. For District and Conference events hosted by the school, cost to be set by NSAA or Conference not to exceed

		\$10
Athletic Physicals	NSAA required athletic physicals	Cost varies; payable directly to students' physician or clinic
Equipment and attire (Athletics, Cheerleading)	Students are responsible for required equipment & 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	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. Shoes appropriate for the activity are required. Optional items for which students are responsible include: personal athletic bags, hair ties, sweatbands, non-required gloves, towel, forearm pads and personal medical devices (braces, orthopedic inserts, etc.) Additional required items for particular sport or activities include: Basketball – none Cheerleading - Poms Cross Country – none Football – none Track – none Volleyball – Knee pads
Camps, clinics and festivals	Registration and other costs of caps, clinics or festivals	Students are responsible for the cost of all clinics, camps, festivals and conditioning programs. Any personal items purchased at camps, clinics or festivals, such as t-shirts, shall be at the student's expense.
School Dances	Admission to prom, homecoming, etc.	Admission cost vary
Senior recognition	Optional graduation	Participation in class

	activities	activities attendant to graduation (such as being part of the composite picture, special yearbook pages, etc.) is not required in order for students to receive their high school diploma. Student choose to participate will be required to pay the cost of the items involved in 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.
Trips	Transportation, lodging, meals, admission to events etc.	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 toward graduation credit or grade advancement and participation on the trip is voluntary for students.

# APPENDIX

**RECEIPT OF 2017-2018 PARENT-STUDENT HANDBOOK  
OF CODY-KILGORE UNIFIED SCHOOLS**

This signed sheet acknowledges receipt of the 2017-2018 Parent-Student Handbook of Cody-Kilgore Unified Schools. This receipt acknowledges that I/We understand that the handbook contains student conduct and discipline rules. The undersigned, as student, agrees to follow such conduct and discipline rules. This receipt also serves to acknowledge that it is understood that the District's policies of non-discrimination and equity, and that specific complaint and grievance procedures exist in the handbook which should be used for responding to harassment or discrimination.

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

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Return to:

Mr. Adam Lambert  
P. O. Box 216  
Cody, NE 69211-0216

## ***TEACHER-STUDENT-PARENT LEARNING COMMITMENT***

*This Title I School-Parent Compact has been jointly developed with parents and outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high academic standards. At the annual parent-teacher conferences the compact shall be discussed as it relates to the individual child's achievement.*

### ***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:

As a Teacher, I

- Believe that each student can learn;
- Show respect for each child and his/her family;
- Come to class prepared to teach;
- Provide an environment conducive to learning; encourage students to be responsible and maintain a positive attitude;
- Help each child grow to his/her fullest potential; have high expectations for myself and students;
- Provide meaningful and appropriate homework activities;
- Enforce school and classroom rules fairly and consistently
- Maintain open lines of communication with student and his/her parents'
- Seek ways to involve parent in the school program
- Demonstrate professional behavior and a positive attitude
- Provide high-quality curriculum and instruction to enable children to meet state academic achievement standards.

### ***Student***

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

As a Student, I

- Always try to do my best in my work and in my behavior; face new tasks and experiences with a positive attitude;
- Work cooperatively with my classmates;
- Show respect for myself, my school and other people;
- Obey the school and bus rules;
- Take pride in my school'
- Come to school regularly, with my homework and my supplies;
- Ask for help when I need it;
- Remember that mistakes are opportunities to learn;
- Believe that I can learn and will learn.

### ***Parent/Caring Adult***

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:

As a Parent/Caring Adult, I

- See that my child attend school regularly, on time, and rested;
- Have high expectations for my child as an individual
- Provide a home environment that encourages my child to learn;
- Teach my child to value education;



- Insist that all homework assignments are completed;
- Communicate regularly with my child's teachers;
- Support the school in developing positive behaviors to maintain self-discipline;
- Talk with my child about his/her school activities every day; offer praise and encouragement and acknowledge achievement;
- Encourage my child to read at home and to monitor his/her TV viewing and use of technology;
- Volunteer time at my child's school
- Show respect and support for my child, the teacher, and the school.

***TEACHER-STUDENT-PARENT LEARNING COMPACT***

***As a teacher, parent, or student affiliated with the Cody-Kilgore School system, I have read and understand my role in the learning process as presented.***

***My signature represents my commitment to this learning process.***

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***Teacher***

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***Parent***

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***Student***

***Note: A signed learning compact is a requirement of all schools that are funded with Title 1 funds***



