

GUARDIAN ANGELS CENTRAL CATHOLIC

408 E WALNUT STREET
WEST POSEY, NE 68788
402-372-5328
FAX 402-372-5416
Website: www.gaccbluejays.org

419 E DEDICATOR STREET
WEST POSEY, NE 68788
402-372-5326
FAX 402-372-5327
Website: www.gaccbluejays.org

WELCOME STUDENTS!

The teachers, staff and administration would like to say thank you for choosing Guardian Angels Central Catholic School (GACC). The mission statement of GACC is to prepare all students to reach their fullest potential by learning and leading through Christ. We are committed to providing you with a challenging and rewarding education that allows you to grow both academically and spiritually.

The purpose of this handbook is to serve as a guide for students, parents, and teachers in the everyday workings of our school. The handbook contains general information as well as specific policies, procedures, rules, and regulations. Part of this handbook is an assignment book to help you organize your classes and activities. The high school activities calendar is available at www.gaccbluejays.org.

We encourage you to maximize your school experience at GACC by becoming an active participant in the school. GACC offers various academic, extracurricular, and spiritual opportunities that will allow you as the student to become involved in your school, Church, and community.

The teachers, staff, and administration are looking forward to a great 2016-2017 school year.

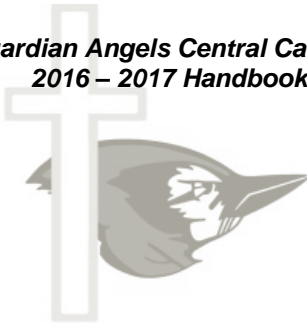
Kate Hagemann, Principal



THE MISSION OF GUARDIAN ANGELS  CENTRAL CATHOLIC SCHOOL IS TO
PREPARE ALL STUDENTS TO REACH THEIR FULLEST POTENTIAL BY LEARNING
AND LEADING THROUGH CHRIST.

This handbook explains the procedures, policies, rules, and regulations which govern Guardian Angels Central Catholic (GACC). The GACC School Board of Education understands that it is impossible to list the unique circumstances and situations that occur on a daily basis in a school. Therefore, the administration has the latitude to determine the appropriate discipline, specific rules, and regulations that govern conduct of the staff and students, and the daily operation of the school. Please contact the Principal with questions regarding board policies, procedures, and rules administered at school.

Guardian Angels Central Catholic 2016 – 2017 Handbook



Guardian Angels Central Catholic (GACC) does not discriminate on the basis of race, color, national origin, sex, marital status, age, or handicap in admission or access to, or treatment or employment in, its programs and activities.

It is the intent of GACC 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 GACC.

Inquiries regarding grievance procedures or the application of these policies of nondiscrimination can be obtained by contacting Kate Hagemann, Principal, GACC, 419 E. Decatur St., West Point NE 68788 (Phone: 402-372-5326).

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Mission Statement

The mission of Guardian Angels Central Catholic is to prepare all students to reach their fullest potential by learning and leading through Christ.

Belief Statements

- We believe each person has dignity and sacred value, which is immeasurable
- We believe parents have the primary responsibility for the education of their children
- We believe teachers nurture and promote the abilities of each student through the implementation and assessment of the Archdiocesan standards
- We believe all students can learn and are responsible for their learning.
- We believe parents, teachers, and students live the message of Jesus through service to the school community, church community and civic community

I. CATHOLIC IDENTITY

A. Apostolic Outreach

In keeping with our Catholic faith and the importance of serving others, Guardian Angels Central Catholic (GACC) places a strong emphasis on service.

General Information

- High school students, grades 9-12, are expected to offer a minimum of 10 hours during each quarter of the academic year.
- Junior high school students, grades 7 and 8, are expected to offer a minimum of 5 hours during each quarter of the academic year in addition to any hours associated with the expectations of the Confirmation program.
- All students are allowed to offer 5 hours of service during the summer months which may be counted toward their first quarter hours.
- Over the course of the academic year each student is expected to offer a minimum of 5 hours for each of the following categories.
 1. Home Parish and/or Wider Church
 2. Guardian Angels Central Catholic
 3. Local Community (non-profit organizations)
- Service offered during the school day, while school is in session, will not receive credit without prior approval by the Program Director.
- Service offered for the immediate family of the student will not be accepted.
- All final decisions relating to service hours rests with the Program Director.

Stipulations for Receiving Credit

- To receive credit for service offered all forms must be submitted within 2 weeks of the date when the service was offered.
- All forms must be verified with a signature from an event sponsor(non-parent), student, and parent/guardian.
- Incomplete or unsigned forms will be returned to the student. Credit will be assigned when the properly completed form is submitted.
- To receive credit for the quarter all hours must be received one week prior to the end of the quarter.

Program Consequences

- Students who do not fulfill their hours for the current academic quarter will be ineligible for all school related extra-curricular activities until the hours are successfully completed.
- Seniors who fail to fulfill all expectations of the program will not receive their diploma and transcripts will not be released until the student has successfully completed all expectations and has personally met with the Program Director.

Program Exceptions

- Students who enroll during the academic year will have their hours pro-rated.
- Foreign exchange students are encouraged to participate in the Apostolic Outreach Program but are exempt from the consequences of the program.

B. Spiritual Opportunities

GACC students will attend Mass weekly as a student body. The liturgies will be planned by the Liturgical Coordinator and/or religion classes. Students will serve as EMHCs, lectors, cantors, ushers, and servers.

Students are also welcome to attend the daily morning Mass celebrated at St Mary's Parish.

The GACC student body will celebrate the sacrament of reconciliation several times throughout the school year.

Students are required to attend an annual class retreat sponsored by the school and normally held in the spring of the year. If the student's conduct at the retreat is detrimental to the good of the group, parents will be notified that the student needs to be taken home. Students are also encouraged to participate in youth rallies conducted by the Archdiocese or those conducted on a regional or national level.

Edge and YDisciple are youth ministry programs for junior high and high school students. Throughout the year Edge and YDisciple sponsor social events, teen Masses, retreats, and Edge Night. These are designed to further develop and enrich the faith life of our students. These activities generally take place outside of regular school hours, and students from other communities may also attend. High school students are encouraged to serve on the Edge Core Team which ministers to the junior high students. Registration for both programs opens in the fall of each year and participation is highly encouraged.

Students are encouraged to participate in ministries within their own parishes.

St. Mary's High School Choir is open to all students in grades 9-12.

As juniors and seniors, students are encouraged to be mandated as lectors and/or Eucharistic Ministers of Holy Communion.

II. ACADEMIC GUIDELINES

A. Registration for Classes

Student registration is held during second semester for the next school year. The counselor presents classroom sessions to all students prior to registration to assist students with choosing classes to meet graduation requirements, and designing four-year plans for high school. Students are required to register for a minimum of seven classes.

B. Drop and Add Classes

Once a semester has started student/parent-initiated drop and add of classes is not permitted. There will be a designated drop and add period prior to the beginning of each semester. Once the semester starts only teacher-initiated drop/add will be permitted.

Teacher-initiated drop/add will be based on the following criteria:

- a. Student has not met the pre-requisites to be eligible for the class.

- b. If, in the teacher's judgment, the student would benefit from another course.
- c. Administrative approval.

C. New Student Registration

Students entering GACC must register in the counselor's office or principal's office. It is recommended that a parent/guardian accompany the student to the appointment to complete the required paperwork.

The counselor will assist the student in planning an appropriate schedule. The student must provide a copy of current immunization records at the time of enrollment. (There is no grace period.) Students who transfer from out-of-state schools must also provide proof of physical examination. In addition, upon enrollment of a student for the first time in GACC, the persons enrolling the student shall, within thirty days, provide a certified copy of the student's birth certificate, baptismal certificate, and other documents listed on the enrollment form.

For further information concerning the transferring of credit, grade point averages, and rank in class, please refer to the "Grading Procedures" section of this handbook under the heading of "Transfer Students."

Non-custodial parents have rights to receive the same information from school as custodial parents, unless such rights are restricted by a legally binding instrument or court order. This includes, but is not limited to, the following: 1) student records 2) general school notices 3) conferences with teachers.

GACC, however, declines the responsibility to communicate between parents. The school places responsibility of sharing information on the custodial parent and will not be responsible for collection of payments from non-custodial parent.

The non-custodial parent does not have the right to pick up the child during the school day or make any contact with the child during the school day unless: 1) the school receives written permission from the custodial parent specifying the arrangements, time, and date, or 2) the school has a court order or other legally binding instrument giving permission to the non-custodial parent. In this instance the school must be given advance notification to afford time for legal verification of such documents.

If the parents have joint custody, each parent shall be afforded all parental rights, unless restricted in some way by a legally binding instrument or court order.

If the parents are separated and neither is the primary custodian of the child, the school may release the child to either parent unless restricted by a legally binding document to the contrary.

The school may require custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets forth the rights and restrictions pertaining to the parent's rights.

So that we know the rights of the non-custodial parent, we are asking the custodial parent to provide a copy of the custody segment of the divorce decree for the child's records.

D. Transfer / Option Students

A credit check will be done to determine the student's status in meeting GACC graduation requirements. Students must meet all of these requirements and be enrolled for at least one year in order to receive a diploma from GACC. Each student's courses will be transferred according to GACC's current policies. Five credits will be given for courses that meet five days a week for one semester. Courses that meet less than five days a week will be given comparable credit. Option students must be registered at GACC by March 15th to be eligible to participate in all NSAA sanctioned activities for the next school year.

Class rank and a student's grade point average will be computed based on percentage grades. Students entering with grades on a 4.0 or alpha scale will be converted using the following scale:

A+ = 100-99%	C+ = 85-84%
A = 98-95%	C = 83-80%
A- = 94-93%	C- = 79-78%
B+ = 92-91%	D+ = 77-76%
B = 90-88%	D = 75-72%
B- = 87-86%	D- = 71-70%
	F = 69 and below

E. Transcripts / Records

Out of respect for the privacy of the individual student, the school requires written parental consent for students under the age of 18 or written consent from the student over 18 years of age before releasing student records, except in those cases specified in the Buckley Amendment.

GACC will honor a consent form prepared by the student's college of choice or a form provided by GACC.

Transcripts will be issued only upon completion of a transcript request form.

The following charges will apply to transcript requests:

- Transcripts before graduation – no charge.
- Alumni transcript requests - \$2.00.

F. Cumulative Folders

All students in grades 7-12 have an official cumulative folder that holds all-important papers regarding the student's school history. This information may include grades, test reports, health records, and copies of important school communications. These are closed files, and not open to the public for viewing.

G. Honor Roll

To be eligible for Highest Honors Honor Roll status at GACC a student must have a 93% or above in every class. Students having 90% or above average with no grade below an 87% will be included on the Honorable Mention Honor Roll.

H. Make-Up Work

Students are allowed a day for each day they miss, plus an extra day in which to complete their make-up work, provided the absence was excused. Example: A student is gone two-days; they have three days to make up all their missing assignments. Assignments should be requested through the office for those students absent for an extended period of time. For work missed because of absence at the end of a marking period an incomplete grade will be given, with work to be completed within two weeks after the end of the grading period. With the exception of school suspensions, all work missed because of an unexcused absence will be given no credit. Also any work not made up in the allotted time, except with the teacher's permission, will receive no credit.

I. Failing Grades

A failing grade at the end of the semester means a loss of credit. If a student fails a required subject during his/her four years in high school, it is his/her responsibility to register for the course again or make up the credit in another semester. A student failing an elective class may not retake the class without special permission from the teacher and administrator.

J. Graduation Requirements

Theology	40 credits
English	40 credits
Social Studies	30 credits
Mathematics	30 credits
Science	30 credits
Physical Education/Health	15 credits
Visual / Performing Arts	10 credits
Informational Technology	5 credits
World Language	20 credits
Speech	5 credits
Electives	25 credits
TOTAL	250 credits
Community service (40 per year)	160 hours

Required classes for graduation are listed below. Students are required to enroll and receive credit in all the required classes. The remaining credits can be selected from elective courses offered at the respective grade levels. Students planning to attend college are encouraged to include upper level math, science, and Spanish courses. A yearly review of transcripts is completed, by the student and guidance counselor. No academic credit will be given for participation in sports or activities not directly related to the approved curriculum.

FRESHMAN

Theology 9
 English 9
 Physical Science
 Computer Applications
 (one semester)
 World Geography
 (one semester)
 Math
 P.E. 9
 Foreign Language

SOPHOMORE

Theology 10
 English 10
 Biology
 Speech I (one semester)
 Math
 World History
 Foreign Language

JUNIOR

Theology 11
 English 11
 Math
 Activities or Fitness
 Science
 American History

SENIOR

Theology 12
 English 12
 Government
 P.E. (one semester)

Each semester, all students are required to take a minimum of 7 classes.

K. Junior High Course Requirements

The following courses are required for students entering 7th & 8th grade:

<u>7th grade</u>	<u>8th grade</u>
Religion 7	Religion 8
English 7	English 8
Literature 7/Lit Appreciation	Literature 8/Fame 8
Social Studies 7	Social Studies 8
Life Science	Earth Science
Math 7	Algebra I/ Algebra IA
Junior High PE	Junior High PE
20 hours of service	Confirmation service hours

Additional Courses

Junior High Study Skills (one quarter)
 Junior High Spanish (one quarter)
 Junior High Art and Junior High Music (one quarter)
 Junior High Computers (one quarter)

L. Grading Scale

A+ = 100-99 = 4.0	C+ = 85-84 = 2.5	F = 69 & below
A = 98-95 = 3.9	C = 83-80 = 2.0	P = Pass
A- = 94-93 = 3.75	C- = 79-78 = 1.75	I = Incomplete
B+ = 92-91 = 3.5	D+ = 77-76 = 1.3	
B = 90-88 = 3.0	D = 75-72 = 1.0	
B- = 87-86 = 2.75	D- = 71-70 = 0.8	

Weighted Grades

For all classes besides Calculus and Anatomy and Physiology the student can choose to take the class as an honors course in which the grade scale listed below will be used, or as a regular course in which the traditional grade scale will be used. In an honors course 80% of the grade will come from tests and/or papers while only 20% of the grade will come from homework/labs. Students must decide if they are taking the course as an honors course within the first week of school. Student are not allowed to change after the first week. Calculus and Anatomy and Physiology are automatically Honors Courses.

A+ 100-98	B 86-83	C- 72-70
A 97-93	B- 82-80	D+ 69-67
A- 92-90	C+ 79-77	D 66-63
B+ 89-87	C 76-73	D- 62-60
	F	60 and below

The classes that will be weighted are: Spanish 3, Spanish 4, College Algebra, Pre-Calculus, Statistics, Calculus, Physics, Anatomy and Physiology, Advanced Biology, English Composition Dual Credit, Introduction to Literature Dual Credit.

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M. Homework Policy

All students are required to complete homework for each class period. The teachers' homework policy written in their syllabus will be followed. Teachers may request for students to stay after school to complete homework. Students who choose to skip the after school meeting with their teacher will be required to serve a one hour detention after school on Wednesday. Students are encouraged to stay after school to receive individual help when needed from teachers. Teachers will always be available from 7:45-8:00 in the morning and 3:40-4:00 after school. Additional time can be arranged with the individual teacher.

N. Progress Reports

Students and parents are encouraged to check students' grades on Sycamore frequently. Progress reports will only be mailed to parents who request to have them sent by mail. Otherwise parents can access their student's grades at any time using Sycamore. Other progress reports will be sent to parents as warranted or requested.

O. Report Cards

Report cards are issued two times during the school year, once each semester. Students will receive their report cards within a week of the grading period's end. Should you not receive a copy of your child's report card or have questions, you are encouraged to call the school office.

P. Semester Tests

All students in grades 9-12 will take first and second comprehensive semester tests. Unless an emergency situation approved by the administration, semester exams must be taken at the scheduled time. If a student misses a semester exam for reasons not approved by the school a "0" will be given as the grade for each exam missed. Students registered in one-semester courses or college credit courses will also be required to take second semester tests.

Q. National Honor Society

Membership in the National Honor Society is both an honor and a responsibility. Selection for membership is by faculty council and is based on outstanding scholarship, leadership, character, and service. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, leadership, character, and service.

Candidates eligible for membership must be a member of the sophomore, junior, or senior classes. Candidates are evaluated in the spring semester. A cumulative grade point average of at least 91.0% (B+) is required. Eligible candidates are then evaluated on the basis of leadership, character, and service.

Leadership and character are based on faculty ratings. Each faculty member rates students with whom they have had definite contact on a 1-4 scale (1-poor, 2-average, 3-above average, 4-superior). The criteria the teachers look at are:

Leadership

1. Demonstrates leadership in the classroom or organization work.
2. Is thoroughly dependable in any responsibility he/she accepts.
3. Demonstrates initiative in carrying out any responsibility without the prodding of teachers.
4. Exemplifies the qualities and attitudes, which are a silent influence on others for good.

Character

1. Demonstrates highest standards of attitude toward honesty, reliability, fairness and tolerance.
2. Constantly exemplifies desirable qualities of personality: cheerfulness, friendliness, neatness, poise, and stability.
3. Cooperates by complying with school regulations.
4. Exemplifies positive independent thinking.

Service is based on the Student Activity Information Form that the candidates fill out. It is also rated on the same 1 to 4 scale.

The ratings are then averaged by the faculty advisor. Selection for membership is determined by the faculty council (group of five teachers appointed annually by the principal). The faculty council reviews the overall averages and the students' activity information forms and selects each member by a majority vote. Students selected for membership in the National Honor Society are announced at Awards Night.

Members who do not live up to the standards of the National Honor Society will be warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. In cases of a flagrant violation of school rules or violation of civil laws, a member does not necessarily need to be warned before dismissal from the National Honor Society. Warnings include, but are not limited to the following: grade point average falling below 91.0%, suspension, violations of the GACC Code of Conduct or Chemical Dependency Policy, or student pregnancy (both boy and/or girl).

Typically, the first violation will result in a written warning. If there is a second violation, the candidate will appear before the faculty council. At this meeting there will be a presumptive recommendation of dismissal from the National Honor Society. A third violation would warrant automatic dismissal. For purposes of dismissal, a majority vote of the faculty council is required.

III. GENERAL INFORMATION

A. Student Dress Code

In all cases the administration reserves the right on what constitutes proper dress code in the spirit of its intent and in accordance with good taste and modest contemporary standards for a Catholic high school.

Students may choose from the following options. It is not required nor encouraged that all students buy all the options available. On the contrary, students are encouraged to buy a minimal number of clothes and wear them regularly.

- a. Slacks or pants in khaki, black, or navy blue. Girls have the option to wear capri pants or plaid skirts. The plaid skirts can be obtained through Dennis Uniform in Omaha.
- b. Shorts mid-thigh or longer in khaki, black, or navy blue. Jean shorts or athletic shorts are not acceptable. Slacks, pants, capri pants or shorts with torn or frayed hems are not acceptable.
- d. Shoes and socks must be worn. Socks must be clearly visible and worn at all times. Socks are required during dress-up days. Flip-flops are not acceptable. All shoes worn must cover heel of the foot.
- e. Polo shirts in navy blue, black or maroon.
- f. All school-approved outerwear must be accompanied by school approved polo. Polos must be tucked in at all times. Hooded sweatshirts are not allowed. Coats may not be worn in the classroom.
- g. Solid white t-shirts may be worn as undershirts. No undershirt may be worn if it bears any writing of any type that can be seen through the outer shirt.
- h. Belts in black or brown must be worn at all times.
- i. Haircuts and hairstyles for all students are to be neat, clean, well-groomed, and not extreme (e.g. unusual colors). Boys are to be clean shaven with no beards or extremes in sideburns; additionally their hair must remain above the ears and eyebrows and must not reach below the nape of the neck. Cosmetics are prohibited, until students are in the 9th grade or beyond.
- j. Headwear is not to be worn in the building during the school day, or any indoor activity at GACC. Examples of headwear include but are not limited to: hats, caps, bandanas and scarves.
- k. Only girls may wear earrings; all other body piercings are prohibited. Tattoos or other related markings that deface the skin are unacceptable. Any clothing or accessories that may interfere with the educational process may be removed or confiscated as to improve the learning environment.

l. Dress and grooming for any and every type of activity must always reflect neatness, cleanliness, regard for others and Christian standards of decency. These factors must be kept in mind when selecting appropriate dress for both school and school-sponsored functions. Violations of the dress code will result in a demerit. If infraction warrants, parents will be called to bring proper uniform. As fads change, the principal will determine the appropriateness of the changing fashion, and the decision will be final. (School Board Policy #5038.1)

m. On occasion, students and student organizations may be granted a dress-up day exception to the academic dress code. On such days, students may wear clothing that sets them above, not below, the standards of the academic dress code.

B. Jean Days

A jean day may be requested for the purpose of raising funds and to provide the students with an opportunity to wear clothes excluded by the academic dress code. The amount and method of payment will be announced prior to the dress-down day. GACC shirts must be worn except on special occasions. No flip-flops will be allowed on jean days. Skin tight leggings, slacks, or jeans will not be allowed.

C. Bell Schedule

GACC is on an 8-period day. Students are required to fill seven periods with classes. Students are not to be in the building before 7:30 a.m. except by appointment. Students may be in the building before and after school for teacher-student conferences or for school activities.

<i>Regular Schedule</i>	<i>Mass Schedule</i>	<i>10:00 Late Start</i>
Period 1 8:00-8:51	Period 1 8:00-9:37	Period 1 10:00-10:32
Period 2 8:52-9:40	Period 2 9:40-10:17	Period 2 10:35-11:07
Period 3 9:43-10:29	Period 3 10:20-10:57	Period 3 11:10-11:42
Period 4 10:32-11:18	Period 4 11:00-11:37	Period 4 11:45-12:19
Period 5 11:21-12:07	Period 5 11:40-12:17	SSR/Lunch 12:22-12:52
SSR/Lunch12:10-12:40	SSR/Lunch12:20-12:50	SSR/Lunch 12:52-1:12
Lunch/SSR12:40-1:10	Lunch/SSR12:50-1:20	Period 5 1:15-1:49
Period 6 1:13-1:59	Period 6 1:23-2:00	Period 6 1:52-2:26
Period 7 2:02-2:48	Period 7 2:03-2:40	Period 7 2:29-3:03
Period 8 2:51-3:38	Period 8 2:43-3:38	Period 8 3:06-3:38

D. Public School Schedule

Parents and students should be aware of the following guidelines formulated by administration and faculty at West Point Beemer School (WPBS) regarding discipline of GACC students who attend WPBS classes:

- If the problem can be handled at the time of the offense with no need for further action, the principal at WPBS will take care of it.
- Detentions will be served at GACC.
- Suspensions imposed by the principal at WPBS will be honored. GACC will monitor the student during the period of suspension.
- If a student is dismissed (expelled) from a class at WPBS, GACC will not contest the dismissal.
- When a student is suspended or dismissed from a class, the parents will be notified by the principal of GACC.

In addition, GACC students are expected to observe the same policy as WPBS students regarding selection of classes. Original registration is

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final. It is understood that the GACC student will participate in that class during the semester. No student is permitted to add or drop a course without written permission of the WPBS principal.

Students and parents should also be aware of GACC policies:

- a. Students must sign in and out at the GACC office to attend WPBS classes.
- b. Students may leave class 10 minutes before the end of their GACC class in order to get to their WPBS class on time. He/she is responsible for work missed during this time.
- c. Students must abide by all school policies and guidelines as set forth in the WPBS handbook.
- d. All credits earned will be recorded on the student's permanent record and will count toward the cumulative credits and GPA needed for graduation at GACC.
- e. When GACC is in session and there is no class at WPBS, shared-time students must be at GACC in study hall.
- f. All shared-time students must attend classes at WPBS even if GACC is not in session.
- g. Failure to comply with any of the above guidelines may result in immediate removal from the WPBS class and loss of credit for classes.

E. Sycamore (School Information and Performance System)

GACC is moving toward a paperless communication system and utilization of the Sycamore program is an important step toward reaching that goal. Sycamore is a web-based computer program for educational institutions which can be accessed from any computer that is connected to the internet.

Sycamore is used as the central information hub for GACC. Grades, attendance, demerits, service hours, announcements, tuition, calendar, etc. are all posted on Sycamore so that every student, parent and teacher has immediate access via the internet to current school information. Also included on Sycamore are instant messaging capabilities called Pass-A-Notes which provide immediate and direct communication between parties.

Each student and parent will be given a user ID and a password at the beginning of the school year to log onto the Sycamore system at www.sycamoreeducation.com. This log-in information should be kept private and confidential. GACC faculty will gladly provide assistance to anyone needing help using the system.

Any time a parent or student has a question about school-related activities, he/she may check Sycamore from any computer with internet access, any hour of the day, at no cost.

Parents are expected to log in to Sycamore at least once per week to stay informed of their student's activities and progress and respond to any communication initiated by teachers or administration.

F. Special Education Notice

The Federal Handicapped Children's Act (PL-94-142) guarantees a free appropriate educational program for all children between the ages of 0 and 21 years of age. Any adult with a student or knowing of any young person with special needs between the ages of 0-21 that is not enrolled in an appropriate education program is asked to please call 372-5546 or write to:

Special Education Coordinator
West Point-Beemer Public Schools
PO Box 188
West Point NE 68788

Parents who feel their child needs special assistance programs are asked to please call GACC to discuss your concerns.

G. Concerns – Discussion/Resolution

In the event that a student or parent disagrees with a teacher, coach, or sponsor in regards to any issue, he/she should follow these procedures:

- a. The student or parent should speak directly to the teacher, coach or sponsor.
- b. If a resolution is not reached, teacher, student, and parents should discuss the issue with the principal.
- c. The principal is responsible for the day-to-day operations of the school, and in accordance with that responsibility, has authority to make final decisions relative to resolution of concerns.

H. Automobile Registration

Student vehicles should be registered in the office the first week of school, even if not driven to school regularly. Vehicles are to be parked and not moved until school is dismissed unless driven to classes at WPPS. Violations of these rules will result in a detention. Student vehicles must be parked appropriately in designated places. Vehicles may be towed away at the owner's expense.

I. Awards

Sportsmanship, team spirit, cooperation, leadership, ability, and willingness to abide by the school rules, are the basis for earning letters, awards and honors. If a student fails to meet all requirements, the award may be withheld. Students will be notified via letter by the coach, advisor or sponsor. If a student does not meet the requirements for an award because of an unforeseen circumstance, he/she may still be given an award based upon his/her cooperative attitude and leadership at the discretion of the coach, advisor or sponsor.

J. Care of School Property

Chairs, tables, or other equipment / furniture must never be removed from any room without consulting the teacher in charge of the classroom.

A teacher's desk and its contents are his/her personal property and should never be touched by any student.

Students are responsible for all equipment checked out to them and may possibly be fined for damage beyond normal wear. Students are responsible for any lost articles. A record is made at the beginning of the

year of all property assigned to each student, their textbooks, band and athletic property, etc. For any property which shows excessive wear or abuse, a fine is assessed and must be paid before school records will be cleared.

K. Closed Campus/Leaving School

GACC operates under a closed-campus policy, including the lunch period. Students are not allowed to leave the building during the school day without permission of a student's parents/legal guardians and the principal. All students leaving the building must receive permission from the principal to do so. Students leaving without permission will be considered truant and dealt with accordingly. Students who become ill at school will not be given permission to go home unless the parent is contacted first.

L. Computers and Networks

All students will receive a copy of the Electronic Resources Acceptable Use Policy, and the student and parent/guardian must sign the form, agreeing to abide by these procedures and policies, before computer access is permitted.

The use of computers is a privilege, not a right, and must be consistent with the educational objectives of GACC. Any use that is not consistent with these objectives is prohibited and will result in a cancellation of those privileges. The computer system coordinator and the administration will decide what is inappropriate and their decision shall be final.

The school exercises exclusive control over this school property, and students should not expect privacy regarding their use of a school computer or network because school property is subject to search and inspection at any time by school officials. This search and inspection includes but is not limited to e-mail, Internet access, file storage and transfer. Students are responsible for whatever is contained in computer files assigned to them.

Students are prohibited from transmitting or knowingly receiving any materials in violation of any United States, Nebraska, or GACC regulations or law. This includes, but is not limited to, the following: copyrighted material, threatening, harassing, pornographic, obscene, or profane materials related to the illegal use or manufacture of restricted substances, defamatory or discriminatory material, or material protected by trade secret.

Students found guilty of vandalism will lose Internet privileges and may be subject to criminal prosecution. Parents/guardians are financially responsible for acts of computer vandalism committed by their children.

M. Homecoming Elections

The homecoming court is chosen from the senior class. On the first ballot, the seniors vote for two candidates for king and two for queen. The three boys and three girls receiving the most votes will make up the final ballot. Each student in grades 9-12 then votes for one boy and one girl. Voting takes place one and a half week before homecoming. Announcement of

the court is made one week before the event. Coronation of the King and Queen takes place at the homecoming dance.

N. Parties and Dances

Classroom parties are prohibited unless prior approval has been given by the administration.

School dances generally begin at 8:00 P.M. and end at 11:45 P.M. They will be sponsored by a faculty member and chaperoned by parents. The following rules apply:

- a. Agreements for entertainment are to be made on the school contract. This contract prohibits the band from using any alcohol or drugs while preparing, performing or cleaning up after a performance. The contract also prohibits the band from violating any other school rules during their performance.
- b. Students are to remain in the facility throughout the evening. Once a student leaves he/she may not re-enter. (For prom no one may leave before prom is over.)
- c. No admittance after 10:00 P.M. No admittance to the homecoming dance forty-five minutes after the conclusion of the homecoming game.
- d. No smoking or drinking of alcoholic beverages is permitted.
- e. Anyone seen drinking or in possession of alcohol will be detained until their parents are able to pick them up, or if parents are unavailable, until local law enforcement authorities arrive. Anyone who is seen drinking outside will not be permitted to enter. If any of these are GACC students, names are to be reported to the principal and to the club advisor.
- f. Only students in grades 9 through 12 are allowed to attend high school parties and dances. Junior high dances and parties are limited to students in grades 7 and 8.
- g. Prom is open to juniors and seniors.
- h. Anyone on suspension or who has been expelled is not permitted at dances. Any inappropriate behavior or unusual circumstances will be immediately reported to the principal.
- i. A Breathalyzer or similar instrument will be used to check each participant entering school-sponsored dances. All rules under "Discipline..." and "Extra-curricular..." apply.

O. Fire Drills and Tornado Drills

Fire drills and tornado drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Fire and tornado drill instructions are posted in each classroom. The fire alarm is a signal for all pupils and teachers to make a quick, quiet and orderly exit from the building. A tornado drill signal will be announced. Again, a quiet, quick, and orderly exit to the designated safety area is a must during a drill.

P. Food & Drink Regulations

There is no food or drink allowed in classrooms unless prior approval is obtained from the principal.

Q. Health Records

According to state law, students must be up-to-date on their immunizations before they are allowed to attend school. Information concerning these requirements can be obtained by contacting the school.

Parents of returning students should furnish updated health information on their children to the school during the first week of school.

The school needs to know about any child who has health problems.

All medications must be brought to school in their original container and will be kept in the main office. A written permission statement signed by the parent/guardian must accompany the medication. The statement shall give trained school personnel permission to administer the medication, and should also include when the medication should be given. Students shall not take anything without a medical purpose. This includes imitation drugs, caffeine pills, etc.

Students may not distribute any type of drug or medication to other students for any reason.

All seventh grade students and students coming to the school system from outside the state must have a physical. This will also cover any requirements for sports. Sports physicals are mandatory for any student to participate in sports, drill team or cheerleading. The athletic department has a summer date for those students in grades 8-12 wishing to get their physical at that time.

R. Injuries

An injury incurred at school or in a school-sponsored activity should be reported to a teacher, coach, or principal immediately. Parents or emergency contact listed on emergency contact form will be called. GACC reserves the right to provide emergency medical care and/or emergency transportation to a hospital for any injured student.

S. Insurance

GACC strongly recommends that all students be covered by insurance because accidents sometimes happen at school or in activities. Students will not be permitted to practice for or play in interschool sports unless they supply proof that they have insurance covering possible injuries.

T. Cell Phone/Electronic Devices Policy

Cell phone use is prohibited during school hours. Students are expected to keep cell phones turned off or silenced and in their locker during the school day. The school is not responsible for damage to, or theft of, cell phones. Unapproved use of a cell phone by any student will carry the following consequences:

First offense – Student will be fined \$15 and will be required to serve one hour of detention. Parents must come and pick up the cell phone.

Second offense – Student will be fined \$30 and will be required to serve two hours of detention. Parent must speak with the principal before picking up the cell phone.

Third offense and beyond – Student will be fined \$45 and receive one day of in-school suspension. Parents must meet with the principal before picking up the cell phone.

U. Lockers

The lockers belong to GACC; therefore, these lockers may be opened for inspection at any time by proper school authorities and law enforcement. Each student is responsible for the locker assigned to him/her. Pictures, locker tags, posters, etc. will not be allowed on or in lockers. Students should secure materials for classes during passing periods. Backpacks will not be allowed in the classrooms during school hours. No one should leave classes and go to their locker without permission. Athletic lockers are off-limits except during physical education classes and athletic activities. Students are responsible for all material found within their assigned locker.

V. Lost and Found

All articles of clothing should be clearly labeled they can be returned to the proper owner if misplaced. Lost articles will be brought to the main office to be claimed by the owner. Items left in the locker rooms may be claimed in the coaches' offices.

W. Lunch

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.

Students have two options for lunch: they may eat the food provided by the lunch service or they may bring their own lunch. Lunch is always eaten in the cafeteria unless permission is granted by the principal.

Lunch money should be deposited into a lunch account for each student. No actual cash will change hands at lunch. Extra items may be purchased at individual prices and will also be charged to the student's lunch account. It is the responsibility of parents to control what a student purchases.

In going to and from the cafeteria and/or gym, students are required to walk through the alley and to proceed in an orderly manner.

X. School Closing

In the event of severely inclement weather or mechanical breakdown, school may be closed or delayed. The same conditions may also necessitate early dismissal. These events will be announced via the school Beacon, Sycamore, and KTIC radio. When school is dismissed early because of inclement weather, all scheduled practices and activities will be canceled for the day. If school is dismissed early for other

reasons, activities and practices are scheduled at the principal / president's discretion.

Y. Student Planner/Passes

Student passes are written in the *Student Planner*, which is required any time a student is in the halls, other than passing periods. A *Student Planner* will be provided to each student at the beginning of the school year or upon admission, for new students. Replacements must be purchased in the principal's office. When a student is detained after class, he/she should present the planner to the teacher of the next class signed by the teacher who detained him/her.

Student planners with inappropriate language, pictures, or missing covers must be replaced by the student to whom the planner was issued. New planners may be purchased in the office.

Z. Telephone Regulations

The office will cooperate with parents or guardians to deliver messages to students during school hours. However, calls for students during school hours are disturbing to the school routine and should be held to a minimum. Messages will be written down and delivered to the student. Students will not be called to the telephone while in class except in an emergency. The school telephone is primarily for school business and should not be used for personal calls.

AA. Change of Address

Any change in address or phone number should be reported to the main office so records can be updated accordingly.

BB. Emergency Exclusion

A student may be excluded from school on an emergency basis when there is a clear factual situation warranting exclusion, such as an indication that a student has a dangerous communicable disease transmissible through normal school contacts and poses an imminent threat to the health and safety of the school community. A student may be excluded from school on an emergency basis if the student's conduct presents a clear threat to the physical safety of the student or others, or if the student is so extremely disruptive that temporary removal of the students is necessary to preserve the rights of other students pursuing an education. The student may not be excluded for a time longer than is necessary to avoid the dangers upon which the exclusion was based. If the exclusion is for 5 days or less, the student shall be given oral or written notice of the factual situation upon which the exclusion is based and an opportunity to present an explanation, or his/her version of the facts. Within 24 hours, or such additional time as is reasonably necessary following the exclusion, the principal shall send a written statement to the student, student's parents/guardian describing the factual basis for the principal's action.

CC. Organizational Monies

All organizational and class funds should be brought to the sponsor of the organization. The sponsor will deliver all funds to the school secretary. All withdrawals are made by check authorized by the principal or an invoice. The treasurer's books are kept current each month by checking

with one of the principal's office secretaries. The principal must approve all money-making projects. Any class member who has not paid his/her dues (where applicable) or does not participate in money-making projects will not participate in class functions, prom, etc.

DD. Election of Organization Officers

Each student organization meets at the beginning of the school year. To be eligible for election in these organizations a student must have at least an 87% average for the preceding semester (excluding incoming freshman). This average excludes PE, vocal and instrumental music. Failure to maintain an 87% semester average will result in removal from that office. This also includes prom servers picked from the sophomore class. The school reserves the right to supervise, regulate, and drop any school organization. Meetings will be held when requested by the sponsor.

EE. Asthma or Systemic Allergic Reaction Protocol

State regulation requires that our school be prepared to implement an emergency treatment plan anytime a student or staff member experiences a life threatening asthma attack or systemic allergic reaction (anaphylaxis). The protocol requires that 911 be called first. After that call is made, an EpiPen injection will be given and then albuterol is provided through a nebulizer. An EpiPen is a small pre-filled, automatic injection device that resembles a highlighter. It is used to deliver epinephrine. Epinephrine is a medication that is used to bring quick relief by improving breathing and lung function. Albuterol is another medication that is used to bring breathing relief. The nebulizer is a machine that mixes the albuterol with air to provide a fine mist (aerosol) for breathing in through a mask or mouthpiece.

It is critically important that any parent whose student has asthma or a known allergy, communicate this information to our school staff. For each student with a known allergic condition or asthma, the parent / guardian must provide the school with (1) written medical documentation, (2) instructions, and (3) medications as directed by a physician. In the event that a student experiences a life threatening asthma attack or systemic allergic reaction, we will defer to the specific documents and medication that parents/guardians have provided. If parents/guardians do not provide medical documentation and instructions, the school will defer to the regulatory protocol described above. If, for whatever reason, parents/guardians do not want their student to receive the life-saving emergency treatment under the protocol, a written objection must be filed with the school. Questions or concerns about the protocol or student health issues, should be directed to the school.

FF. Parent Conferences

Parents may make appointments for conferences with teachers, the counselor or the principal at any time by telephoning the school. Parents are encouraged to communicate with their child's teachers first on items of concern, interest, etc. If not satisfied, parents should then contact the administration.

Parent-Teacher Conferences will be held mid-term of the first and third quarters. At this time the parents/guardians will be given a chance to visit

with their child's teachers to discuss their academic progress and any concerns they may have.

IV. GUIDANCE SERVICES

The guidance department is proactive, providing services for all students. Students' needs are met through a comprehensive curriculum based on three major areas including academic, career, and personal/social domains.

In 1974, Congress passed the Family Educational Rights and Privacy Act. This law gives "eligible students", students who are 18 years of age, or their parents and/or guardians certain rights regarding school records. The law requires that schools receiving federal funds must:

1. Allow the parents or eligible student to preview and inspect the student's record. This rule does not apply to records made and kept by one person.
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. This does not apply to information released between eligible schools.
4. Notify parents or eligible students of their rights under this law. GACC may release directory information such as student name, address, date of birth, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. If any parent or student wishes to have their name deleted from these types of lists they should contact the guidance or principal's office.

A. Commencement

Seniors must have all graduation requirements completed in order to participate in graduation/commencement exercises. Disciplinary situations, not limited to suspension or expulsion from school, may result in a student not being allowed to participate in commencement activities. All students receiving a diploma from GACC must be in attendance at GACC during the semester preceding their graduation date. Any exceptions to this policy must be approved by the administration.

B. College Visitations

Juniors and seniors are encouraged to visit post-secondary schools they are considering attending after high school. Seniors may use **up to 2 school days** for the purpose of visiting schools. More days may be used upon approval of administration. Juniors may use **1 day** for college visitation if approved by the administration.

Students must have parent permission to make a college visitation. Parents are encouraged to accompany students on these visitations. Once a visitation has been approved by the counselor/principal, the student must complete a sign out sheet and get assignments from teachers. Students will turn the sign out sheet in to the guidance office the day prior to the college visit. They will receive the college visitation form which

must be completed and signed by college personnel in order to receive an excused absence.

Students who have seven school absences for the semester, poor grades (two D's or one F), or three or more discipline detentions for the year, may not be allowed to use school days for college visitation.

C. Scholarships

Senior students may be eligible for scholarships, which are offered by colleges, universities, vocational and technical schools, local organizations, foundations, and corporations. Information about these scholarships is made available to students through the guidance office and the school's webpage.

D. Northeast Community College Project Challenge Program

Through an agreement with Northeast Community College, students may earn college credit for courses taken in high school. Seniors and juniors must have a cumulative GPA of 85% or above. Current offerings are:

- Analytic Geometry & Calculus I
- College Algebra
- Personal Finance
- Statistics

Students must make arrangements for these courses through the guidance office. Students pay the tuition costs. Students are urged to check with their proposed colleges about the transfer of these courses.

E. Testing/Assessment

The assessment program at GACC includes measures of achievement, ability, career interests, and aptitudes. These tests provide valuable information, which assists students in identifying strengths and areas to improve. These test results are interpreted to students in order to assist students with future planning.

Testing Program for individual grades:

- Grade 7 Terra Nova
- Grade 8 Terra Nova
- Grade 9 Terra Nova
- Grade 10 PSAT, ACT
- Grade 11 ASVAB,
ACT/SAT Entrance Tests (optional)
- Grade 12 ACT/SAT College Entrance Tests (optional)

ACT Dates and deadlines for registration 2016-17 are:

<u>Test Date</u>	<u>Registration Deadline</u>
September 10, 2016	August 5, 2016
October 22, 2016	September 16, 2016
December 10, 2016	November 4, 2016
February 11, 2017	January 13, 2017
April 8, 2017	March 3, 2017
June 10, 2017	May 5, 2017

Visit www.actstudent.org for more information. (Our ACT/SAT school code # 282-525.)

V. ATTENDANCE

A. Philosophy

Students are expected to attend classes and to arrive on time in order to gain maximum benefit from the instructional program, develop habits of punctuality, self-discipline and responsibility. Irregularity in attendance among students is the most frequent cause of failure. Usually poor school attendance is only a symptom, and the real problem of not wanting to attend school is an attitude with which parents should be concerned, and consult with school officials. When a student is absent, they miss learning from their teachers and other students. Continuity in the learning process is seriously disrupted by excessive absences. Students do not learn as well by doing make-up work. In most instances, students who have good attendance generally achieve higher grades, enjoy school more, and are more employable after high school.

B. Expectations

Attendance records are part of the student's permanent file. Absences are recorded as follows:

- a. A student is expected to attend school for the full day. Any deviation from this is considered an absence.
- b. A half-day absence will be recorded for any student that is absent for more than a period and a half.
- c. Any student who has been absent for any reason must report to the office upon his/her return to school.
- d. Parents are asked to notify the school by **8:00 a.m.** when a student will be absent for any reason.
- e. Excessive absences (10 or more per semester) and irregular attendance will be reviewed by the school authorities for possible loss of academic credit and referral to the county attorney will occur at **20** absences.
- f. A student leaving during the school day is required to check out in the office. The student must provide name, time of departure, and a written note for the absence. In case of illness, a call to the parent will be made to ensure proper attention to health of the student. Failure to check out with the office will result in disciplinary action.
- g. Students reporting to school late must report to the school office and request a pass to class. If a student is tardy a demerit will be issued.
- h. Students are expected to report to all classes on time. Teachers will issue a demerit for each tardy in their class.
- i. When a student is absent without parental permission, he/she is considered truant. The penalty for truancy is in-school suspension and referral to local law enforcement agency. Classwork missed due to truancy may not be made up and will result in a grade of zero. Repeated truancy will be reported to the county attorney and may result in suspension or expulsion.
- j. GACC does not sanction "Senior Skip Day". Students who choose to participate will be considered truant.
- k. Excused absences for college visitations are granted for juniors and seniors if pre-approved by guidance counselor.
- l. Ten days absence from class, or classes, during any one semester may result in a loss of credit for the class or classes missed. Parents and student will be notified after five absences and again after eight absences in a semester.

m. All decisions regarding loss of credit will be made by administration.

C. Excused Absences

Make-up work will be permitted for illness of the student, illness in the family, death in the family, medical appointments, and situations deemed necessary by the principal. Students are allowed a day for each day they miss, plus an extra day, to complete make-up work.

D. Unexcused Absences

When an absence is considered unexcused, the student will receive a zero for that day. If a student is absent from school for hair appointments, pictures, hunting, shopping, etc., the absence may be considered unexcused. A signed excuse from home does not necessarily mean an excused absence will be given. Excused absences are determined by the administration. Any forgery of excuse forms will be treated as an unexcused absence.

Any student missing 15 days of school without notifying the principal's office will be automatically dropped from the school roster. The County Attorney will be notified before a student is dropped. If a student is under age 16, the school and the County Attorney will work closely with the parents to assure that the student is in attendance.

E. Absence for Funeral

Permission to attend funerals must be granted in advance and the absence will be treated as any other. Unless the student is a relative or close family friend, he/she is expected to attend the funeral and return to school directly. In the case of a classmate or teacher's funeral, students will attend as a group and return to school. School crisis response training indicates that students who are grieving are best served by being in their regular school setting or with their parents. We ask parents to cooperate with this policy.

F. Absence for School Activity

If a student is absent from school because of a school activity, he/she is responsible to each individual teacher to make up all work that is missed. Absences for school activities do not count toward a student's absence record. Students are responsible for turning in their sign out sheet to the office before leaving for the activity.

Students must be in school the entire day the day of an activity in order to participate / practice in a respective activity on that afternoon or evening, unless permission has been granted by the principal ahead of time. Students must also be in school all day the day following an event or competition (assuming it is a school day) if the activity participant wishes to participate in the next such activity. **An exception is made if the student has been injured and brings an excuse from a doctor verifying the doctor visit on the day following the activity or other excused absence.** The objective of this policy is to prevent "sleeping in" after a contest and to help a sick student take time to get well. All decisions related to this policy rest with the principal.

G. Absence for Attendance at District and State Tournaments

At times GACC will dismiss school in order to allow students to attend tournament games. When school is not dismissed a student may attend state competitions in which the school has qualifiers. The absence will require parent permission and all work is to be made up ahead of time. Students are counted absent. Non-qualifying members of teams will not be counted absent.

H. Tardiness

The only acceptable excuse for being tardy is one caused by unusual circumstances. If the bus is late that will not constitute a tardy. Oversleeping, alarm not going off, etc. is not an excused tardy or absence. Each time a student is tardy they will receive a demerit. Determination of excused or unexcused will rest solely with the administration.

VI. DISCIPLINE

A. Code of Conduct

An effective learning climate can exist only when all involved in the school setting act as responsible individuals. For students, this means demonstrating ongoing respect for the rights and property of other students, school employees, and the school building itself. Students must understand that all school employees have the authority and duty to supervise and discipline at all times during the school day or at school activities. Rules governing student conduct set forth in this handbook, and any sanctions arising from violation of those rules, are applicable to student behavior occurring on school grounds at any time, when participating in or attending school activities and events, or riding in school vehicles.

Students with disabilities may be subject to the same procedures if it is determined that the act was not related to the disability. The Individuals with Disabilities Act (IDEA) requires that educational services must continue. However, these services may be provided in another setting.

B. Discipline Management Plan

1. Detentions

School detention means the detaining of a student for one hour after school dismissal. School detentions are earned as a result of accumulated demerits or by the commission of a serious infraction of school rules. During school detention the student will sit idly or perform a task assigned by the detention proctor. Detentions are served every Wednesday (unless arrangements are made with the administration) or as assigned by administration.

2. Removal from an individual class

If a student's behavior is disrupting the instructional learning process, the teacher will send the student to the principal. The following actions will be taken:

- The principal will confer with the teacher and student. The student will receive a detention and may be suspended from this class until a behavior agreement is settled with the instructor. The instructor will contact the student's parent or guardian.

- If the student is sent to the office for misbehavior a second time in an individual class, they will receive a one day in-school suspension. A conference with the parent/guardian and teacher will be arranged to develop a behavior modification plan. The student may be suspended from this class until a conference is arranged.
- If the student is guilty of continued disturbance, the student may be expelled from the class and a grade of "F" may be given. A student and/or parent will have the option to appeal to the President.

3. Suspensions and Expulsion

Suspension means the temporary withdrawal of the right or privilege of a student to attend a class or classes. A student may be suspended for any serious or repeated breaking of school rules or when the student's presence at the time would be detrimental to the best interests of the school. The Principal determines suspension. Suspension will be served from first bell to final bell under supervision.

The student is responsible for making up all work including assignments and classwork missed during a suspension. The teacher will impose deadlines and arrange for tests. Suspension will also mean the temporary withdrawal of the right or privilege to participate in all co-curricular activities.

Examples of offenses that might result in the suspension or expulsion of a student at GACC are:

1. Disobedience / Defiance – A student shall not repeatedly fail to comply with directions of teachers, substitute teachers, paraprofessionals, or other school personnel during any period of time when the student is properly under the authority of the school personnel.
2. Unsportsmanlike conduct involving an opposing school's team or a student's own school team, or directed at representatives of an opposing school or the officials of a school contest.
3. Bullying
4. Lewdness, public indecency, use of profanity or obscenity, or displays of obscene literature.
5. Gross disrespect for teachers, school officials, substitutes, and other employees.
6. Behavior that seriously interferes with class work or the activities of the school, such as, but not limited to:
 - A. Possession of or use of tobacco on school property or at school sponsored events
 - B. Gambling
 - C. Willful use of violence, force, noise, coercion, threat, intimidation, fear, or similar conduct in a manner that constitutes an interference with school purposes
 - D. Willfully causing or attempting to cause damage to private or school property on school grounds or during an educational function or event off school grounds
 - E. Willfully causing or attempting to cause physical injury to a school employee, school volunteer, or to any student

- F. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from that person
 - G. Knowing, possessing, handling or transmitting any object that is ordinarily or generally considered a weapon
 - H. Engaging in the unlawful selling of, use of, possession of, under the influence of, or dispensing of inhalants, a controlled substance, imitation controlled substance or alcoholic liquor, or possession of drug paraphernalia
 - I. Truancy
 - J. Theft
 - K. Public displays of affection, sexual assault, harassment or attempting to sexually assault any school employee or student
 - L. Use of racial or ethnic comments that may be deemed socially and personally unacceptable
 - M. Engaging in any other activity forbidden by the laws of the State of Nebraska which interferes with school purposes, or possessing or drinking alcoholic beverages before or during attendance at school or school-related event/activity
 - N. Tampering with fire equipment.
7. The following activities constitute grounds for immediate expulsion of a student:
- A. procurement of an abortion
 - B. the performance of illegal activities possession or use of illegal drugs, or the possession of drug-related paraphernalia
 - C. possession of firearms and/or other weapons
 - D. any major offense while on probation

C. Notification of Parents

Parents/guardians will be notified of their child's expulsion, suspension, or probation. Notification will include correspondence detailing the reasons for the action. In the case of suspension or expulsion, a conference may be required with the parents before the student is readmitted.

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D. Exclusion from Activities

All students may be excluded from participation in extra-curricular activities for the following infractions: 1) conduct constituting grounds for suspension or expulsion from the academic program, 2) any other violation of rules and standards set forth in the handbook.

Such exclusion shall be made only after the principal has made an investigation of the alleged conduct or violation and has determined that such exclusion is necessary. These rules apply to student conduct during the school year beginning with the first day of fall practice to the final day of school for all students in grades 7-12.

E. Classroom Rules

All teachers establish classroom rules and standard operating procedures at the beginning of the school year or semester. Students are held accountable for following the classroom rules throughout the school year. Rules, norms, and procedures may be added as deemed necessary by the

classroom teacher. Teachers may detain students for violations of classroom rules. Parents and students should read classroom rules very carefully and contact the teacher for questions on individual classroom policies.

F. Study Hall Rules

Students who have the opportunity to take a study hall should understand that this is a privilege and may be revoked if abused. The expectations for study hall are:

- a. Students must come prepared to study/read.
- b. If students do not have homework, they are to read a library book.
- c. Students are not allowed to sleep or visit.
- d. Students are not allowed to use computers for anything other than class assignments.
- e. Students not properly utilizing their study hall time may receive demerit(s) and/or detention.
- f. Additional study hall rules may be posted in the classroom and must be followed.

G. Academic Dishonesty

It is important that students at GACC pursue education with honesty and integrity and that the graded work accurately reflect academic achievement. It is important that GACC students maintain a high standard of compliance with this expectation.

Assessment irregularities include but are not limited to:

- a. Unusual or irregular similarities in graded work.
- b. Breaking the norms of assessment procedures (e.g. wandering eyes, cheating).
- c. Plagiarism.

These academic irregularities will not be tolerated and will be handled by the classroom teacher in consultation with the principal.

1st offense: Zero on assignment and detention (with principal)

2nd offense: Zero on assignment and in school suspension

3rd offense: Zero on assignment, possible out of school suspension or expulsion

H. Fines

These offenses carry a fine of \$3.00 and possibly demerits:

- a. Chewing gum in the school building.
- b. Having food or drink (except water) in a locker or on one's person that is not stored away in a lunch sack.
- c. Defacing property (fine plus the cost of repair).
- d. Not covering textbook.

These offenses carry a fine of \$5.00 and possibly demerits:

- a. Throwing snowballs, ice chunks, rocks, etc.

I. Demerit System

The demerit system is designed to help the student assume responsibility for his/her conduct.

1. One-Point Penalties
 - a. Tardiness
 - b. Being in halls without a signed pass in planner
 - c. Dress code violation
 - d. Disorderly conduct
 - e. Discourtesy or disrespect
 - f. Wasting class or study time
 - g. Sleeping in class
2. Three-Point Penalties
 - a. Leaving the building without permission
 - b. Violating academic norms
 - c. Dismissal from class due to non-compliance
 - d. Unexcused absence from class
 - e. Foul language (of a lesser nature; words such as damn, hell, etc.)
3. Additional Information
 - a. Using foul language of a more severe nature such as taking the Lord's name in vain may result in multiple hours of detention.
 - b. The categories above are not all-inclusive and additional points may be deducted at the teacher's discretion.
 - c. All detention and/or demerits may be appealed to the principal.
4. Cumulative Penalties
 - a. When three demerits have accumulated, the student will receive a minimum of one detention.
 - b. Should a third detention occur in one semester, a conference will be held with the principal and the student will receive an in-school suspension.
 - c. Should a fourth detention be warranted in a semester, a conference will be held with the student and his/her parents.

J. Vandalism

Vandalism is a concern of everyone since repair and replacement forces higher tuition rates. If a student is caught vandalizing school or private property, the student and parents will be liable for the damages and must make restitution. In addition, if circumstances warrant, law enforcement authorities may be called, and the person or persons responsible may be prosecuted, suspended, and/or expelled.

K. Weapons

Students are forbidden to possess, handle, transmit or use knowingly and voluntarily any instrument in school, on school grounds, or at school events that is ordinarily or generally considered a weapon. Any object which could be used to injure another person and which has no school-related purpose will be considered a weapon for the purposes of this code.

The following are examples of instruments ordinarily or generally considered weapons; however, this is not an all-inclusive list: knives of all types, guns, lead pipes, chains, chuck-sticks, throwing stars, darts, metal

knuckles, blackjacks, unauthorized tools, fireworks, explosives or other chemicals.

Police will be contacted when there is a suspected violation of criminal laws concerning weapons. A first offense will result in parent notification and immediate suspension, and may result in expulsion. A second offense will result in immediate suspension or expulsion.

L. Cleaning

Each student is expected to take his/her turn cleaning after school. The cleaner may not leave until the teacher has inspected the room. All students, regardless of grade or age, are expected to help keep the school clean, including the hallways, buildings, grounds, and restrooms. A clean school helps to create a better learning environment, and helps students be successful.

M. Courtesy

Students are expected to show courtesy to all the students and adults. The privacy of a teacher's desk and personal property should be respected as should the contents of students' backpacks, purses, and lockers.

N. Fighting

Students are not to engage in verbal or physical fights in the school building, on school grounds, or at school-sponsored activities. Students are prohibited from hitting, striking, kicking, or in any other way harming another student or adult.

O. Student Offensive Conduct

Offensive conduct or harassment on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status, or disability is prohibited. Repeated incidents of offensive conduct directed to the same person or group of persons constitutes harassment. Offensive conduct or harassment may result in suspension or expulsion.

Examples of offensive conduct which, when repeated, constitute harassment, include but are not limited to the following:

- a. Explicit and offensive sexual reference or gestures.
- b. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability.
- c. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which are disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status, or disability.
- d. Unwelcome physical contact of a sexual nature and unwelcome verbal, written, or physical advances or suggestions of a sexual nature.

GACC welcomes all of its new members into our community. Therefore, any form of hazing or initiation for newcomers, underclassmen, etc. is forbidden. Failure to observe this regulation will be considered a major offense, and may result in suspension or expulsion.

P. Threats of Violence

All threats of violence, whether oral, written, or symbolic, against students, employees, school board members, visitors, or other persons are prohibited. Threats against school property or facilities are also prohibited. All such threats will be promptly investigated. Law enforcement may be contacted. Threats issued and delivered away from school or school activities may be grounds for disciplinary action if the threat impacts the orderly and efficient operation of the school. Students engaging in threatening behavior may face disciplinary consequences up to and including expulsion.

Q. Harassment and Bullying

One of the missions of GACC is to provide safe and secure environments for all students and staff. Positive behaviors (non-violence, cooperation, teamwork, understanding, and acceptance of others) are required of all students and staff. Students and staff are to avoid such inappropriate behaviors such as bullying, intimidation and harassment. Strategies and practices are implemented to reinforce positive behaviors and to discourage and protect others from inappropriate conduct.

Harassment/bullying is defined as any intentionally hurtful/hostile or offensive verbal, written, graphic, demonstrative, or physical act that has the purpose of exerting domination over another student through the act of intimidating, frightening, hazing, oppressing, or adversely controlling the student, and that is disruptive of the educational process. This may include, but is not limited to, verbal, graphic, or written activities such as name-calling, taunting, blackmailing, inciting to fight, terrorizing or physical activities such as, blocking or impeding, following, hair pulling, mock hitting motions, intentionally bumping, tripping, and damaging clothing.

Harassment includes the same actions, though not necessarily from a standpoint of perceived power. Harassment is prohibited.

Any person, who believes he/she has been the victim of any harassment/bullying by a student or employee of the school district, should report the alleged acts immediately to a teacher, an administrator, or the counselor.

Bullying and harassment are violations of student conduct rules and as such, appropriate disciplinary measures, up to expulsion, will be enforced. When bullying or harassment is based on gender, disability, race, or other protected status, it is considered a very serious offense for which expulsion may be a likely consequence depending on the severity of the conduct.

The following guidelines have been established to respond specifically to harassment/bullying behavior:

Step One: The first time school personnel become aware of a possible harassment or bullying situation, the accused student and their parents or guardians will be informed by the principal that such a complaint has been filed. If it is determined that the student has harassed or bullied another student, a warning will be given regarding the inappropriate

behavior. The consequences for this kind of behavior in the future will be clearly outlined for the student. If in the principal's opinion the first occurrence of harassment or bullying is severe the principal may move immediately to any of the four steps in this policy. Accordingly they may or may not be used sequentially. Moreover at any stage the student may also be disciplined under the Discipline Policy including up to expulsion. If the principal determines that a student is intentionally making a false accusation against another student, an appropriate response will be made including discipline of the student making a false accusation.

Step Two: The second time school personnel become aware of harassment or bullying incident, the student and his/her parents or guardians will also be notified by the principal. A conference will be requested at that time. If it is determined that the student has harassed or bullied another student, a one day in-school suspension will be assigned. As previously set forth, the principal may move immediately to any of the four steps of this policy or at any stage the student may also be disciplined under the Discipline Policy.

Step Three: If the school authorities determine that the student continues to harass or bully another student or the student fails to agree to not harass or bully in the future, the principal will assign the student three days of in-school-suspension.

Step Four: If a student fails to respond positively to the corrective measures of step three, the student will be suspended out-of-school for a minimum of five days up to a maximum of expulsion from GACC. The principal will always determine the action necessary to insure a safe learning environment for all students.

Students who are the victim of bullying or harassment or who observe such behavior are to promptly report the problem to their teacher or to the principal so the problem can be addressed.

Students who make reports of bullying activity will not be retaliated against for making the report.

R. Chemical Dependency Philosophy and Policy

GACC believes that it exists for the benefit of the student. Therefore, our policy on drugs and alcohol reflects this basic promise. The foundation of this policy is to foster understanding of mutual responsibilities to and for one another. The goal of this policy is to develop an understanding between the school, the parents, and the student in regard to chemical use and the use of tobacco.

Inappropriate use of mood-altering chemicals is an influence that can affect all aspects of development in adolescents and can restrict their ability to perform. We will respond to the use of alcohol and all restricted chemicals among the students in the school, or at school-related functions with promptness, purpose, consistency, and understanding. We realize that problems related to chemical use are treatable; therefore, we provide the appropriate education, initial counseling, basic information and positive support for our students.

Chemical dependency activity is defined as follows:

- a. Using: A student is found taking alcohol or drugs or behaving in a manner that exhibits the use of it.
- b. Possessing: Possession refers to having drugs or alcohol on your person or in the car.
- c. Selling: The act of selling alcohol or other controlled substances or possessing an amount of such substance which would only be appropriate for selling.

GACC does not have the authority or responsibility to make medical or health determinations regarding chemical dependency. However, when observed behavior indicates that a problem exists which may affect the student's ability to learn or function in the educational environment, the school has the right and responsibility to refer the student for a formal chemical dependency diagnosis based on behavior observed by school staff.

Alcohol, Tobacco, and other Drugs Detection and Deterrent: It is the policy of GACC to employ such resources as determined necessary to deter and detect student use and/or possession of alcohol, tobacco, and other drugs (ATOD) while on school campus. Use and/or possession of these substances by students will be reported to local law enforcement and the county attorney and will subject the student to the consequences stated in school policy.

Deterrent and detection resources which may be used may include the use of drug detector dogs, breath testing, or other forms of testing. The basis for implied consent detection shall be unusual or erratic behavior, slurred speech, or the odor of alcohol. The use of drug detector dogs will be limited solely to the examination of lockers, locker rooms, and other areas of the school or school campus and not to students' physical being. In the event that examination of a students' locker provides evidence of other forms of contraband (weapons, other legally prohibited items or substances, etc.) those items shall be reported to local law enforcement officers and the county attorney and shall subject the student to the consequences stated in school policy. The implementation of other forms of testing shall be based on behaviors exhibited by the student. GACC is not liable for expenses incurred through such testing.

Alcohol and/or Drug Offenses Beyond Possession and/or Criminal Activity:

The use of liquor (as defined by Nebraska Statute Section 79-267), controlled substances, or look-alike drug items, or paraphernalia, and criminal activity is not permitted on school property, in school-operated or school-sponsored vehicles, on school-sponsored trips, or at any time when students are under school supervision including school-sponsored activities or events. Students will not be permitted to attend school or school-sponsored events when there is evidence of their having used or being under the influence of liquor, controlled substances, and/or involved in criminal activity.

Suspicion of Use:

Unusual or erratic behavior, slurred speech, or the odor of alcohol will be considered adequate evidence of having used or being under the influence

of alcoholic beverages or controlled substances. Students who choose to participate in athletics are subject to any additional regulations concerning the use of alcoholic beverages or controlled substances included in the acceptable and unacceptable behavior policy.

Implied Consent and Zero Tolerance Policy:

Students who attend a GACC event and are under suspicion of using or being under the influence of liquor, GACC staff shall be empowered to detain that student and to contact law enforcement authorities to arrange for breath testing to confirm or deny that suspicion. A breath test reading that is above a reading of .002 shall be utilized as proof of use of liquor or being under the influence of liquor. Should a student refuse to submit to such testing, that refusal shall be accepted as admission by the student of use of liquor or as being under the influence of alcohol, and the student shall then be subject to stated consequences of that behavior.

Criminal Activity:

When school officials receive a report that a student was involved (whether charged or not) or convicted of an unlawful act, including any determination made by the juvenile/adult court, the student shall be contacted. This policy pertains to unlawful acts and juvenile/ adult determinations that principally do not fall under the drug and alcohol policy and constitutes a criminal violation (whether charged or not) or a juvenile/adult court determine in action/conviction of what would otherwise be a criminal act. The intent of this policy is concerned with offenses involving property damage, theft, personal injury, or lack of moral turpitude. Violations may include, but are not limited to violations such as theft, vandalism, and assault. Students that are in violation of criminal activity shall be subject to stated consequences of the behavior for school and activity participation.

Consequences for violations of these policies are listed in the Acceptable and Unacceptable Behavior Policy.

Tobacco-Free Environment:

GACC declares all school facilities and grounds to be tobacco-free environments for students and staff. When attending school events, including athletic events and/or activities, please remember that school grounds are tobacco-free.

Tobacco Use Policy:

Tobacco use is disruptive to the educational process, illegal for students under age, and creates a health and safety hazard. No student possessing, smoking, or chewing tobacco or look-alike substances will be permitted on the school campus, inside school buildings, in school operated or sponsored vehicles, on school- sponsored trips, or at any time the student is under school supervision. Students possessing, smoking, or chewing tobacco or look-alike substances will not be permitted in non-school buildings where school sponsored events are being held. Students who choose to participate in athletics will be subject to any additional tobacco regulations included in the acceptable and unacceptable behavior policy.

Consequences for the use of tobacco on school property or at any school activity:

- a. First offense: One hour detention and parents informed.
- b. Second offense: Two hours detention and parents informed.
- c. Third offense: Three hours detention and parents informed.
- d. Fourth offense: In-school suspension and parents informed.

S. Acceptable and Unacceptable Behavior Policy

Students who violate the chemical dependency policy will also be subject to the consequences as called for in the acceptable behavior policy. Students are covered under this policy beginning with their first day of school at GACC until graduation, or their final day of representing GACC.

Any student who chooses to act in an unacceptable manner will be disciplined by GACC and offered rehabilitation as indicated. Corrective/rehabilitative action is uniformly applied to each GACC student.

Students who are not cooperative or who impede an investigation face additional penalties up to and including permanent suspension from activities.

1. Unacceptable Behavior- Attendance
 - a. Unexcused absence from practice/ meeting.
 - Discretion of teacher, coach, or sponsor.
 - b. Subsequent unexcused absences.
 - Coach or sponsor will contact the parent(s). Corrective action will be at the discretion of the teacher, coach, or sponsor.
 - c. Unexcused absences from a contest or event as determined by the teacher, coach, or sponsor.
 - Suspended from participation in additional club/class activities for remainder of the season.
2. Unacceptable Behavior – Substance Abuse
 - a. First offense for possession and/or use of tobacco, alcoholic beverages, narcotics, drugs, or other behavior-altering substances, except medication as prescribed by a licensed physician.
 - The parents or the adult designated by the parents as their emergency contact will be called to pick up the student immediately.
 - The student will serve three days of in-school suspension.
 - The student will be suspended from all activities for a time determined by administration.
 - The student and parents are required to make an appointment with the GACC guidance counselor.
 - Following the suspension, the student may continue to take part in activities if he/she is actively complying with the counselor's recommendations. Failure to successfully complete the rehabilitation program may cause a delay in eligibility and participation in all activities. All costs of an outside referral, or program, will be the responsibility of the participant.

- The student will undergo a chemical dependency diagnosis.
- The student will be ineligible election or selection to the National Honor Society, serve as EMHC or lector, the Student Council, as a class officer, or as homecoming royalty for a period of one year.
- Eligibility for additional honors such as Male or Female Athlete of the Year, the Leaders and Champions Award, Valedictorian or Salutatorian honors would also be relinquished for one year after the first offense.
- If the student is a member of National Honor Society, the student council, or is a mandated liturgical minister, or class officer, the student will be removed from these positions.

3. Unacceptable Behavior – Other Misconduct
Consequences for subsequent offenses will be determined by administration.

All other offenses will be referred to administration.

T. Grievance Procedure

Parents or students are requested to follow these procedures if/when any problem arises:

1. Contact the teacher/coach/sponsor and arrange a personal conference;
2. If the problem is not resolved satisfactorily, contact the athletic director / principal;
3. If the problem is still not resolved, contact the principal;
4. If the problem still remains, then request a meeting with the president.

U. Drug Free Schools and Community Act

The use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The district is required by the Drug Free Schools and Community Act to refer all instances of unlawful selling, possession of, or distribution of, controlled substances or “designer drugs,” alcoholic liquor and inhalants on school premises or at school sponsored activities to law enforcement for prosecution. A breathalyzer is available to test students on school premises or at school sponsored activities. Students who test positive will be detained for parents to pick up. The provisions of the code of conduct contained in this section and extra requirements for students involved in extra-curricular activities provide for sanctions up to and including suspension, expulsion or mandatory reassignment.

V. Firearms, Weapons, Explosives and Materials That Ignite

Any student who knowingly possesses, handles, or transmits any object or material that is ordinarily or generally considered as one of the above named items may be expelled for the remainder of the school year. Such action may be modified or terminated by the school at any time during the expulsion period.

Any firearm, weapon, explosive material, or materials that ignite will be confiscated by school administrative or teaching personnel and shall be delivered to law enforcement authorities.

W. Law Enforcement Authorities / Drug Searches

The principal or his designee shall notify, as soon as possible, the appropriate law enforcement authorities of the county or city of any act by a student that is known or is suspected of being a violation of the Nebraska Criminal Code. Every effort will be made to contact the student's parents/guardians before allowing law enforcement officials to interview students in school. The school **DOES NOT** notify parents/guardians when a minor is being interviewed regarding alleged abuse; that is the responsibility of law enforcement. The Cuming County Sheriff's Department periodically conducts searches for narcotics and illegal substances. The primary goal of this program is to detect and/or locate illegal controlled substances and narcotics within schools. The following guidelines have been put in place:

- School searches are to be done by invitation from the administration.
- The search of a school will be coordinated by the drug dog handler and the school administration.
- While conducting school searches, the drug dog team shall be accompanied by another officer, and a school administrator or his or her designee.
- If, or when an alert is indicated by the drug dog, the location and circumstances of the alert are to be documented, after which a determination may be made as a follow-up investigation alternatives.
- If any illegal substances or narcotics are found, the student's parents/guardian will be contacted. The student will be held until their parents/guardian arrives before questioning by police. The school will take action as stated in the student handbook. Any student found with illegal substances or narcotics will be prosecuted to the fullest extent of the law.
- It should also be noted that video surveillance may be in use in any area of the school where privacy is not expected.

HANDBOOK VERIFICATION RECEIPT

Guardian Angels Central Catholic
2015-16 School Year

In accordance with Nebraska State Law, Section 79-4, 176 paragraph (3) which states in part: "Rules and Standards which form the basis for discipline shall be distributed to students and parents at the beginning of each school year or at the time of enrollment..." Parents/guardians are requested to review, sign and return this receipt page:

Parent/Guardian Verification:

I have read the policies of the GACC Handbook with my student(s) and understand the contents as approved by the School Board.

Parent/Guardian Signature

Date

Student Verification:

I have received and read the policies of the GACC Handbook and understand the contents as approved by the School Board.

Student Signature Grade

Date



Guardian Angels Central Catholic

419 E Decatur Street
West Point NE 68788

402.372.5326

www.gaccbluejays.org